

# Holme-next-the-Sea Parish Council

## Minutes

### Minutes of a Meeting of the Parish Council in the Village Hall, Kirkgate, on Tuesday 17<sup>th</sup> October 2017 at 7 pm

Present: Kevin Felgate (Chairman) Lynn Devereux (Vice Chairman), Gillian Morley, Martin Crown  
In Attendance: Patsy Adams (Parish Clerk), 1 Member of the public

#### **The Chairman opened the meeting at 7.02pm**

1. **Apologies for absence** Received from Cllr Burton and Cllr Easton
2. **Declarations of Interest** Kevin Felgate (Chairman), declared an interest in Item 14. A dispensation was granted to allow Cllr Felgate to stay and participate on the basis that the knowledge and information Cllr Felgate had would be of benefit to the Members on advice of the Clerk.
3. **Reports**
  - 3.1 **To receive reports from the Police** The Police did not attend the meeting but the Clerk informed the meeting that she had viewed the Crime Map for the area and no crimes had been reported during the current period (end of August).
  - 3.2 **To receive reports from the County Councillor and the District Councillor** None
  - 3.3 **To receive an update on the Neighbourhood Development Plan** Vice Chairman Devereux updated the meeting on the progress of the NDP. A full report is available on the NDP website <http://www.holme-next-the-sea-plan.co.uk>
4. **Public questions, comments and representations** None
5. **To consider approval of Minutes of the Meeting of 5<sup>th</sup> September 2017.** After due consideration the minutes were approved and signed by the Chairman accordingly.
6. **Matters arising from those minutes:**
  - 6.1 **Thornham Bank Grass Cutting** The Clerk informed the meeting that she had contacted the Environment Agency and they assured her that the complaint received by a member of the public had been responded to. They agreed that the bank had been cut at the wrong time of year and would try to avoid a similar situation next year. It was **AGREED** that the Clerk would respond to the Member of the Public accordingly.
  - 6.2 **Drainage Issues** The Clerk informed the meeting that she had received an email from the Highways Ranger confirming that the drainage issues on Peddars Way and Eastgate had been reported and would be resolved by the Area Technician.
  - 6.3 **Public Conveniences** A recent newspaper article had stated the public Conveniences would not be closing and a subsequent email from KL&WNBC had confirmed this.
  - 6.4 **Wi-fi Installation at the Village Hall.** The Clerk had sought four quotes . It was **AGREED** that the most favourable would seem to be that offered by Plusnet who were also able to offer a very competitive phone line rent as well. It was **AGREED** that once the full terms of the contract

Signed...*K Felgate*.....Chairman

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were understood, specifically the cost of early cancellation, the Clerk should proceed to order and replace the service currently offered by BT.

7. **Planning**

7.1 **To discuss and make observations on any planning applications received:**

**17/01868/F Orangery Extension to Dwelling at 37 Peddars Way, Holme next The Sea Norfolk. NO OBJECTION**

**Planning Decisions:**

**17/01437/F Holmbush, Drove Orchards. Retrospective application to install a roof light and block window. APPLICATION PERMITTED.**

Cllr Devereux raised the matter of two further applications that had appeared in the press but has not yet been received on the weekly Planning lists emailed to the Clerk. Cllr Morley asked for copies of the lists to be forwarded to the Councillors.

7.2 **Decisions Received None**

It was AGREED that future Agendas should list the applications, where possible.

8. **Highways & Transportation**

**To receive an update on previous matters and to report any further issues None**

9. **Finance & Regulatory Matters**

9.1 **To consider bank reconciliation and budget against actuals.** The bank statements for the second quarter were compared to the Actual expenditure and AGREED to be an accurate balance. The budget was compared to the actual expenditure and APPROVED accordingly. Cllr Devereux asked for an additional column to be added to the spreadsheet to show the difference between the total budget and the total expenditure. The Clerk asked if she could get a price to upgrade the spreadsheet and therefore reduce the time the process takes and this was AGREED.

9.2 **To consider list of payments for approval including:** The Clerk's Salary & Expenses £489.70 | Lawwright £183.50 | BT (DD) £45.46 | Village Hall £511.91 |

9.3 **To consider payment of invoices received after the date of this Agenda** Mazars £390.00 | Landles £720.00 | CPRE £36.00 |

9.4 **To receive the Annual Report from the External Auditor.** The results of the Annual report were considered and accepted.

10. **To consider a request from Cllr Burton to purchase gravel for the Village Hall car park**  
**The meeting was informed that Cllr Burton had received a quote for £208.00 plus Vat for additional gravel for the village hall car park.** Council considered this proposal and Agreed unanimously to approve it.

11. **General data Protection Act 2018**

The Clerk went through steps one and two of the 12 step process. The meeting APPROVED the appointment of the Clerk to the role of Data Protection Officer and it was AGREED that the Clerk would forward further details about GDPR 2018

12. **Correspondence**

Correspondence, previously circulated, did not require any further action.

Signed...*K Felgate*.....Chairman

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- 13. To confirm the date and time of the next meeting.** Following a request from the Clerk it was AGREED that future meetings would be at the later time of 7.30pm. The next meeting will be on Wednesday 15<sup>th</sup> November 2017 at 7.30pm.

There being no further business it was RESOLVED to close the meeting to the public at 8.30pm

Signed...*K Felgate*.....Chairman

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