

**HOLME-NEXT-THE-SEA PARISH COUNCIL**

**Minutes of the Annual Meeting of the Parish Council held in the Village Hall, Kirkgate, on Tuesday 7th  
May 2024 at 7pm**

**Present:** Lynn Devereux (Chair), Martin Crown, Wendy Norman, Stefan Seare, Robert Burton and John Hulme

**In Attendance:** Dave Watkins (Parish Clerk) and 4 members of the public

**1. Election of Chair and declaration of acceptance of office**

Lynn Devereux      **Proposed by:** Robbie Burton      **Seconded by:** John Hulme

**Agreed unanimously**

**2. Election of Vice Chair**

Martin Crown      **Proposed by:** Robbie Burton      **Seconded by:** Lynn Devereux

**Agreed unanimously**

**3. Apologies for Absence and approval of reasons:** To receive apologies and reasons for absence

None

**4. Declarations of Interest:** To declare any personal or prejudicial interests

None

**5. Minutes of the Parish Council Meeting held on Tuesday 9 April 2024**

**5.1. Approval**

These had been pre-circulated

It was **RESOLVED** (unanimously) that the Minutes of the Parish Council Meeting held on 9 April 2024 be confirmed as a true record and be signed by the Chair.

**5.2. Matters arising from the minutes (non-agenda items)**

(3.2) Minimal Precept - Clerk reported that to gain extra income from the Council Tax increases for second homes, the Parish Council would have to levy a precept, and have second homes in its taxbase – which it does. Borough Council's Revenues section is preparing a webpage where the Parishes can see all their figures and the possible impact of the extra charge.

(3.2) Parish Council Chairs meeting – Councillor Devereux has not yet received a response but noted that a new Leader has been appointed.

(4.2) Extract of Minutes relating to Hollys Trust be sent to their Chair – Clerk confirmed this had been done

(4.2) Park Piece path – Clerk confirmed that contractors had been contacted for further information so that like-for-like comparisons could be made.

(5.2) Contractors' vehicles at Squirrels – Clerk reported that the Case Officer had noted the Parish Council's comments, has considered the development small-scale and therefore not requiring any form of Contractor Management Plan.

Signed Chair

*LS Devereux*

Date 11/6/24

Councillor Norman shared her concern that HGV vehicles were undertaking 3-point turns at the junction of Eastgate / Kirkgate where damage had previously been inflicted on the Old Smithy.

(5.3) Flood meeting – Following Councillor Crown’s attendance at the Flood meeting on 25 March 2024, the Clerk confirmed that Anglian Water (AW), Environment Agency and Internal Drainage Board had all been contacted. AW have attended White Horse. EA’s Asset Performance Team are investigating concerns about the River Hun and the operation of the sluice. IDB are going to provide a quote for clearing the drain on the west side of Beach Road adjacent to the Village Green which is the Parish Council’s property.

Clerk also confirmed that collated comments from parish councillors who attended the meeting had been sent to Thornham’s Clerk for inclusion in revised notes. Response received was that it was regarded as an informal meeting and therefore revised notes will not be issued. HNTSPC Clerk will retain both sets of notes for future reference if required.

Confirmed that owner of Drove Orchards will attend an open meeting prior to the next Parish Council meeting (11 June) to present details of the site’s 10-Year Plan.

(10.1) Great Chalk Way Information Board – Councillor Devereux confirmed that she had contacted the NWT with regard to PC’s decision.

## 6. Reports: to receive the following

### 6.1. County Councillor and District Councillor reports

County Councillor had circulated a report prior to the meeting. Councillor Devereux was concerned about the Devolution Deal and the County Council’s economic strategy which she felt favours the east of the County and ignores issues with the A149.

### 6.2. Local Plan Hearing – (Councillor Devereux)

Notes from the meeting had been pre-circulated by Councillor Devereux.

## 7. Public participation: Resolution – to adjourn the meeting up to 15 minutes for Public Participation

None

## 8. Planning matters

### 8.1. Applications received subsequent to this agenda - None

### 8.2. Applications for comment

8.2.1. - **24/00692/LB** - Renovate and convert the existing chalk barn from storage use to bakery and coffee shop. Demolish 2No existing brick buttresses and rebuild 4 new buttresses to rear of barn. Demolish and rebuild sections of chalk walls. New roadside Carrstone wall to Kirkgate which will replace hedge. The White Horse, 40 Kirkgate, PE36 6LH – Expiry date 15 May 2024

Parish Council felt that the works contributed to an improvement in the use of the building but had the following concerns: parking; increase in traffic; opening hours; use of extractor fans. Councillor Devereux expressed a concern that the café may be classified as a shop if it also sells convenience products such as milk and newspapers and this could contribute to the village being re-classified in the Settlement Hierarchy which in turn could impact on Housing Allocations in the Local Plan.

**Decision: send comments regarding parking; increase in traffic; opening hours; use of extractor fans**

Signed Chair

*LS Devereux*

Date 11/6/24

8.2.2. - **24/00691/F** - Renovate and convert the existing chalk barn from storage use to bakery and coffee shop. Demolish 2 No existing brick buttresses and rebuild 4 new buttresses to rear of barn. Demolish and rebuild sections of chalk walls. New roadside Carrstone wall to Kirkgate alongside previously approved hedge. The White Horse, 40 Kirkgate, PE36 6LH – Expiry date 18 May 2024

**Decision: : send same comments regarding parking; increase in traffic; opening hours; use of extractor fans**

### 8.3. Other Applications for information

8.3.1. - **24/00086/TREECA** - 1 no. Lawson's cypress & 1 no. Common Yew are both in a poor state and my clients wish to remove them and replace with fruit trees to create an orchard area in their cottage garden. The Yew is growing at an erratic angle and may be in danger of falling onto the boundary. Journeys End 36 Kirkgate, PE36 6LH

### 8.4. Comments made on Applications

None

### 8.5. Decisions Reported

8.5.1. – **24/00031/F** - The Squirrels, 24 Eastgate, PE36 6LL - Extension, internal alterations, refurbishment and erection of car port. Application permitted, 12 April 2024. *Delegated Decision*

### 8.5. Appeals and Enforcement

Nothing to report

## 9. Appointment of online banking and cheque signatories

Councillors Burton, Norman and Seare were re-appointed to continue in this role.

**Agreed unanimously**

## 10. To appoint a councillor to review Financial Control Procedures

Councillor Crown was re-appointed to continue in this role.

**Agreed unanimously**

## 11. Review of Direct Debits, Standing Orders and Subscriptions

These were pre-circulated and **agreed unanimously**

**Clerk to reinstate Standing Order with Norfolk Wildlife Trust**

## 12. Appointment to Outside Bodies

Holleys Trust (Steve Smith) and Village Hall Committee (Councillors Norman and Seare) were appointed last year for 4 years.

## 13. Policy and procedures review

**13.1. Review and adoption of the existing documents:**

**The following were reviewed and no changes recommended**

13.1.1. Asset Register

Signed Chair

*LS Devereux*

Date 11/6/24

- 13.1.2. Biodiversity Policy
- 13.1.3. Code of Conduct for Councillors
- 13.1.4. Complaints Procedure
- 13.1.5 Co-option policy
- 13.1.6 CPRE Solar Design
- 13.1.7. Financial and Management Risk Assessment
- 13.1.8. Financial Internal Controls
- 13.1.9. Financial Regulations
- 13.1.10. Publication Scheme
- 13.1.11. Standing Orders

### **13.2. Consideration of new policies**

A Draft Internal Communications Policy had been pre-circulated for comment. Councillor Devereux had commented that wording would make it difficult for the Chair to communicate with other Councils and organisations on a day-to-day basis. Councillor Devereux also felt that a Document and Retention Policy would be a worthwhile addition.

**Agreed: Clerk to reword Draft Internal Communications Policy, circulate to Parish Council prior to June meeting and place on Agenda for approval. Clerk to begin drafting a Document and Retention Policy.**

## **14. Village Matters**

### **14.1. Dog bin - Busseys Lane**

Clerk reported that the Borough Council is conducting a health and safety review of dog bin emptying. They concluded that Busseys Lane is a very narrow lane and there is not space for the dog van to turn around. Therefore, it has to reverse back down the lane which has been considered a safety risk to pedestrians. The Borough Council has requested that this bin is removed/re-located. If choosing to move the bin, the Borough Council needs to know the location it will be moved to beforehand so they can assess if it is suitable for emptying.

**Clerk to contact Greenspace Officer with two options: 1- southern end of Busseys Lane. 2- adjacent to Parish Council noticeboard at junction of Westgate / Kirkgate / Peddars Way. Another option for re-locating bin to Park Piece was agreed as another alternative should options 1 and 2 not being agreed.**

### **14.2. Cycle racks**

Clerk sought agreement that following County Council's agreement to contribute 50% towards the installation of cycle racks that procurement of equipment and materials should now progress.

**Agreed unanimously**

## **15. Monthly Report from Responsible Financial Officer**

### **15.1. Report**

AGAR update - Responsible Financial Officer (RFO) has given the Internal Auditor all required documents for inspection and their return is expected at the end of May. Approval by the Parish Council and signing by the Chair at the June Parish Council meeting (11 June) will allow sufficient time to submit Return to external auditor (PKF Littlejohn) by 1 July deadline.

Signed Chair

*LS Devereux*

Date 11/6/24

## 15.2. Payments for authorisation

PAYEE	REASON	AMOUNT	PAYMENT METHOD
L. Devereux	Annual Zoom subscription	£155.88	Bank Transfer
Marianne Charles	Village sign flower bed	£38.45	Cheque
Mr. D. Watkins	Land registry fees	£27.00	Bank Transfer
Mr. D. Watkins	Land registry fees	£21.00	Bank Transfer
British Gas plc	Village Hall electricity	£127.18	Direct Debit
Lawnright	Grass-cutting	£360.00	Bank Transfer
Payroll	Staff salaries	£651.70	Bank Transfer
HMRC	PAYE on staff salaries	£170.60	Bank Transfer
BT plc	Telephone and broadband - April	£79.00	Direct Debit
L. Devereux	Copying of documents for Local Hearing (£13.58) and Brownsea Application (£25.96).	£39.54	Bank Transfer

Agreed unanimously

## 16. Correspondence

16.1. Any correspondence not otherwise on the Agenda

## 17. Date of meetings:

17.1. 2024-2025 Meetings Calendar: Setting dates, time, and place of ordinary meetings of the full Council.

These had been pre-circulated to parish councillors and no issues with Bank Holidays or Public Holidays had been found.

Agreed unanimously

17.2. Date of next meeting of the Parish Council: Tuesday 11 June 2024

17.3. Date of Annual Parish Meeting: Tuesday 13 May 2025 at 6pm

Signed Chair

*LS Devereux.*

Date 11/6/24