

HOLME-NEXT-THE-SEA PARISH COUNCIL

Minutes of the Meeting of the Parish Council held in the Village Hall, Kirkgate, on Tuesday 7th September 2021 at 7pm

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

In Attendance: Dave Watkins (Parish Clerk) and 4 members of the public

1. **Apologies for Absence and approval of reasons:** To receive apologies and reasons for absence Robert Burton (holiday), Stefan Seare (work commitments), Andrew Jamieson (County Councillor - meetings clash) and Bob Lawton (Borough Councillor – meetings clash)
2. **Declarations of Interest:** To declare any personal or prejudicial interests
Councillor Devereux declared an interest as a near neighbour in item 7.6.1
3. **Minutes of the Parish Council Meeting held on Tuesday 13 July 2021**
 - 3.1. Approval
These had been pre-circulated.
It was **RESOLVED** (unanimously) that the Minutes of the Parish Council Meeting held on 13 July 2021 be confirmed as a true record and be signed by the Chair.
 - 3.2. Matters arising from the minutes (non-agenda items)
 - (3.2) Community Infrastructure Levy (CIL) bid – Clerk reported that the Parish Council had been successful in its bid to the Borough Council and secured £7,800 towards work on two ditches it has responsibility for in Beach Road.
 - (6) Request by parishioner for convex mirror at junction of Eastgate and Main Road followed up – response from NCC indicates that Highways do not support the installation of mirrors on their land.
 - (6) Dual waste bins – Borough Council’s Waste team had been contacted. They do not support the use of dual use bins because of the potential health hazards they had identified in regard to unbagged waste and health and safety of their crews.
 - (7.3.1) **21/01210/F** - Proposed new attached double garage, fenestration alterations/additions and conversion of front curved porch roof into balcony to the first floor level. Beach Side, Broadwater Road, PE36 6LQ – Parish Council had not been asked to comment.

Clerk to contact Borough Planning Department

 - (7.7) NDP Referendum (22 July 2021) – reported that the turn-out was 60% with 89.4% of those voting in favour. Councillor Amies expressed her thanks to everyone involved in getting the NDP through the process.
 - (8.2) Park Piece – Councillor Burton had arranged a meeting to discuss and consult over pond proposals which was attended by approximately 20 people. Due to Councillor Burton’s absence at this meeting the matter was deferred.

Signed Chair

L S Devereux

Date 12/10/21

(8.3) Music on Holme beach – Clerk reported that two previous emails had not received a response from Le Strange.

Clerk to write a formal letter to Le Strange Estate

(10.1) ENDURE Closing Conference and Site Visit (FREE) – 21-22 September 2021 – reminder that places still available

4. Reports: To receive the following:

4.1. County Councillor and District Councillor reports

None

4.2. *Wash and North Norfolk Marine Partnership* – Stakeholder Group meeting – (15 July) Councillor Crown

It was noted that the Norfolk Coast Partnership were not represented at the meeting. Traffic, visitor behaviour, wild swimming, the coastal footpath and fisheries were all discussed. Reported that NCC have created a *Re-opening of the Coast* group but no details as yet. The Coastal Code has been published as a reference work and permission given for use of the logo on Parish noticeboards.

4.3. *FOI* (27 July) and *GDPR* (28 July) training – Councillor Amies

Attendance at the training sessions prompted the Parish Council to continue with its review of current policies and procedures particularly in regard to responsibilities of staff and councillors in handling data and personal information. Mention was also made about the importance of moving towards generic email addresses for staff and councillors.

5. Public participation: Resolution *To adjourn the meeting for up to 15 minutes for Public Participation*

A member of the public brought two recent items of news to the attention of the Parish Council. One related to an article in the Guardian newspaper on the use of electric fences to protect wildlife in the village. The other was promotional material from a local estate agent to homeowners who have agricultural land adjacent to them and may require help with planning permission.

A question was raised about proposed work to be carried out on the River Hun. The Clerk reported that the NCP had been successful in making a bid to the Green Recovery Challenge Fund for a project called “Two Chalk Rivers” which includes both the Rivers Hun and Stiffkey. Partnering with Norfolk Rivers Trust, the project aims to deliver £530k+ of environmental and access improvements including 20km river and 24 hectares wetland improvements, 6 jobs (4FTE), 4 Kickstart placements, £200k+ direct to environmental charities, a comprehensive community programme and £30k+ of volunteer involvement.

Councillor Amies requested that a specific officer from the NCP be nominated as a point of contact for communication and consultation about the project

Clerk to enquire on whether a specific allocation has been made to the River Hun and request a point of contact and further details of the project.

6. Co-option of councillor to Parish Council

Five candidates had applied for the vacancy and following consideration of the applications the Parish Council voted to appoint a new councillor. The successful candidate was Michelle Cole. Chair of the Parish Council, Councillor Devereux, welcomed the interest that had been shown in the vacancy. She thanked all those who had applied and commented on the high standard of applications received. In view of the level of interest shown, she hoped that going forward, there would be opportunities for parishioners to participate with councillors on working parties, which had proved a very successful approach to the Neighbourhood Plan.

7. Planning matters

7.1. Applications received subsequent to this agenda

None

7.2. Applications for comment

7.2.1. - **21/01640/F** - Erection of a single storey, timber framed garden room at Journeys End, 36 Kirkgate, PE36 6LH. Expiry date: 15 September 2021

No objection

7.2.2. - **21/01680/F** - Extensions & alterations to dwelling, and cart shed at Thurlow Cottage, 16 Eastgate, PE36 6LL. Expiry date: 21 September 2021

Noted that the changes will reduce potential light spillage in the AONB (NDP Policy HNTS20) and are therefore beneficial to the environment.

Support

7.3. Other Applications for information

None

7.4. Comments made on applications

7.4.1. - **21/01394/F** - First floor extension and alterations to dwelling. Terns, 49 Peddars Way, PE36 6LD

Parish Council objected to these proposals in regard to the scale of the development, negative impact on the street scene, neighbour amenity and light pollution.

7.4.2. - **21/00457/F** - Demolition of existing bungalow, construction of detached two-storey dwelling with garage and garden room. Westfield, 27 Peddars Way, PE36 6LE

Parish Council objected to these proposals in regard to negative impact on the street scene, size of the development and light pollution. Planning Officer has recommended approval. Noted that Application has been referred to Borough Council's Planning Committee on 13 September at which Councillor Devereux will speak on behalf of the Parish Council.

7.5. Decisions reported

7.5.1. - **21/00139/TREECA** - T1 Conifer – 50% Reduction within Conservation Area. Peddars End, 20 Kirkgate, PE36 6LH. No Objection. *Delegated Decision*

7.5.2. - **21/01015/F** - Ivy Cottage, 21 Eastgate, PE36 6LL - Variation of condition 2 of planning permission 20/00032/F. Application Permitted. *Delegated Decision*

7.5.3. - **21/01052/F** - 14 Westgate, PE36 6LF - Proposed Garage extension and alterations. Application Permitted. *Delegated Decision*

7.5.4. - **21/01210/F** - Beach Side, Broadwater Road, PE36 6LQ - Proposed new attached double garage, fenestration alterations/additions and conversation of front curved porch roof into balcony to the first floor. Application Permitted. *Delegated Decision*

It was noted that the Parish Council had not been invited to comment on this Application.

Clerk to investigate why Parish Council were not invited to comment

7.5.5. - **21/01352/F** - Vine Cottage, 49 Main Road, PE36 6LA - Variation of condition 2 and 3 of planning permission 17/00465/F to change to drawings and materials. Application Permitted, conditions on use retained.. *Delegated Decision*

7.5.6. - **20/01744/F** - The Bungalow, 7 Beach Road, PE36 6LG - Proposed pool, plant room and decking Application Permitted. *Delegated Decision*

Clerk to write to Suzi Pimlott (Planning Officer) to express the Parish Council's thanks for her support with this Application

7.6. Appeals and Enforcement

7.6.1. - **18/00319/UNAUTH - APP/V2635/C/18/3216570** - Land S of 38 to 42 Main Road – update Appeal dismissed. Councillor Devereux reported on the outcome of the lengthy appeal process surrounding the alleged unlawful operation of the Poplars campsite which had been concluded in a hearing attended by a large number of parishioners. The Inspector had dismissed the Appeal on a number of grounds mainly related to AONB and neighbour amenity considerations. Councillor Amies thanked all those who had participated and worked so hard together to achieve this important outcome for the Parish. The Parish Council is now monitoring how this decision may affect other sites in the parish.

7.6.2. Other on-going cases

Near-neighbours of Inglenook have reported noise from this site. The Borough Council is looking at issuing an Article 3 Direction to stop any further camping here on grounds related to environmental impacts. In addition, there have been issues with the connection of services to this site and the adjacent site, most recently with water and sewage pipes. Anglian Water are due to conduct an investigation.

It was reported that the field containing McGinns advertisement sign has now been cleared but that some screening had been erected obscuring some parts of the field. Councillor Amies asked if the sign had been removed. The Clerk reported that it had not and will contact Enforcement.

Clerk to contact Enforcement regarding removal of sign

7.7. Local Plan Review (2016 – 2036) – consultation

The Borough Council is currently consulting on their Local Plan Review (2016-2036). The Plan sets out the policies which the Borough Council will use to determine planning applications alongside those contained in completed Neighbourhood Plans, such as Holme-next-the-Sea's. It will also identify sites for housing, employment and other land uses through 'site allocations'.

The pre-submission consultation stage runs from Monday 2 August to Monday 27 September 2021 until 5pm.

Clerk to issue a reminder via the VIN

8. Village matters

8.1. Park Piece

8.1.1. Donation

Following further discussion with the donors they have indicated that they would like to see a mature English Oak (or oaks) close to the southern boundary. Consideration was also given to establishing a hedge along the western boundary.

8.1.2. Crassula Helmsii

Parish Council has been informed of a sighting of this non-native invasive species. However, its location has not yet been accurately identified for cordoning and treatment. Councillor Devereux has been in contact with the NWT Warden in an effort to progress this. Councillor Amies volunteered to chase NWT for a response.

Councillor Amies to speak to Gary Hibberd (NWT)

8.1.3. Grass cutting and removal

Parish Council has been notified that there may be natterjack toads present. The cutting of grass and leaving it there is not consistent with a suitable habitat for the toads. Councillor Amies suggested that the issue be considered in the wider context of a Plan for Park Piece based on the original proposals and that a Working Party be set up for this purpose.

Clerk to locate original documentation and circulate to Parish Council

8.2. 1 Million Trees for Norfolk – update

From August Norfolk County Council will accept applications for a free tree pack (bundles of 10-20) ahead of the planting season in November. Applications by 30 September on a first-come-first-served basis. The trees are available to everyone including schools; community groups; individual residents; landowners and businesses.

Clerk to speak to NCC Trees Officer in regard to Park Piece

9. Monthly Report from RFO

9.1. Report

Parish Council has received a Conclusion of Audit Certificate from PKF Littlejohn in regard to the Annual Governance and Accountability (AGAR) Return 2020/21. Noted that internal financial checks had not been conducted during the year. Explanation given of pandemic and that, when safe to restart, they will be carried out monthly rather than quarterly as previously. PKF Littlejohn were satisfied with explanation and remedy.

Monthly internal financial check for July conducted by Councillor Crown on 10 August 2021.

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9.2. Payments for authorisation

PAYEE	REASON	AMOUNT	PAYMENT METHOD
NALC	Training	£36.00	Bank Transfer Paid 4/8/21
Payroll	Staff salaries - July	£535.10	Bank Transfer Paid 4/8/21
HMRC	PAYE on salaries - July	£133.60	Bank Transfer Paid 4/8/21
NALC	Training	£48.00	Bank Transfer Paid 4/8/21
NALC	Training	£48.00	Bank Transfer Paid 4/8/21
BT Plc	Telephone & broadband - July	£54.11	Direct Debit 17/8/21
British Gas	Village Hall electricity (July)	£78.92	Direct Debit 27/8/21
British Gas	Village Hall electricity (August)	£79.38	Direct Debit
NALC	Training	£36.00	Bank Transfer
Payroll	Staff salaries - August	£523.04	Bank Transfer
HMRC	PAYE on salaries - August	£130.80	Bank Transfer
PKF Littlejohn LLP	AGAR – external audit	£480.00	Bank Transfer
Lawnright	Grasscutting (July and August)	£403.00	Bank Transfer

Agreed unanimously

10. Correspondence

10.1. Any correspondence not otherwise on the Agenda

- **Independent Remuneration Panel Members' Allowances Questionnaire 2021** - asking if Parish Council pays allowances to councillors or aims to in the future - deadline 16 September 2021.
- **Gambling Act - Statement of Principles** - Borough Council required to periodically consult on how Act applied locally – deadline 19 October 2021.
- **Ecology Footprint's "Visitor Management Plan for Holme Dunes"** – copy received by Parish Council 7 September. Insufficient time to consider and respond to at this meeting.
- **DEFRA - Local Nature Recovery Strategies (LNRS)** – government consultation on preparing LNRS and what to include. The strategies are a new system of maps and proposed actions for nature's recovery. The Environment Bill will provide a legal requirement for these to be created across England. Deadline 2 November 2021
Councillor Devereaux to propose some ideas to be discussed at October meeting
- **Norfolk Coast AONB Dark Skies Festival** - Saturday 25 September - Sunday 10 October 2021

Signed Chair

LS Devereaux

Date 12/10/21

- **Norfolk County Council Flood funding** - £1.5m Flood Reserve Fund allocation to be proposed at meeting 6 September 2021
- **NALC** – new County Officer, Jeremy Burton, starts on 1 October 2021. Former County Officer, Russell Reeve, to continue as a consultant on reduced hours.
Clerk to write to Russell Reeve to express the Parish Council's thanks for his help and support
- **Repairs to Redwell bridge and Coastal Footpath** – letter of thanks received regarding the repairs that Norfolk County Council had undertaken on the bridge. However, the correspondent highlighted the poor condition and standard of maintenance of the Coastal Footpath section that passes through the parish. They recounted their own experience of contacting the County Council and requested the Parish Council also take action.
Clerk to contact Norfolk County Council, write to Natural England and send a copy to James Wild MP
- **Norfolk County Council Road Safety Community Fund (£1m)** - to be proposed at meeting 6 September 2021 which, if approved, will focus initially on West Norfolk for smaller road safety schemes, such as lowering speed limits or making changes to road signs and markings and a Highways Maintenance Pothole Fund (£10m) on resurfacing, surface dressing, drainage improvements, bridge maintenance and pothole repairs (£400k).

11. Date of next meeting of the Parish Council Tuesday 12 October 2021

Signed Chair

LS Devereux

Date 12/10/21