

HOLME-NEXT-THE-SEA PARISH COUNCIL

Minutes of a Meeting of the Parish Council in the Village Hall, Kirkgate,
on Tuesday 6th September 2016 at 7 pm

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

There were 7 members of the public present including Councillor Stephanie Mocatta from Thornham. Councillor Felgate welcomed everyone and thanked them for their attendance.

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

There were no apologies for absence.

2. Declarations of Interest.

There were no declarations of interest.

3. Confirmation of Minutes.

It was **RESOLVED** (unanimously) that the Minutes of the Meeting held on 19th July 2016 be confirmed as a true record and signed by the Chairman after the following addition in the third paragraph of Item 6(c).

'Mr. Humphrey queried whether the Parish needs affordable housing but *the Parish* wants to wait...'

4. Matters arising - for information only.

There were no matters arising.

5. Information Items

(a) Borough Council of King's Lynn and West Norfolk (BCKLWN).

The Clerk reported that there was nothing affecting Holme-next-the-Sea on the July Agenda and Minutes but that a funding bid for Hunstanton Heritage Gardens had been successful.

(b) Norfolk Association of Local Councils (NALC) - Public Works Loan Board Consultation 03.08.16.

Papers had been circulated.

(c) NALC Newsletters dated 29.07.16, 05.08.16, 12.08.16, 19.08.16 and 26.08.16.

Papers had been circulated.

(d) Marine Management Organisation (MMO) - Update South Marine Plan 25.07.16. and Feedback 18.08.16.

Papers had been circulated.

(e) Drove Orchards - 'Go wild' Day 06.08.16.

Papers had been circulated.

(f) Norfolk County Council (NCC) - Better Broadband Information Sheet 24 dated 25.07.16.

Papers had been circulated.

(g) BCKLWN - Parish Council appointments to Standards Committee.

Papers had been circulated.

(h) NCC - Road closure affecting Westgate on 06.09.16.

Papers had been circulated.

(i) Silica Sand Review - Removal of site affecting Snettisham etc.

Papers had been circulated.

(j) NCC - Hazardous Waste Amnesty.

Papers had been circulated.

(k) NALC (on behalf NCC) - Health & Social Care Meetings: Swaffham 29.09.16. & Norwich 21.09.16.

Papers had been circulated.

(l) NHS West Norfolk Clinical Commissioning Group - Meeting Hunstanton 05.10.16.

Papers had been circulated.

The Clerk stated that effectively the items under this Agenda item had replaced the 'Correspondence

Circulated' Agenda item as almost all communications were now received via email and forwarded to

Councillors. It was agreed that in future starred items under this Agenda item were for information only and required no discussion.

6. Public Participation

It was **RESOLVED** (unanimously) that the meeting be adjourned for 15 minutes for public participation.

(a) Public Participation.

A member of the public suggested that the Public participation session should be longer if required when there are important issues arising. During the discussion following this suggestion the following points were made:

- Parishioners need an opportunity to present their views.
- A requirement for an extended Public Participation session would only arise very occasionally.
- The Parish Council meeting is not the appropriate session for public discussion.
- The Parish Councillors represent the village and Parishioners can always contact any one of them with concerns prior to a monthly meeting.
- The Public Participation session could be extended with a unanimous vote of the Councillors.

- The regulations relating to the Public Participation session are set out in the Parish Council's Standing Orders which are currently under review.

Another Parishioner raised the issue of continued flood on the A149 at the junction of Peddars Way and Main Road which was Agenda Item 12(e)(i). This is an on-going problem and has already happened possibly four times this year with a contributory factor being water pouring from the fields on Peddars Way perhaps caused by changing agricultural practices. There needs to be a serious plan with more proactive action. Several property owners affected are taking steps to protect their properties which will result in more water collecting at the bottom of Peddars Way into Kirkgate.

(b) Borough Councillor Report.

There was no Borough Councillor Report.

(c) Drove Orchards (Stephanie Mocatta) - Flooding on A149.

Councillor Stephanie Mocatta, the Chairman of Thornham Parish Council and a Trustee of the Village Hall, spoke about the persistent flooding problems on the A149 opposite Drove Orchards which affected Thornham as the playing field also floods. As a grant has been obtained for the improvement of this field the problem needs to be dealt with. A meeting had been held between NCC Highways, landowners and the Parish Council to discuss the issue without laying any blame. Future ditching works had been agreed and a proposal to create drains under the road proposed. NCC has funding under a Locality Scheme for such work and although all funds for the current financial year have been allocated, it has been agreed that work will start in the new financial year. It had been a very helpful discussion and should make a difference in the future.

Councillor Felgate thanked her for keeping the Parish Council informed and attending the meeting giving very useful information.

7. Planning Applications.

(a) Any Planning Applications received subsequent to this Agenda.

The Clerk reported no Planning Applications had been received since the Agenda was published.

(b) Planning Applications submitted.

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

Papers had been circulated prior to the meeting and no objections had been raised. The architect involved, Martin Hubbard, had contacted the Clerk giving additional information and had been informed a 'No objections' response had been submitted by the due date.

(c) Other Planning Matters.

- (i) BCKLWN - Heacham Appeal and Five Year Land Supply.**

The official notification of the rejection of the Heacham Appeal and confirmation of the Five year Land Supply had been circulated.

- (ii) BCKLWN Local Plan Review 2016-2036 - Settlement Hierarchy Review.**

Discussion of the information required by this Review and the possible impact on future development within Holme-next-the-Sea should the categorisation of the village be upgraded from a Small Village or Hamlet. There is a much retail space at Drove Orchard as at the Brancaster / Burnham Deepdale complex but the point needs to be made that it is outside the village envelope with no safe pedestrian access and that it is nearer to Thornham from which there is a permissive footpath. The employment potential at Drove Orchard could also impact on the categorisation. It was **RESOLVED** (unanimously) that an explanatory letter be drafted and circulated for approval prior to submission of the Review Return.

- (iii) 15/01882/F** Outstanding Planning Application for Mobile Homes at Eastgate.

There are a number of issues regarding this Application which were discussed:

- Natural England (NE) had asked for a Habitat Survey although the Consultant states that this is covered by the Environmental Survey.
- Development on agricultural land should only be allowed if required by the farmer and needed for land management.
- Norfolk Wildlife Trust (NWT) had objected on the grounds of the site being adjacent to land used by breeding waders.
- NE seems to be expecting the NWT to be the main objector on environmental grounds.
- NCC Highways have submitted a strong objection.
- Development Management Policy DM11, shortly to be adopted, should mean the Application is rejected.
- The Application time has been extended for months with no information being made available although a response was eventually obtained and the matter should be dealt with before too long.
- There has been a suggestion of an on-site meeting but no indication the Parish Council would be involved.

It was **RESOLVED** (unanimously) that a meeting with the Ward Borough Councillors to discuss issues surrounding this Application and other on-going Planning Application concerns, be arranged.

- (iv) 16/00226/BOC** Non-compliance issues at 32-34 Main Road, Holme-next-the-Sea PE36 6LA.

- (v) 15/02053/F** Non-compliance issues at the Tractor Barn, Main Road, Holme-next-the-Sea.

Written complaints about the issues relating to the two previous items had been submitted to BCKLWN but retrospective agreement had been given in both cases. There is an issue of the Planning Department giving consent following a breach rather than dealing with the non-compliance. It was agreed that if conditions are imposed then there needs to be compliance or it becomes a pointless system which developers accept can be ignored and it will become normal practice. A parishioner is employing Solicitors to deal with the breach of condition at The Tractor Barn who are currently quoting case law in support of their argument. It was agreed this was another issue for discussion with the Ward Borough Councillors.

(vi) **15/01862/LDP** - Confirmation of Lawful Development Certificate for Gazebo at Greenacres, Thornham Road, Holme-next-the-Sea PE36 6LR.

The Parish Council had raised no objections but it had taken eight months for agreement to be reached.

(vii) **16/00323/F** Application permitted for replacement dwelling at Sandy Ridge, Broadwater Road, Holme-next-the-Sea PE36 6LQ.

The Parish Council had submitted considerable objections to this Application.

10. Neighbourhood Development Plan.

(a) Working Party Report.

Councillor Devereux reported it had been a busy month with Mr. Bob Bowman doing a huge amount of work recording the architectural details of every building including building period, design, materials and anything else of note. There are 200+ buildings. Maps now need to be produced to categorise different areas of the village. A list of designated and undesignated assets will be drawn up.

The results of the Questionnaire have been analysed using the format of the Questionnaire and the results are encouraging. Overall the pattern shows extreme views but with a similar range for residents and second home owners. The environment, green spaces and the peace and tranquillity are important with housing layout and design also being important. The next stage is to deal with the text responses which may take up to six weeks. A consultation event is planned for later in the year bringing everything together but in the meantime the Questionnaire analysis has been done as posters to be displayed for parishioners. A first meeting with Mr. Richard High had been productive and he had been surprised at the pressures the village was under. He will come back with initial suggestions for policies. There is a daunting amount of work to be done before next February but good progress has been made so far.

(b) Funding Report.

The Clerk had circulated an Expenditure and Funding Plan showing estimates / quotations against actual costs and the funding granted. All the funding applied for at this stage had been agreed and would be paid into the Parish Council's

9. Standing orders -Review.

The Clerk had not circulated the relevant papers and it was agreed when they were available a working party should deal with the review and make recommendations to the Parish Council in due course.

10. Park Piece.

(a) Picnic benches.

Councillor Felgate put forward proposals and after discussion it was **RESOLVED** (unanimously) that two circular picnic benches made of recycled durable material be purchased which should be secured into the ground. One should be near the circle and one near the scrape. A quotation for concrete bases would be required.

(b) Moles.

Councillor Morley reported that the mole catchers she had consulted were reluctant to put traps down in areas where dogs were being exercised and in public places they were often removed by objectors. Gassing moles is more expensive. Jamie Bridges has stopped cutting the grass in the affected area for the time being. After discussion it was **RESOLVED** (unanimously) that the matter be left in abeyance for the time being.

11. Village Hall – Chairs.

A legacy of £5,000. had been left to the Village Hall and the Committee would like to purchase new chairs. As there is a wedding of a local young woman before Christmas, it was suggested it would be appropriate to purchase the chairs ready for that occasion. After discussion it was **RESOLVED** (with one abstention) that the Parish Council purchase the chairs and the Village Hall Committee would repay the loan as soon as the legacy was received.

12. Village Matters.

(a) Village Information Network (VIN).

Concerns were raised that this system does not operate when the village webmaster is away.

(b) Broadband - Delivery Date.

Concerns had been raised by a parishioner regarding the delivery date of faster broadband to the village. It was **RESOLVED** (unanimously) that the Parish Council would write in support as appropriate.

(c) Car Park - Motorhome restrictions.

A visitor had raised the problem of the height restrictions in the Car Park although clearly this was to prevent overnight parking by motorhomes. The Clerk to respond referring to the management of the Car Park by the Golf Club.

(d) Public Toilets – Possible responsibility transfer / closure.

Information had been circulated about possible issues about maintenance of the Public Toilets in the future. It was agreed no action could be taken until definite information was available.

(e) Highways:

(i) Flooding in Peddars Way and Kirkgate.

After discussion of this on-going problem it was **RESOLVED** (unanimously) that a meeting be arranged with NCC Highways and other interested parties.

(ii) Flooding on A149 near Drove Orchards.

This item had been dealt with by Councillor Mocatta during Public Participation.

(iii) Highways Boundary and Advertising Signs.

The Clerk had received a response from NCC Highways that the advertising boards on Main Road were on private land and there was no action that could be taken.

(iv) SAM2 Location.

The Clerk had requested that the pole for the SAM2 that had been moved from by The Tractor Barn onto the roadside bank should be re-sited again as the current location was putting the operators at risk.

(v) Beach Road Hedge (alongside parking spaces).

A parishioner was trying to ascertain ownership of this hedge which the Gold Club thought belonged to the 'Council'. The Clerk had ascertained it did not belong to the Borough Council and Councillors believed it was the responsibility of the Golf Club. The Clerk will contact the parishioner accordingly.

(vi) Ranger Visit week commencing 3rd October 2016.

The following items were mentioned for the next Ranger visit:

- Gravel on the junction of Peddars Way and Kirkgate.
- Drains at the top and bottom of Eastgate need clearing.
- Manhole outside the The Old Vicarage needs clearing.

13. Parish Partnership Scheme 2016/17 - Proposed Bus Shelter.

The Clerk reported an application for a Street Furniture Licence had been made. Quotations had been received from Graham Jolley Building Services (£14,700. ex VAT), Elite Property Improvements (UK) Ltd (£12,930. ex VAT) and JDS Construction Norfolk Ltd. (£10,970. ex VAT). It was not clear whether the last quotation included the provision of a concrete base and the Clerk was requested to clarify this point before a decision was made.

14. Finance:

(a) External Audit Report 2015/16 and Publication Timescale.

The Clerk reported the Annual Return had been received from Mazars, the External Auditors, with no comments. Notices would be posted on the three Notice Boards stating copies could be obtained on application to the Clerk at a cost of £1. The relevant pages of the Annual Return would be displaying on the Notice Board at the bus stop on Main Road and notification sent to the village website for insertion in the Parish Council section.

(b) 2015/16 VAT Return.

The Clerk reported the VAT Return had been completed and £3,637.70p was being claimed. Some of the work on the toilet refurbishment in the Village Hall had been processed in the current financial year and the relevant VAT would be claimed in due course.

(c) Approval of proposed payments.

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

| | | |
|--------------------------------|---|----------------------------|
| HMRC | Clerk's August P | £ 70.40.(Cheque No:101300) |
| Mrs. C.M. Jones | Clerk's August salary & re-imburements. | 398.70.(Cheque No:101301) |
| Jamie Bridges | Grass cutting July 2016. | |
| (Lawnright Garden Maintenance) | | 269.00.(Cheque No:101302) |
| Mazars LLP | External audit fee 2015/16 | 240.00.(Cheque No:101303) |
| Data Entry UK Ltd | Data capture of Neighbourhood Survey. | 762.00.(Cheque No:101299) |
| P.I. Dugard | Design of Questionnaire, Coding Scheme and Worksheet. | 600.00.(Cheque No:101304) |
| High Associates | Neighbourhood Development Plan Advice and Support (Half day 05.08.16) | 200.00.(Cheque No:101305) |
| Jamie Bridges | Grass cutting August 2016 | 174.50.(Cheque No:101306) |
| (Lawright Garden Maintenance) | | |
| Westcotec Limited | Street Light Maintenance April-September 2016. | 62.64.(Cheque No;101307) |

15. Date of next Parish Council Meeting - Tuesday 11th October 2016 at 7 pm in the Village Hall.

Councillor Felgate thanked everyone for their attendance.

The meeting closed at 8.35 pm.

Signed.....Kevin Felgate..... Chairman

Dated.....11.10.16..... Page 440