

HOLME-NEXT-THE-SEA PARISHCOUNCIL

Minutes of the Meeting of the Parish Council held online Tuesday 13 October 2020 at 7pm

Present: Councillors Lynn Devereux (Chair), Martin Crown (Vice-Chair), Wendy Norman, Robert Burton, Ermine Amies, Stefan Seare

In Attendance: Dave Watkins (Parish Clerk), Councillor Bob Lawton (KLWNBC) and 3 members of the public

1. Apologies for Absence and approval of reasons:

Councillor Kevin Felgate (dispensation given from attending meetings until December 2020), County Councillor Andrew Jamieson (NCC urgent business)

2. Declarations of Interest

Councillor Devereux declared a non-pecuniary interest as a near neighbour in item 6.6.1.

3. Minutes of the Parish Council Meeting held on Tuesday 1 September 2020

3.1. Approval

These had been pre-circulated with no comments arising. It was **RESOLVED** (unanimously) that the Minutes of the Parish Council Meeting held on 1 September 2020 be confirmed as a true record and be signed by the Chair.

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

(3.2) Defibrillator – Clerk reported that it had now been delivered and requires installation at the Village Hall and registration.

Clerk to liaise with Councillor Burton

(3.2) Parish Partnership 2021 / 2022 fund – quote received from Highways (£4455) for installation of 200m trod, 1m wide laid on Terram material, including tree trimming, works for drainage, the moving of two posts and traffic management. Council felt that the Village Green provides a refuge for pedestrians from the traffic travelling down Beach Road. A trod would not improve safety and parking restrictions do not apply to them. Moving the trod further from the road would incur removing trees, street furniture and signs.

AGREED that Parish Council does not wish to proceed with the installation of a trod on the Village Green. Clerk to inform and thank Sally Bettinson (NCC Highways) for her input

(3.2) Norfolk Coast Partnership (NCP) small grant fund – grants between £500-£3000 available being 75% of total project costs – the other 25% being match funding or in-kind contribution from the Parish Council. Proposal for bike racks and interpretation boards was discussed at last meeting of the Parish Council. Clerk has spoken to NCP who are keen on idea and require a report giving more detail on information to be conveyed and how, plus intended locations for both boards and racks.

Signed Chair

LS Devereux

Date 10/11/20

Clerk to prepare a report outlining options and costs for councillors prior to November meeting

(3.2) Restoration / repair / replacement of village benches – x3 benches being delivered w/c 26th October. Councillor Crown highlighted how we safely remove and recycle the old ones.

Agreed that Councillor Burton would remove and recycle materials

(5.2) AONB Management Plan – Parish Council’s response was sent 24 September 2020

(6) Public Participation – skip no longer required for work on Village Green as a volunteer is providing a tractor and trailer to remove cuttings.

(8.1) Dogs on leads signs – Clerk has informed person who raised the issue of the Council’s decision. They have since reported further incidents but Council was reminded that decisions cannot be revisited for 6 months. Councillor Burton stressed that anti-social behaviour such as this is the responsibility of the Borough Council to tackle.

(10.1) Representative from Norfolk Fire and Rescue to October meeting - subsequently decided to defer due to amount of business on this Agenda.

4. Reports

4.1. County Councillor and Borough Councillor reports

Councillor Lawton reported that he hoped the Borough Council would re-instate Cabinet Member, Stuart Dark’s extended role to cover the Council’s Covid-19 response but this had not yet happened as Leader of the Council has not thought it necessary.

4.2. Saxon Shore Parish Forum – 10 September 2020

Councillor Devereux reported back from the recent meeting. 14 attendees made up of SSPF members, representatives from Titchwell Parish Council, County and Borough councillors. Amongst matters discussed were experiences and challenges of dealing with the pandemic, particularly in regard to social distancing on the coastal footpath, litter, and parking.

Focus of the meeting was to discuss the traffic proposals which had been circulated by County Councillor Andrew Jamieson with the purpose of improving the situation along the north Norfolk coast. There are a number of suggestions which parishes were asked to consider: reduction of the speed limit on the A149 to 40mph; expansion of seasonal restrictions on parking; introduction of 20mph speed limits within villages; improving coastal footpaths and cycle paths; improvements to public transport. Another suggestion was put forward by a Brancaster Parish Council Representative of a bypass to run from west of Ringstead to Burnham Market and into North Norfolk following the route of the current National Cycle Route 1.

Councillors Devereux, Norman and Crown had undertaken some research on the ideas and have circulated a paper for further comment. Recommendations to go to Councillor Jamieson are:

- Reducing A149 speed limit may downgrade the status of the road from a Corridor of Movement with the risk that it could become a Corridor of Development, encouraging development to spread beyond the villages. Additionally, slower moving traffic on the

open stretches of road would lead to driver frustration and could create congestion during busy periods.

Proposal to reduce the speed limit on A149 not supported by Parish Council

- Seasonal parking restrictions possibly supported by additional seasonal parking. Impact on a village such as Holme not clear and more advice required from Highways on options and potential effects of seasonal parking zones, yellow lines etc. Holme is already well provided for in terms of car parking spaces and concern expressed that more spaces could attract more visitors leading to further traffic problems and pressures on the environment.

Parish Council does not support additional car parks within the village

- 20mph speed limits / zones. Concern for area north of A149 where there are no pavements and pressure placed on Beach Road as main access for beach and nature reserves. Idea of 20mph speed limits within villages on the A149 was discussed at the SSPF. Initial discussion with NCC Highways was that Main Road is a straight stretch with good visibility and therefore not meeting criteria for 20mph. However, a Safety Assessment, if requested, conducted by the NCC (paid by Parish Council and non-refundable), would look at this and all other roads within the village. Possibility that the costs of such a survey and any subsequent Traffic Regulation Orders required could be shared amongst villages along the coast. Recommendation is that an assessment and parishioner survey should be undertaken before a decision on whether to proceed further.

Parish Council agreed to investigate the costs for a Safety Assessment and whether these could be shared between the villages. Clerk to clarify with Sally Bettinson (NCC Highways).

- Improvements to footpaths, cycle routes and public transport – generally welcomed as a means of dispersing visitors but also benefits to local residents, one of which would assist people who work in King’s Lynn. Getting people out of their cars is recognised as a challenge.
- Park and Ride scheme. Suggested that a site outside the AONB could be a collection and return point for visitors to the coast.
- Parking issues - Kirkgate / Westgate / Peddars Way junction and parking on the pavement along Main Road which, together with the speeding recorded on the SAM2 monitors, presents a hazard.
- Enforcement – noted that Police do not enforce 20mph speed limits. However, signs do act as a reminder and a deterrent.

Councillor Burton informed the meeting that monitoring of the SAM2 in Beach Road had shown little evidence of speeding in that part of the road. Councillor Norman referred to a RoSPA survey which pointed to the fact that in a majority of cases where 20mph limits had been introduced, they had been successful. She also noted that the Police did not monitor 30mph zones within the village and that Thornham had a Speedwatch scheme for the A149.

4.3. Endure – Draft Visitor Management Plan now produced for Holme and currently with the NWT awaiting comment before being circulated to stakeholders. Focus appears to have been on visitor management per se and not on the effects of visitor pressure on the dunes role as sea defences which was understood to be the main purpose of the project and considered by the Parish Council to be of great importance. Endure have thanked the Parish Council for their input.

Councillor Amies expressed her concern that the Plan is concentrated on only one part of the village and that the visitor impact on other areas is not being recognised

5. Public Participation

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

- A resident referred to an earlier comment in the meeting regarding the length of Thornham village as opposed to that of Holme. The village signs on the A149 are not at the boundary lines between parishes and therefore do not reflect the actual area of the respective villages.

6. Planning Matters

6.1. Applications received subsequent to publication of Agenda

6.1.1. **20/00737/F** - New dwelling following change of use of builders yard at Builders Yard, Thornham Road, Holme next The Sea, Norfolk - Expiry for responses 22nd October

Revised application. Councillor Devereux reminded Council of the comments it made to the original application which related mainly to the scale and design of the new construction, light pollution, access to the A149 and asbestos that may be present on the current site. Noted that Planning Officer has requested that a s106 Principal Home Condition be placed on the property. Revised design does not include screening for asbestos or a change in footprint but has introduced flint to materials to the south and west elevations, some reduction in fenestration a change in the colour of the roof (black to red). Despite modifications Council still felt that the building is out of keeping with neighbouring properties and would have a negative impact on AONB views which the NCP have commented on.

Councillor Amies emphasised the importance of the Dark Skies policies and that this application's design compromised those. This was supported by councillors Burton and Norman.

Parish Council agreed to comment on outstanding issues raised in their initial response.

6.1.2. **20/00198/TREECA** - Tree in a Conservation Area: Ash (T1)- Fell - tree is in decline (becoming unsafe) with a lot of dead wood in the crown and many fungus brackets. Replant with either Holm Oak or Field Maple. Front hedge - removal of Ivy-covered hedge, replant with hornbeam. 22 Westgate, PE36 6LF

6.2. Applications for comment

6.2.1. **20/01317/F** - Extensions & alterations to dwelling and cart shed. Thurlow Cottage, 16 Eastgate, PE36 6LL

Thurlow Cottage is identified as an ‘Important Un-listed Building’ and adjoins the Old Dairy. No Design and Access Statement provided making interpretation difficult at this stage.

The architect’s drawings were felt to lack clarity particularly in regard to the south elevation and the associated roof design making it unclear as to whether this can be achieved without impacting on the light falling on the neighbours windows (DM15). Council would like further details on design and proposed building materials. A boundary issue has also been raised.

The Parish Council will request an extension of time to comment in order to allow the architect to produce drawings of the southern elevation and to address the question of potential impacts on neighbour amenity.

6.3. Other applications for information

6.3.1. **20/00176/TREECA** - Fell trees. Approximately 15 multi-stem conifer trees and 8 small trees to be removed. One small lime tree at the bottom of the garden to be pruned. Little Meadow, 11 Kirkgate, PE36 6LH

6.4. Comments made on applications

None to report

6.5. Decisions reported

6.5.1. **20/00663/F** – Cambriil, Broadwater Road, PE36 6LQ - Retention and completion of outdoor swimming pool to rear garden. *Application Permitted- Delegated Decision*

6.6. Appeals and Enforcement

6.6.1. Enforcement Appeal - Public Hearing: Land south of 38 to 42 Main Road, Holme-next-the-Sea (The Poplars) – Alleged Unauthorised Use. Borough Council Reference - **18/00319/UNAUTU**; Planning Inspectorate Reference; **APP/V2635/C/18/3216570**: update. Parish Council’s comments have been sent to the Planning Inspectorate (PINS). The Inspector has said that the Hearing cannot proceed in December but would like to make use of the dates set aside to discuss how to move forward using a blended approach of physical and virtual meetings. Not clear if Parish Council will be invited to these. Inspector has questioned whether a Public Inquiry is necessary where information would have to be given under oath.

7. Village matters

7.1. Village Hall window works

3 quotes have been received with cheapest being £8638.35 +VAT with Councillor Burton feeling that the company was also the most sympathetic to what was required.

7.2. Vegetation around streetlights

Councillor Crown had been contacted by a resident about the effect that uncut vegetation was having on the effectiveness of streetlighting. He undertook a survey and is concerned with the situation at the junction of Westgate and Beach Road. Other locations involve contacting private landowners.

Clerk to contact Highways and private landowners as appropriate.

7.3. Drainage at 27 Beach Road (Bridge Bungalow)

Councillor Crown shared his concern over the ditch outside the property which after recent heavy rainfall had seen flooding in that part of Beach Road. Ditch is not draining water away since an access driveway was built across the ditch to the bungalow and it has become blocked with silt. Question raised on who is responsible for clearing the ditch – Highways, IDB, Parish Council?

Councillors Crown and Burton to undertake a site visit.

8. Monthly Report from RFO

8.1. Report

8.1.1. Annual Governance and Accountability Return (AGAR) Update

PKF-Littlejohn (external auditors) have begun their audit of the Parish Council's

submission and have been in contact. Further explanation was requested on an expenditure variance (sewage connection at 27 Beach Road) and a copy of the Asset Register was required. Both requests have been responded to.

8.2. Payments for authorisation

PAYEE	REASON	AMOUNT	PAYMENT METHOD
BT plc	Emergency telephone	£45.46	Direct Debit -paid 28/9
HMRC	PAYE on Clerk's salary	£116.00	Bank Transfer – paid 15/9
BT plc	Office broadband and phone (August)	£50.03	Direct Debit -paid 16/9
D. Watkins	Clerk's salary	£464.00	Bank Transfer – paid 15/9
British Gas	VH electricity	£20.49	Direct Debit -paid 29/9
Lawnright Garden Maintenance	Grass cutting	£201.50	Bank Transfer -paid 16/9
Westcotec	Street lighting maintenance	£125.28	Bank Transfer – paid 16/9
D.Watkins	X2 printer cartridges	£54.56	Bank Transfer
D.Watkins	X1 printer cartridge	£25.79	Bank Transfer
D.Watkins	Clerk's salary	£847.93	Bank Transfer
HMRC	PAYE on Clerk's salary	£310.69	Bank Transfer
BT plc	Office broadband and phone (September)	£52.52	Direct Debit
Cardiac Science	Powerheart G5 Kit	£1224.00	Bank Transfer
EoN	Street lighting	£90.92	Direct Debit
TOTAL		£3,629.17	

Agreed unanimously

8.3. 2nd Quarter Accounts

8.3.1. 2nd Quarter Accounts circulated to councillors prior to this meeting. Points to note:

- Many items on target
- Accounts scheduled for monthly payments therefore quarterly / annual payments sometimes show large variances
- INCOME - Large balance for VAT due to Internal Auditor advising claim should be made for sewage works (£1456)
- EXPENDITURE – explanation of variances:
 - Gardening maintenance costs lower than predicted to date
 - Previous RFO amalgamated Parish Council and Village Hall insurance to reduce costs
 - NDP – postponement of Referendum has resulted in no expenditure
 - Capital expenditure – overspent due to RFO transition (insufficient time to discuss capital items before budget setting) and some unexpected costs due to Covid. (e.g. car park and fire signs)
- 2nd Quarter surplus of £9,000 – Parish Council is carrying a healthy balance but it has some large items of expenditure pending (defibrillator - c£2.5K, x3 benches c£1k) and the Clerk's salary has increased - 3.75% backdated to April 2020 (see 8.2.) Parish Council may also want to consider costs involved in pursuing bids via the Parish Partnership Fund and the Norfolk Coast Partnership (both require match-funding) plus those which it will incur if it chooses to move forward with installing 20mph zones (survey assessments / TROs etc.).

9. Correspondence

9.1 Any correspondence not otherwise on the Agenda

- **Resident email re motorbikes on field in Beach Road** – 2 motorbikes were seen riding on the field on 14th September and causing a noise disturbance. Resident recorded the noise and sent it to KLWNBC who contacted the owner for an explanation. Permission had been given but owner has promised that it will not be repeated.
- **Publication of Proposed Brancaster Neighborhood Development Plan for Comment – Closing Date Monday 23rd November 2020**
- **Illegal camping (Marsh Lane)** – report received about a campervan parked next to sewage pumping station! Parish Council will be monitoring sites that “recommend” pitches to ensure that this does not become a regular occurrence.
- **Ex-BT phone box (Main Road) removal** – Clerk had contacted Community Heartbeat who adopted the box in 2015 about removal now that the Council had decided that a defibrillator would be located at the Village Hall. Reply was that it could hand it back to the Council if it wanted to remove it.
- **Parish Council supported an NCP bid to the Defra/Lottery Green Recovery Challenge Fund** – the project is called ‘*Greening the Edge - where science meets public engagement*’

and involves volunteers, residents and visitors monitoring and recording the extent and condition of habitats and species across the Norfolk Coast AONB. Analysis will be provided by UEA.

- **Green Homes Grant Scheme** – Clerk had circulated details of a central govt scheme to improve energy efficiency.
- **West Norfolk Heroes** - Holme-next-the-Sea Parish Council has been chosen as West Norfolk Hero for its contribution for improving the lives of people in the local area.
- **Norfolk Association of Local Councils (NALC)** – now a cooperative and as a member the Parish Council will be asked to nominate a representative to attend meetings
- **NALC Budgeting course** – Clerk requested authorisation to attend training on 24 November 2020 at a cost of £30 +VAT

Agreed unanimously

- **Printer cartridges** – Clerk recommended a more efficient method of replacing ink cartridges for the Council's printer through HP's *Instant Ink Service* – 100 pages a month @ £3.49

Agreed unanimously

10. Date of next meeting of the Parish Council: Tuesday 10 November 2020 (arrangements to be confirmed)

Meeting finished at 9.00pm