

HOLME-NEXT-THE-SEA PARISH COUNCIL

Minutes of a Meeting of the Parish Council in the Village Hall, Kirkgate, on Tuesday 8th November 2016 at 7 pm

Present: Kevin Felgate (Chairman) Gillian Morley
Lynn Devereux Robert Burton
Margaret Easton Martin Crown
In Attendance: Christina Jones (Clerk)

There were 4 members of the public present. Councillor Felgate welcomed everyone and thanked them for their attendance.

1. **Apologies for Absence and approval of reasons for absence.**
Apologies had been received from Councillor Needham (family illness).
2. **Declarations of Interest.**
Councillor Crown declared an interest in Item 10 (Training) and Councillor Devereux declared an interested in a payment under Item 16(b) Finance.
3. **Confirmation of Minutes.**
It was **RESOLVED** (unanimously) that the Minutes of the Meeting held on 11th October 2016 be confirmed as a true record and signed by the Chairman after the words 'until all existing allocations have been used' in the second line of Item 7(b)(i) after the words 'currently under consideration' had been added.
4. **Matters arising (information only).**
The following information items relating to the Minutes from the Meeting held on 11th October 2016 were noted:
 1. There had been no acknowledgement of the Settlement Hierarchy Return.
 2. Information regarding the Norfolk Coast Partnership (NCP) Area of Outstanding Natural Beauty (ANOB) 'Dark Skies Project' was required.
 3. Estelle Hook from NCP had not obtained funding for the Hun project and additional information would be sought.
5. **Information Items.**
 - (a) **Borough Council of King's Lynn and West Norfolk (BCKLWN).**
The Clerk reported there had been no meeting in October and the meeting dates listed now were September, November and January. It would therefore appear that meetings are to be held on alternate months in future.
 - (b) **BCKLWN.**
It was agreed that the Adopt a Kiosk Scheme (Retaining payphones for social need) information that had been circulated would be discussed under Item 7(b)(ii).
 - (c) **Norfolk Association of Local Councils (NALC).**
Information regarding the new website, query system and access had been circulated.
6. **Public Participation**
It was **RESOLVED** (unanimously) that the meeting be adjourned for 15 minutes for public participation.
 - (a) **Public Participation.**
 - (i) A parishioner raised the issue of safety at the junction of Westgate and Beach Road. There is no 'Give Way' sign and the road markings have nearly been erased. There had been two incidents recently of cars turning straight out of Westgate onto Beach Road without stopping and nearly causing accidents. It was **RESOLVED** (unanimously) that the Clerk contact Highways.
 - (ii) Another parishioner had just sent the Clerk an email about concerns regarding the hedging at the same junction. Some work had been undertaken but the hedge on the seaward side was still overhanging considerably. There was also concern raised that the Highway Rangers did not undertake the work purported to have been completed and that although BCKLWN had confirmed that as there was no pavement the road should be routinely swept every 12 months, this was not being done, resulting in the narrowing of the lanes. The parishioner generally felt the village was not being well served with considerable overgrowth on lane edges. A query was also raised as to the ownership of the hedge on the opposite side of the road to the Stables and the responsibility for its maintenance. It was **RESOLVED** (unanimously) that the Clerk contact Highways with these concerns.
 - (iii) The issue of dog waste bins near the beach was raised. The bin in the car park is often covered by nettles and the one on the golf course gets very full. The two on the beach hardly get used at all and at least one would be better located near the coastal path sign. These two belong to the L'Strange Estate and it was agreed the Clerk should contact the Estate Office with the suggestion that one should be moved accordingly. Jamie Bridges would be asked to keep the undergrowth clear of the bin in the car park and move the bin to a position where it was more visible. It was suggested that additional signs to use the bins provided should be installed, possibly of a humorous nature.
 - (b) **Borough Councillor Report.**
There was no Borough Councillor report. (Apologies were received later.)
7. **Planning Applications.**
 - (a) **Any Planning Applications received subsequent to this Agenda.**
16/01918/F Variation of Condition 1 attached to Planning Consent 15/00657/F to allow the landscaping plan to be amended at Inglenook, 32 Main Road, Holme-next-the-Sea PE36 6LA.
This Application had only just been received and circulated. It was thought it was an attempt to deal with the compliance issues relating to the wall and consideration needed to be given to the original Condition 1 before

a response was made. It was thought that the property was now occupied and this needed investigating as the conditions relating to the wall could not be implemented until occupation.

(b) Planning Applications submitted.

- (i) **16/01744/F** extension to garage providing open car port, solar PV panels to the south elevation at Driftwood, 31 Main Road, Holme-next-the-Sea PE36 6LA.
Objections had been agreed by email and submitted by the response date of 7th November. Councillor Felgate reported that the applicants had intended to attend the meeting to put forward their representations and had been disconcerted not to have had that opportunity resulting in discussion of the process. The Clerk confirmed that there was no legal requirement to hold all planning discussions in open meetings but that it was 'best practice' although some Councils managed all Planning discussions by email. It was **RESOLVED** (majority vote) that for a trial period of six months additional meetings would be held by the Parish Council when necessary to discuss Planning Applications with a response date falling between meetings when an assessment of the number of extra meetings can be made. The Clerk was also requested to contact BCKLWN Planning Department to suggest that the response period of 21 days be amended to a calendar month which would negate the requirement for extra meetings completely.

- (ii) **16/01838/BT** Removal of public payphones (01485 525213 PCO Beach Road, Holme-next-the-Sea PE36 6LG)

The Clerk confirmed that the public payphone with this number was actually located in Westgate. The data indicated it had not been used for 12 months. The suggestion to adopt a kiosk was discussed but as it is not an old red phone box there was little incentive. It was **RESOLVED** (unanimously) no objections be raised but that a request be made for the removal of the box as well as the equipment as the box on Main Road was still in situ despite the equipment being removed some considerable time ago. A request for this to be removed should also be made.

- (iii) **16/01794/F** Two storey extension to dwelling at White Cottage, 3 Main Road, Holme-next-the-Sea PE36 6LA.

The proposed extension closes the gap between the bungalow and the existing house and nearly doubles the size of the house although only about a metre will be visible from the road. Discussion as to the impact on the street scene and the neighbouring property. Only one frosted bathroom window overlooks the adjacent bungalow and Councillor Crown had spoken to the owner who has no objections. Discussion as to parking as there is no access to the back garden and no garage. This will result in parking on the front garden and reversing onto the Main Road and there may be a number of cars as the extended property will have four double bedrooms. It was finally **RESOLVED** (majority vote with one abstention and one objection) that no objections be raised but that concerns be registered as to parking and access onto the A149. Councillor Devereux stated for the record that she considered that a dangerous precedent was being set for the street scene by not raising any objection to this Application.

(c) Other Planning Matters.

- (i) **BCKLWN Call for Sites and Policy Suggestions Consultation.**

A letter regarding the Consultation which runs between 17th October and 28th November 2016 had been circulated. This relates to the review for the period to 2036 of the Site Allocations and Development Management Policy (SADMP) which was adopted about two weeks ago. The letter had been received by the Parish Clerk but also individuals within the Parish. There is the potential for this Call for Sites to conflict with the Neighbourhood Development Plan (NDP) currently being undertaken. It is understood that BCKLWN can allocate development but not sites and it could be considered bad practice not to have contacted parishes undertaking NDPs to clarify the position. Some planning authorities have not entered into this kind of consultation. It is also understood that there is a legal obligation for BCKLWN to co-operate with any Council undertaking an NDP and the Holme-next-the-Sea NDP Working Party is arranging for a meeting with Alan Gomm, head of BCKLWN Planning Department, to discuss the situation. It was agreed no further action should be taken until after that meeting has taken place.

- (ii) **Planning Issues.**

The three Ward Borough Councillors were not enthusiastic regarding a meeting to discuss a number of planning issues arising in Holme-nex-the-Sea. It had been suggested that a meeting with the Planning Department would be more appropriate and Councillor Bower would like to attend. The original meeting suggestion had arisen due to the issues of non-compliance within the village and the application for mobile homes in Eastgate which had still not been determined despite the determination date being January 2016 and numerous requests made for information and reasons for the delay. After discussion it was agreed that the Clerk should again contact the three Ward Councillors as one of their functions is to represent Parishes within their Ward and a representation to BCKLWN from them may carry weight.

- (iii) **16/01451/F** Application withdrawn to Demolish and remove conservatory, undertake extensions to front elevations, internal and external alterations at Little Meadow, 11 Kirkgate, Holme-next-the-Sea PE36 6LH.

No explanation had been given for this withdrawal. No objections had been raised by the Parish Council.

9. Neighbourhood Development Plan.

Councillor Devereux reported as follows:

- Most of the previous month had been used to complete analysis of comparisons between Holme-next-the-Sea residents and second home owners.
- Text responses from the Questionnaire, of which there were about 400 had been analysed using Word Cloud

which gave a visual image of the most frequently used words which, with the typed responses, can be displayed at the next Public Consultation.

- The final report has been sent to the Planning Adviser, Richard High, and a working party meeting with him had been arranged for the next day.
- The Working Party now needs to look at the environmental aspects although the relevant legislation is quite difficult and advice will be sought from Richard High. This assessment is important as when the SADMP was adjourned it was due to there being insufficient evaluation of the impact of development on European Sites and had resulted in a delay of six to seven months.
- Data is also being sought on a survey taken of visitors at Holme Dunes which should have been available from the Norfolk Biodiversity Department at Norfolk County Council (NCC) but has not yet been released. It is necessary to see these figures as in 2010 it is understood there were some 100,000 visitors, most of which would be using Broadwater Road for access.
- An agreement with Ordnance Survey has been signed to give access to better mapping.
- On the advice of Richard High a website is being developed specifically for the NDP where all information can be available for use by the Working Party. This will ultimately need to go public, perhaps with a link to the Village Website, if that would be possible.
- If Holme-next-the-Sea remains designated as a 'Small Village or Hamlet' following the Strategic Hierarchy Review currently being undertaken by BCKLWN then the percentage of houses allocated under the current SADMP up to 2026 would be approximately 8 -10 although the period to 2036 is now being considered.
- Additional help will be necessary to complete the research and reporting required for the heritage information section.
- There is probably sufficient information now for another public consultation which could provide feedback on suggestions for development sites and future projects.

After discussion it was agreed a Presentation Day would be held on Thursday 5th January between 10 am and 4 pm with the Clerk submitting a Notice to LINK for the December issue, Notices being posted on the three Notice Boards and sent out with the Village Information Network.

Councillor Devereux and the Working Party were thanked for all her hard work.

10. **Training.**

After discussion it was **RESOLVED** (unanimously) that funds would be available for a two day new Councillor training course for Councillor Crown and a Clerks' Networking Day (if required) for the new Clerk.

11. **Village Hall.**

The Clerk reported that a Non Domestic Rates Charitable Relief Review was being undertaken by BCKLWN. In consultation with Councillor Burton the required form had been completed and 2015/16 Accounts and the Constitution forwarded as required. There is a mandatory 80% relief with charitable status but the remaining 20% discount currently given by BCKLWN is optional.

12. **Park Piece.**

Councillor Felgate reported that the two benches had been delivered and Councillors Morley and Burton had indicated locations for installation to Jamie Bridges who will do the work next week. One will be at the top and one at the bottom of the field.

13. **Village Matters.**

(a) **Village Information Network (VIN).**

The Clerk reported that the Village Website manager had concerns about maintaining the accuracy of data in order to enable information to be circulated in his absence and had indicated this need would only arise on a very limited number of occasions. It was agreed the status quo should remain.

(b) **A149 Flooding at Drove Orchard.**

It was reported that the September 2016 draft Minutes for Thornham Parish Council under Item 11 'Permissive Path to Drove' indicated that Holme-next-the-Sea Parish Council had agreed to investigate the installation of signs at either end of the Permissive Path. Councillors had no recollection of this and it was agreed the Clerk should contact Councillor Mocatta to clarify.

(c) **Peddars Way / Kirkgate Flooding.**

Councillor Felgate reported on a meeting held on 24th October when Sally Bettinson, Highways Engineer from Norfolk County Council together with Damien Jeffries, Highways Technician and Inspector, had been present as were residents from properties affected. There was a full discussion and site inspection resulting in the following:

- The Clerk is to include drain clearance on every Highway Ranger request list which will result in four clearances a year.
- Additional culverts will be installed at the top of Peddars Way.
- A drain at the top of the lower part of Peddars Way will be cleared out as it was found to be completely blocked preventing any water using the drainage system under the road down to the marsh.
- The outfall at the end of Bussey's Lane will be inspected and cleared as necessary.

It was acknowledged that the system would not deal with torrential rain over a protracted period and that these events were becoming more common resulting in a countywide problem. Once some progress has been made in

this area then the flooding from Chalkpit Lane needs to be addressed although this does not affect properties as they are higher than the road.

Signed..... Chairman Dated..... Page 446

14. Parish Partnership Scheme 2016/17.

The Clerk reported that following concerns being raised over the Street Furniture Licence being issued, this had now been received and work could go ahead. After discussion of the three quotations obtained it was **RESOLVED** (unanimously) that JDS Construction Norfolk Limited be instructed to undertake the work.

15. Parish Partnership Scheme 2017/18.

Following discussion it was agreed no application would be made for funding in this financial year.

16. Finance:

(a) Second Quarter Accounts and Budget Monitoring.

The Clerk reported that the new internal auditor, Patrick Chapman, had completed the half year audit and confirmed the books had been well maintained but had made comments and suggestions as follows:

- He was surprised the books were maintained as a cash system and would have expected an accruals system to be used.
- He would have expected the accounts to be maintained net of VAT, not gross with VAT.
- He would recommend that VAT refunds be applied for quarterly instead of annually.

The Clerk confirmed that the systems currently operated had been in place at her appointment and had therefore been continued. After discussion, during which some Councillors agreed with his comments, it was **RESOLVED** (unanimously) that these matters be dealt with when the new Clerk and Responsible Finance Officer took up post.

(b) It was RESOLVED (unanimously) that the following payments should be made:

HMRC	Clerk's October PAYE	£ 75.40.(Cheque No:101314)
Mrs. C.M. Jones	Clerk's October salary & re-imburements.	365.85.(Cheque No:101315)
Jamie Bridges	September 2016 Grass Cutting.	245.00.(Cheque No:101316)
	(Lawnright Garden Maintenance)	
Citizens Advice Bureaux	Donation	250.00.(Cheque No:101317)
	(King's Lynn)	
Robert Bowman	Neighbourhood Development Plan Building	
	Assessment Printing (2 cartridges)	35.98.(Cheque No:101318)
Lynn Devereux	Scanning NDP Building Assessment records.	32.56.(Cheque No:101319)
Campaign for the	Annual subscription 2016/17.	36.00.(Cheque No:101320)
	Protection of Rural England (CPRE)	

17. Correspondence Circulated.

The following correspondence was being circulated:

Clerks and Councils Direct November 2016 Issue 108.

18. Date of next Parish Council Meeting - Tuesday 13th December 2016 at 7 pm in the Village Hall.

Councillor Felgate thanked everyone for their attendance.

The meeting closed at 8.35 pm.

Signed..... Chairman Dated..... Page
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