

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

**Minutes of the Meeting of the Parish Council held in the Village Hall, Kirkgate, on Tuesday 15<sup>th</sup>  
October 2019 at 7 pm.**

**Present:** Lynn Devereux (Chair), Ermine Amies, Martin Crown, Stefan Seare, Wendy Norman

**In Attendance:** Dave Watkins (Parish Clerk), Bob Lawton (Brancaster Ward Councillor), Messrs S and B Lucas (AR&V Investments Ltd), Mr M Starr (Claudia Starr Developments) and three members of the public.

**1. Apologies for Absence and approval of reasons**

Councillor Andrew Jamieson (meeting in London), Councillor Felgate (business commitments)

**2. Declaration of Interest**

Councillor Devereux declared a non-pecuniary interest as a near neighbour in item 7.6.2.

**3. Appointment of Parish Clerk: Resolution: *To appoint Mr David Thomas Watkins of 17 Ashdale Park, Old Hunstanton, Norfolk PE36 6EQ as Clerk to the Parish Council* Proposed:**

Councillor Devereux **Seconded:** Councillor Norman

**It was RESOLVED** unanimously that Mr David Thomas Watkins be appointed Parish Clerk.

**4. Minutes of the Council Meeting held on Tuesday 03 September 2019**

**4.1. Approval**

These had been pre-circulated with no comments arising. It was **RESOLVED** (unanimously) that the Minutes of the Parish Council Meeting held on 03 September 2019 be confirmed as a true record and be signed by the Chair.

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

(3.2) DPI Form resolved

(4.3) Endure Project – visitor surveys delayed

(7.4) Road traffic data – Councillor Amies had contacted BC for traffic data unsuccessfully. Are CC receiving reports from Police?

**Councillor Lawton agreed to contact Democratic Services to obtain required statistics**

**5. Reports**

**5.1. County Councillor and District Councillor Reports**

Councillor Lawton reported that he had encountered difficulties in obtaining information regarding the Poplars Appeal and believed it was being held up with PINS.

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### 5.2. Neighbourhood Plan update

Councillor Devereux reported that the review of the Regulation 14 Consultation responses had been completed. Consultation Statement produced which provides full review of the consultations carried out since work on the Plan began. Pre-Submission Draft NDP updated to reflect feedback. Basic Conditions Statement produced demonstrating how NDP meets the legislative requirements. All documents passed to BC for Regulation 16 Consultation – 30 September to 11 November. The appointment of Ms Ann Skippers (RTPI) as the independent Examiner of the Plan was welcomed. Her role is to review Plan and propose any changes that will need to be made before it can proceed to local referendum. For further information see the consultation area of the NDP website <http://www.holme-next-the-sea-plan.co.uk>

### 5.3. Report on NCP Dark Skies Seminar

Councillor Amies reported back on Dark Skies Festival and had attended a session for councillors. Two Discovery sites to be established locally. Light pollution a problem and consideration requested regarding i) Dark Skies guidance in dealing with planning applications., ii) circulating Dark Skies Pledge via VIN. NDP has included a Dark Skies policy but with exclusions for safety and security. Awaiting slides from NCP for possible presentation at next PC meeting.

### 5.4. Report on BCKL&WN Parish Update Seminar

Councillor Norman reported that much of the time was taken up with attendees asking many local questions. Advice given was for PCs to have Second Homes / Principal Homes Policy in their NDP. Felt that exploring opportunities for collaboration with neighbouring Parish Councils would encourage unity and help develop a common approach and strong voice. Slides have been circulated to Councillors.

## 6. Public Participation

It was **RESOLVED** (unanimously) to adjourn the meeting for up to fifteen minutes for Public Participation.

- Tony Foster (VIN) reported that the service now had 155 subscribers with the “*Lost and Found*” service proving very popular. He asked if the PC would consider extending wi-fi into the Meeting Room as the current service was insufficient to cover this area.

#### **Parish Clerk to make enquiries and report back at next meeting**

- Mr Starr expressed concern and disapproval on what he viewed as constraints and objections raised by the PC, particularly with regards to development of AR&V land within the village. He felt it unfair when residents, including Councillors, who sold or

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purchased properties subsequently objected to development proposals and that the PC had a very negative attitude to development. He stated that that Mr Lucas had paid #1.1m for two properties, notably two sites which he described as caravan parks, and felt he should be allowed to build some houses.

In response, it was noted that AR&V was a property developer with a turnover of around #30m pa and the properties in question had not been purchased as a going concerns with use for camping or caravans. Their use for these purposes had not been established and, following progress with enforcement action by the Borough Council, AR&V had now withdrawn their claims in respect of lawful use. It was stressed that the village has produced an NDP proposing a number of very positive policies including an allocation of five small houses for occupation by residents. There was considerable concern about the replacement of small, affordable market homes in the village and the impact that this was having on its character.

Mr Starr indicated that he was not happy with the process and said that the owner of the allocation site did not want the proposed housing.

The Chair pointed out that Local Plan Policy did not provide for any development in Smaller Villages and Hamlets such as Holme but the proposed allocation was something that the village wanted. All of the sites that had been put forward for development in response to both the NDP and Local Plan consultations had been evaluated using the standard assessment methodology and voted on as part of an NDP Consultation Event attended by more than 80 people. The preferred site and type of housing was selected based on this process.

Mr Lucas was invited to comment on behalf of AR&V but said he had little to add but was unhappy about the process and the standards that were being operated. In response, a member of the public pointed out that the NDP had carried out extensive consultations on proposed policies and the submitted plan contained a 250 page record of these.

## 7. Planning Matters

### 7.1 Applications received subsequent to publication of Agenda

None

### 7.2 Applications for comment

7.2.1 **19/01607/LDE:** Lawful Development Certificate: existing use of the land as a caravan site and continued use for such purposes, land south of Inglenook, 32 Main Road, Holme-Next-The-Sea, PE36 6LA (OS Ref 570624 342994)

Councillor Devereux updated PC with details about Appellant's case regarding boundaries and previous use. 10 years continuous use required for consent. Only issues relevant to the lawful use of the land can be considered. Councillor Crown highlighted 1960 and 1970 consents which he believed covered only camping not caravans. Councillor Amiesenquired if we need legal advice to which Councillor

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Devereux replied that a couple of parishioners had raised this question and it has been suggested that another might be willing to contribute to the costs of legal representation so this may need to be considered.

- Application **NOT SUPPORTED**.

### 7.3. Applications to note

7.3.1. **19/00141/TRECA**: Trees that require to be removed: T3, T5, T7, T8 (partial removal), T17, 16 Barnwell Cottages, Aslack Way, Holme next The Sea, PE36 6LP

7.3.2. **17/02027/NMA\_1**: Non-material amendment to planning permission 17/02027/f: (variation of condition 10 of planning permission 16/00323/F) Replacement dwelling, Sandy Ridge, Broadwater Road, Holme next The Sea, PE36 6LQ

### 7.4. Comments made on applications

7.4.1. **19/01623/F**: Variation of Condition 5 of Planning Permission Ref 19/00054/F:

Proposed Extension, Renovation and Cart Shed at Witherington, 18 Eastgate, Holme next The Sea Norfolk PE36 6LL

Parish Council has no objection provided that the window is non-openable and obscure glazed but is not supportive of unauthorised development. Noted concerns of neighbour regarding this and other aspects of the development and that surface water drainage from cart shed roof has been directed via pipe to discharge onto the roadside verge.

### 7.5. Decisions Reported

7.5.1. **18/01223/F**: Brook House 32 Beach Road Holme next The Sea, PE36 6LG - Retrospective: Replace obsolete river bank timber and concrete retaining walls with new retaining wall to the river bank and associated landscaping

- Application permitted – delegated decision

7.5.2. **19/01420/F**: Single storey rear and side extension to form new entrance porch/utility/kitchen area. 2 The Square, Thornham Road, PE36 6LB

– Application permitted –delegated decision

### 7.6. Appeals and Enforcement:

7.6.1. **Enforcement Inquiries raised: Beach Road update**

Enforcement case closed

7.6.2. **Appeal: Ref APP/V2635/c/18/3216570.**

Appeal against Enforcement Action: Caravan & Camping Site, Land South of 38-42 Main Road – update on hearing arrangements dealt with under item 7.2.1

Reported that cancellation of the Hearing appeared to be due to Appellants approach – their plans to involve a QC and technical professionals was felt by the Inspector to be better suited to a Planning Inquiry. Planning Inquiry scheduled for

March with deadline for 3<sup>rd</sup> party submissions on 25/10/19. Councillor Amies and Devereux concerned at lack of time to respond.

**Councillor Devereux to write to Planning Inspectorate to express concerns.**

## 8. Village Matters

### 8.1. Village Hall – Report on electrical checks and proposal for cost sharing.

Report received from Councillor Burton on new sockets installed and PAT testing. Cost circa £1k.

**AGREED** (unanimously) that Parish Council would contribute £500 to cost of works.

### 8.2. Grass and hedge cutting

Councillor Crown had chased up a range of issues relating to who was responsible for maintenance of a number of hedges and verges. Highways and private contractors attending to reported issues. Noted that Councillor Burton cut back the front hedge at 27 Beach Road. A number of pot holes in Beach Road were also identified for repair. Councillor Amies is going to ask Jamie Bridges to pollard a willow at the Triangle and get a quote for cutting a hedge by The Green. She is also investigating plans to renovate the Village Pond with a plan to maintain it through use of volunteers.

### 8.3. Sewage issues – Eastgate pumping station

Parish Clerk reported on discussion with Anglia Water and news that fault had been identified and subject to required works being approved repairs would be completed by end of December. Request to contact nearby landowners regarding surface water.

Councillor Norman to report back to residents who originally brought problems to the attention of PC.

**Parish Clerk to contact Sunnymede caravan site and Mr Jay Melchett (Courtyard Farm Trust) regarding the Parish Drain**

### 8.4. SAM - Traffic monitoring

Information presented showed 40,000 vehicles recorded westbound 19/09/19 – 14/10/19 with 38% travelling over 30mph. Need to record regularly for calendar month. After considering possibility of submitting a bid to Parish Partnership Scheme for additional SAM for Beach Road it was agreed **to investigate cost of acquiring a second counter**

. Councillor Norman gave details of Speedwatch scheme in Thornham in partnership with the Police but it was felt that a similar approach would be difficult in Holme.

### 8.5. Dog Bins

Councillor Crown reported that bins have to be BC regulation height of 900mm. Believed that many issues reported are related to use of bins by visitors and the previously proposed solution of larger bins might encourage more dumping..

Signed *LS Devereux* Chair

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## 9. Training

### 9.1. Role of the Parish Clerk

A request to fund the Parish Clerk's attendance at a NALC course on 21 and 28 November was received.

**AGREED** (unanimously) that Parish Council would meet the cost of this training (estimated at £292.80).

### 9.2 Being an Effective Councillor

Parish Clerk gave details on NALC course and asked for submissions. Councillors Amies, Norman and Seare expressed interest in attending.

**Parish Clerk to send details and book places.**

## 10. Monthly Report from RFO

### 10.1. Report and payments for authorisation

Annual external review of the Parish Council accounts completed by PKF Littlejohn LLP. AGAR is in accordance with Proper Practices except for one item, where a Direct Debit payment (£894.36) to BCKLWN for dog waste collection services covering the year to 25th February 2019 was not cleared until 1<sup>st</sup> April 2019. External auditor felt it should have been accounted for in the current financial year (cash basis). However, they did not insist on adjusting the figures for 2018/19, but instructed us to amend the comparative figures when preparing the accounts for 2019/20.

The following payments were **APPROVED**.

PAYEE	REASON	AMOUNT	CHEQUE NO.
BT Group PLC	52819 VH Office August/September 2019 Broadband and telephone	£40.44	Direct Debit
BT Group PLC	525667 Emergency telephone beach toilets 01/09 to 30/11 2019	£45.46	Direct Debit
PKF Littlejohn LLP	Professional fees re Limited Assurance Review Of AGAR y/e 31/03/2019	£240.00	101506
Westcotec Ltd	Street lighting maintenance October 2018 to September 2019	£125.28	101507
High Associates	Consultancy fees – advice and support in preparation of NDP. August 2019	£1,275.00	101508
E-on	Street lighting electricity 01/07/2019 to 30/09/2019	£90.92	Direct Debit
M Longley	RFO's Salary September 2019	£178.64	101509
	Re-imburement, 27 Beach Rd Elec.	8.77	
	27 Beach Rd Council Tax	<u>232.00</u>	
	<b>Total</b>	<b><u>£419.41</u></b>	

Signed *LS Devereux* Chair

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## 10.2. Banking arrangements

The RFO currently receives monthly paper bank statements, taking 7 -10 days after the end of the month to arrive by post. Online banking would allow RFO to view accounts at any time and action transactions and would speed up the production of the Quarterly Accounts. Cheque payments cumbersome. It makes sense to move to online banking but in order to do this RFO, who generates payments, would have to become an authorised signatory. Payments would then receive the approval of one other authorised signatory before the online payments are made.

**Resolution:** *That the Parish Council should move to online banking arrangements and that the Responsible Financial Officer should be added to the list of signatories on the bank mandate.* **Proposed:** Councillor Devereux **Seconded:** Councillor Norman

**RESOLVED:** Unanimously agreed that RFO proceed to enact this.

## 11. Correspondence

### 11.1. Any correspondence not otherwise on the Agenda

- **Coastal Futures Initiative meeting**

Norfolk Coast Partnership had circulated information about a new community initiative which encourages Parishes to look at coastal issues and undertake a review. Meeting scheduled in Wells-next-the-Sea for 24 October. Councillor Devereux to attend.

- **Norfolk Citizens Advice Bureau**

A request was received from the CAB for a financial gift to the service  
**AGREED** to make a one -off gift of £200.

- **Collaboration with neighbouring Parish Councils**

Following on from item 5.4 Councillor Norman suggested HNTSPC explore working more closely with nearby PCs with the idea of meeting on a regular basis (3 months?) to discuss common concerns and consistent approaches to dealing with them. It may be attractive to have a guest speaker at the initial meeting - Councillor Amies suggested CPRE who have a very good speaker and may help explore some of the issues..

**AGREED** that Councillor Norman to contact other PCs and report back to November meeting. Councillor Amies to contact CPRE.

## 12. Date of Next Meeting of the Parish Council

Tuesday 12 November 2019

Signed  Chair

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