

HOLME-NEXT-THE-SEA PARISH COUNCIL

Minutes of the Meeting of the Parish Council held in the Village Hall, Kirkgate, on Tuesday 14th January 2025 at 7pm

Present: Lynn Devereux (Chair), Martin Crown, Robert Burton, Stefan Seare, John Hulme, Wendy Norman, Ermine Amies

In Attendance: Borough Councillor Tom de Winton, Dave Watkins (Parish Clerk) and 1 member of the public

1. **Apologies for Absence and approval of reasons:** To receive apologies and reasons for absence
County Councillor Andrew Jamieson (meetings clash)

2. **Declarations of Interest:** To declare any personal or prejudicial interests
Parish Council declared an interest in Item 6.2.2 as a neighbour
Parish Council declared an interest in Item 6.3.1 as a neighbour
Councillor Crown declared an interest in Item 8.3. as a member of the PCC

3. **Minutes of the Parish Council Meeting held on Tuesday 12 November 2024**
 - 3.1. Approval
These had been pre-circulated
It was **RESOLVED** (unanimously) that the Minutes of the Parish Council Meeting held on **10 December 2024** be confirmed as a true record and be signed by the Chair.

 - 3.2. Matters arising from the Minutes (non-agenda items)
 - (3.2) - 24/01749/F – Builders Yard – Following further enquiries, Deed shows address and Title Number appear to have been incorrectly matched. Section 106 agreement also refers to the wrong Title.
Parish Council to pursue
(3.2) National Planning Policy Framework – response received from Baroness Taylor of Stevenage (Parliamentary Under-Secretary of State for Housing and Local Government). Letter acknowledges Parish Council concerns and explains why second homes have not been included in calculations for housing need assessment as they form a small proportion of properties in most areas. Parish Council felt that this was not the case locally and will respond to point this out.
Councillor Devereux to respond
Parish Clerk to circulate letter to Parish Council
(3.2) Environment Agency Report on Water Quality – Councillor Devereux reported that a response has not yet been received
Councillor Devereux to follow up
(3.2) Village sign – Clerk confirmed that contact has been made with the sign painter

Signed Chair

LS Devereux

Date 11/2/25

(5) Public Participation – Local History request – Parish Council has received an email detailing where information mentioned at December’s meeting can be found. Parish Council had indicated that they may consider supporting a pilot project. Subject to receipt of proposals from the History Group

Councillor Devereux to respond

(6.6.1) Vine Cottage – Clerk confirmed that Enforcement had carried out an investigation and finding no breaches, had closed the case. Reports have been received of further digging and spreading of soil. Concerns expressed where temporary consent is given which then results in a permanent structure for which a retrospective Application is invited .

Clerk to contact Enforcement to ask if a site visit had been made

(7.1) Park Piece Planting Plan – Clerk confirmed that he is meeting with Councillor Burton this week to order the plants and sundries required. From the original donation of £800, the amount so far spent is £194.17, leaving a balance of £605.83. Parish Council had agreed to match the donation resulting in £1600 being available to spend. With £194.17 having been spent to date the overall balance is £1,405.83.

Clerk and Councillor Burton to organise purchase of plants and sundries

4. Reports: to receive the following

4.1. County Councillor and District Councillor reports

Tom de Winton reported on the following matters:

- Planning note – received and circulated to Parish Council on 17 December 2024. Intended to standardise the approach of Parish Councils within the Brancaster Ward. Councillor Devereux had some questions to ask but it was agreed that a separate meeting/ discussion would be more appropriate given the length of the meeting Agenda.

Councillor Devereux and Borough Councillor Tom de Winton to arrange meeting

- Borough Council’s Aboricultural Officer – Parish Council confirmed that the officer had visited Holme and that it was in regular contact
- Unitary authorities – central government plans to reorganise local government could see Borough / District Councils dissolve and all services run by one unitary authority with one mayor overseeing Norfolk and Suffolk. Concerns expressed that north-west Norfolk could become more isolated from the centres of decision-making than it is now.
- Conservancy Board – Councillor de Winton is now a Board member of the organisation that monitors sea lanes in and out of King’s Lynn. Useful as a source of latest information concerning plans for a barrage across The Wash.
- Second Homes and Council Tax – reminder that new policy of a 100% increase for Second Home owners commences on April 1. This has generated a substantial amount of correspondence.
- Simon Bower – announced that Brancaster’s Parish Clerk had sadly passed away on 3 January 2025
- Staffing at Borough Planning – confirmed that there have been some movements in and out of the Department. Concern raised about future recruitment given news that the authority may cease to exist in the near future

Signed Chair

LS Devereux

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5. **Public participation: Resolution** – to adjourn the meeting up to 15 minutes for Public Participation
None

6. **Planning matters**

6.1. Applications received subsequent to this agenda

6.1.1. - **25/00009/F** - Householder: Side extension with new porch at 4 Main Road, PE36 6LA. Expiry date: 29 January 2025

Noted that proposed new brick, tiles and windows match existing ones. Drawings submitted indicate the sum total of all possible extensions (including the original) is consistent with HNTS 17 (40%) but status of Conservatory and approved west side extension unclear.

Parish Council considered the following: impact on neighbours and street scene plus traffic and car parking issues. The site is protected by a very substantial mature hedge and trees which there are no plans to remove.

Decision: Send comments

6.1.2. - **24/02233/F** - RETROSPECTIVE - Erection of a 4 x 8 metre heavy duty tent. Main construction is based on connected steel poles covered with a heavy duty made to measure tarpaulin and positioned on a concrete pad. There is access at each end of the tent. 10F Drove Orchards Thornham Road, PE36 6LS. Expiry date: 3 February 2025

Area covered to be used for pressing apples throughout harvest time from mid-August until the end of December each year (4.5 months). Parish Council considered the following: job creation potential, support to existing farm facilities., seasonal activities and use of materials. It was unclear how this fitted with the 5 Year Plan. Concerns were expressed at the visual impact created and potential for sprawl / its contribution to the overall development of Drove Orchard and displacement of this activity from the grain store.

Decision: Send comments

6.2. Applications for comment

6.2.1. – **24/02124/F** – To cover and enclose existing seating area to permit use during inclement weather and allowing the same to use the toilet facilities and connection between the restaurant areas at Eric's Pizzas In The Yurt, 7 Drove Orchards, Thornham Road. Expiry date: 16 January 2025

Parish Council considered the following: scale of development in relation to existing seating area, impact on the overall development of Drove Orchard, impact on the street scene and opportunities for reducing light spillage to make a positive contribution to Dark Skies.

Decision: Send comments

6.2.2. - **24/02252/F** - Householder: Proposed extension and external alterations to existing dwelling and detached garage. Seasplurge, 25 Beach Road, PE36 6LG. Expiry date: 27 January 2025

The property is outside the Development Envelope but inside the Village Boundary. It is in Flood Zone 3 and therefore requires a site-specific Flood Risk Assessment). Noted that HNTS11 seeks respect for established character of neighbouring properties, as well as the amenity from external space. The property is currently part of a homogeneous group of six very typical, small seaside

Signed Chair 

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bungalows. Concern was raised about impact on car parking with the proposed loss of the garage and the impact on the street scene.

Decision: Send comments

6.3. Other Applications for information

6.3.1. - **24/00251/TREECA** - To fell the length of conifers on the northern boundary of the garden to Peddars End, 20 Kirkgate, PE36 6LH

Noted that the Applicant has stated the following in support of felling the trees:

- Trees are not protected by a Preservation Order
- Occupants consider them an eyesore and would like to remove/ replace them with a wicker fence considered to be more sympathetic to the natural environment
- Removal would enable occupants to enjoy longer views across fields and marshes towards the sea. It would also bring more light into their garden
- Trees considered very imposing and absorb light

In response, the Parish Council considered the following and noted:

- Borough Council's Aboricultural Officer has stated that this is the subject of a Section 211 Notice. As such, it cannot be refused or conditioned. It would require the Borough Council to issue a TPO to stop the work taking place or agreement on an alternative with the owners.
- These trees form a very extensive group of mature conifers / trees – 96 feet long
- Loss of these trees without replacement of a green boundary will impact on the skyline, screening / views and wildlife habitats
- Acknowledged that removal will improve views from the property northwards towards marshes and possibly daylight for occupants of Peddars End but will result in more light spillage towards marshes and White Hall Farm
- That comments need to be sent to the Aboricultural Officer by 31 January
- Comment had been received from a parishioner who was concerned over effects on wildlife habitats, particularly those of birds and insects

Decision: Object and send comments to the Borough Council's Aboricultural Officer requesting negotiation with the owners to plant replacements / native hedges

6.4. Comments made on Applications

6.4.1. – **24/02086/F** – Householder: installing a shepherd's hut in the rear garden of the property for personal / family use. The Tower, Broadwater Road, PE36 6LQ. Expiry date: 13 January 2025

Clerk confirmed that Enforcement have been asked to clarify rules regarding siting of shepherd's huts and sheds

6.5. Decisions Reported

6.5.1. – **24/01919/F** – The Barn, 2 Main Road, PE36 6LA. Householder: garage conversion. Application permitted, 16 December 2024. *Delegated decision*

6.5.2. - **24/00233/TREECA** - Whitehall Farm 26 Kirkgate, PE36 6LH. T1 Sycamore - raise crown to 2.2 metres. T 2,3,4 & 5 Limes - raise crowns to 2.2 metres. T6 & 7 - remove significant dead wood, prune

back to give 2 metre clearance to roofs and chimneys. No objection, 24 December 2024. *Delegated decision*

6.6. Appeals and Enforcement

Clerk confirmed that Enforcement have been asked to clarify rules regarding siting of shepherd's huts and sheds

7. Village Hall Committee

7.1. Report (Councillor Norman)

Discussion has taken place with Community Action Norfolk (CAN) who can advise on governance, funding opportunities, composing bids and energy efficiency for community halls. CAN have offered two 1.5 hour online sessions (funding and energy) for VHC members and Trustees.

Councillor Norman to organise dates

7.2. Village Hall Committee Constitution

Councillor Norman reported that the VHC had met to discuss the Draft Village Hall Committee Constitution and confirmed their approval. Copies have also been circulated to Parish Council as Trustees of the Village Hall.

Councillor Amies suggested that financial processes should follow those of the Parish Council as far as possible and that monthly internal checks be undertaken of income, expenditure and bank statements.

Agreed: Parish Council approved the Draft Constitution and asked Clerk to make amendment regarding financial checks and send to VHC for comment / approval prior to obtaining legal opinion

8. Monthly Report from RFO

8.1. Report

Parish Council requires an Internal Auditor to be in position in advance of 2024 / 2025's AGAR. Parish Norfolk Parish Training and Support were contacted as they maintain a list of Auditors. They provided one candidate for consideration, who was also recommended by a neighbouring Parish Council.

Candidate is a retired Town and Parish Clerk, both CILCA and FILCA qualified, whilst also confirming they are independent of Holme-next-the-Sea Parish Council.

Parish Council is asked to consider this candidate's application to undertake its AGAR for 2024/2025.

Parish Council agreed to appoint candidate

Clerk to contact new auditor to begin preparation for 2024 / 2025 AGAR

Monthly internal financial check for December 2024 carried out by Councillor Crown 11 December 2024. Two payments still require signing - one from Haymarket Media Group (£550) and another from Land Registry (£7).

8.2. 3rd Quarter Accounts and Budget Monitoring

3rd Quarter Income and Expenditure was:

- Income £12,393.43

Signed Chair

LS Devereux

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- Expenditure £6,364.50

Most budget lines are on track but there are some that show deficits:

- Some annual payments appear as deficits but should even out over the year - dog waste removal, streetlight maintenance and insurance
- Annual Staff Pay Award - this was announced in October 2024, back-dated to April 2024 and paid in November 2024, thus skewing the estimate. Hopefully, this will be even out over the 4th Quarter.
- Some estimates were set too low - streetlighting and subscriptions

Despite these deficits, some budget lines incurred no or little expenditure and therefore offset deficits where they occurred. Overall, the Parish Council's finances are in good health.

8.3. Donation request from PCC

Letter received from the Parochial Church Council (dated 2 January 2025) requesting a contribution from the Parish Council toward grass cutting in St Mary's churchyard was circulated prior to the meeting.

Amount allowed for such purposes set by government rules. For 2024/2025 this was £2334.96.

Two allocations this year so far:

- **July** – Norfolk Ornithologists Association - £500
- **October** – Holleys Trust - £510.09

Total - £1010.09

Balance for 2024/2025 - £1324.87

Parish Council agreed to donate £1000 to the Parochial Church Council. Proposed: Councillor Devereux. Seconded: Councillor Burton

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8.4. Payments for authorisation

PAYEE	REASON	AMOUNT	PAYMENT METHOD
Mr D.T. Watkins	Land Registry fees	£49.00	Bank Transfer
L. Devereux	Balance from Norton subscription	£5.00	Bank Transfer
L. Devereux	A3 colour prints	£23.00	Bank Transfer
British Gas plc	Village Hall electricity	£77.66	Direct Debit
BT plc	Emergency telephone	£34.66	Direct Debit
Payroll	Staff salaries	£659.08	Bank Transfer
HMRC	PAYE on staff salaries	£173.66	Bank Transfer
BT plc	Telephone and broadband	£80.98	Direct Debit
nPower	Streetlighting (October-December)	£209.42	Direct Debit
Norfolk Wildlife Trust	Annual shooting rights fee	£5.00	Bank Transfer
Norfolk Parish Training and Support	Training	£60.00	Bank Transfer
L. Devereux	NPPF printing	£23.90	Bank Transfer

Agreed unanimously

9. Correspondence

9.1. Any correspondence not otherwise on the Agenda

- **Bus Survey** - NCC have secured some national funding and are asking local areas how best to spend it. Survey has been circulated to parish councillors to respond
- **Sewage issues at Whitehall Farm** – it has been reported that when flooding occurs, there are bad smells and it is not possible to flush toilets. Anglian Water have investigated using CCTV and identified cracks which they say are the responsibility of the Council (Borough / County?) to fix.

Councillor Devereux pointed out that previous actions undertaken by the Parish Council had required evidence of dates and times of events in order for agencies to investigate.

Clerk to issue a VIN with a reminder on how to report flooding and sewage issues

10. Date of next meeting of the Parish Council Tuesday 11 February 2025

Signed Chair

L S Devereux

Date 11/2/25