

## HOLME-NEXT-THE-SEA PARISH COUNCIL

### Minutes of the Meeting of the Parish Council held in the Village Hall, Kirkgate, on Tuesday 13 January 2026 at 7pm

**Present:** Lynn Devereux (Chair), Martin Crown, Robbie Burton, John Hulme, Ermine Amies and Stefan Seare

**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  
None
  
2. **Declarations of Interest:** To declare any personal or prejudicial interests  
None
  
3. **Minutes of the Parish Council Meeting held on Tuesday 9 December 2025**
  - 3.1. Approval  
These had been pre-circulated  
It was **RESOLVED** (unanimously) that the Minutes of the Parish Council Meeting held on **Tuesday 9th December 2025** be confirmed as a true record and be signed by the Chair.
  
  - 3.2. Matters arising from the Minutes (non-agenda items)
    - (3.2) Speeding – Contact Police Officer will be absent “...for a protracted period of time....” Clerk has contacted King’s Lynn Police Station for an update.
    - (3,2) Wash Barrage meeting – Parish Council invited to nominate two councillors to attend meeting at Hunstanton Town Council on 22 January at 6.30pm  
**Agreed: Councillors Crown and Hulme to attend**
    - (3.2) Beach Road ditches – Clerk confirmed that he had met with a contractor that morning and was awaiting a quote which would be circulated to Parish Council for consideration
    - (6.7) Local Listing of Heritage Assets – Councillor Hume is in the process of engaging with local parishioners who may be affected by this.
    - (7) Local Government Reorganisation (LGR) consultation – Councillor Devereux confirmed that she had submitted Parish Council’s response
  
4. **Reports:** to receive the following
  - 4.1. County Councillor and District Councillor reports  
Written report from County Councillor Andrew Jamieson circulated to Parish Council (12 January)  
Councillor Amies noted that funds were available for improving cycle infrastructure and asked if Parish Council would consider investigating a cycle track adjacent to the A149 from Holme to Thornham.

Signed Chair

*L S Devereux*

Date 10/3/26

Councillor Devereux said that previously it had been difficult to gain permission from landowners for a footpath.

**Agreed: Councillor Devereux to raise issue with Councillor Jamieson at the next Saxon Shore Parish Forum (21 January)**

**4.2. Assertion 10 training – 11 December (Parish Clerk)**

Training delivered by Norfolk Parish Training and Support. Aim was to ensure Parish Council was complying with new AGAR requirements with regard to:

- Email management – Parish Council has new compliant email addresses set up and ready to go
- Website accessibility – Councillor Devereux has been in discussion with a local resident to undertake this
- FOI and transparency – Publication Scheme available via the Village website
- Data Protection – Parish Council is registered with Information Commissioner's Office (ICO) and follows principles of data handling as laid down by GDPR & DPA 2018.
- IT Policy – Parish Council discussed this on 14 October and is working towards finalising a policy

Clerk concluded that Parish Council is making progress in meeting requirements of Assertion 10 in time for this year's AGAR audit.

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

Neighbours of the White Horse Caravan Park extended their thanks to the Parish Council and Councillor Devereux for their help in supporting the objections of neighbours to recent developments on the site.

Member of the public went further in raising a number of questions that they felt needed to be addressed about the development:

- Although confirmation has been received from the Borough Council that the work currently being undertaken is Permitted Development Rights (PDR), it is difficult to understand this given the scale of current activities. Could the Parish Council seek legal advice to confirm that all regulations are being complied with. Councillor Devereux responded to say Enforcement say this is Permitted Development and that Licensing have informed the Parish Council that the Site Licence is not in the public domain. Without sight of the Licence, it is difficult to check compliance with planning requirements.  
Councillor Amies suggested that a Freedom of Information request would be appropriate and that she would be able to advise. The Clerk also added that he was also pursuing options to obtain a copy.
- Does the development require a Flood Risk Assessment? A part of the site is in the flood risk zone and the EA have objected pending receipt of a FRA.
- What is the nature of the business intended for the site? It began as a caravan site but is now being advertised as both an Airbnb location as well as a holiday park. What are they actually allowed to do? Councillor Devereux recounted the Parish Council's experience of trying to have a website withdrawn on grounds of incorrect advertising for the Beach Road campsite a few years ago. Neither Norfolk County Council's Trading Standards nor the Advertising

Standards Authority were prepared to act unless there was evidence of financial transactions taking place. In their absence, they could not be confident of obtaining a Court Order.

Councillor Devereux felt that an HRA was required before the Parish Council could comment any further. Borough Council Enforcement had confirmed that this had been expected before Christmas but at the time of the meeting had not yet appeared on the Borough Council's Planning Portal.

A neighbour reported that they estimate 80% of the site has been covered in concrete or tarmac. Noted that the Borough Council's Ecology Officer had found no evidence of natterjack toads but noted at the meeting that destruction of their habitats is a crime.

Another member of the public reported that they had contacted Borough councillors to express their concerns over plans to offer some caravans via Airbnb which they felt would increase the level of traffic and visitors plus generate more activity through deliveries, cleaners and other associated activities created by holiday letting. They made a request for the Parish Council to seek legal advice to support its objection to the recent Application.

Councillor Crown pointed out that according to the Borough Council's standard licensing conditions a site of this size also required 10% should be given over to a children's playground.

**Agreed: Clerk to seek legal advice regarding Borough Council's claim that site licence is not in the public domain**

Member of the White Horse Neighbours Group reported that they are attending a meeting on 14 January with the manager of the pub who has been in contact with McDonnell Caravans in regard to improving the pub car park especially in relation to the surfacing. Issue has now become of increased concern given the amount of heavy machinery being moved on and off of the Caravan Park.

## 6. Planning matters

### 6.1. Applications received subsequent to this agenda

6.1.1. – **25/02086/F** - HOUSEHOLDER: Proposed alterations to the dwelling. 37 Peddars Way, PE36 6LE. Expiry date: 2 February 2026

Main policy considerations for the Parish Council are impact on street-scene & residential character; impact on neighbours – overlooking, overbearing etc; size of any extensions (floor area and overall roof height unchanged).

Most of the proposed changes were considered to be cosmetic in nature. The changes to floor area and roof height are minimal and although the proposals do introduce new materials, these are not extensive. The overall impact of the proposals on the design of the property, notably the roofline was felt to be an improvement on the existing and in terms of the main policy considerations of HNTS11 and HNTS17.

**Decision: Support**

### 6.2. Applications for comment

None

### 6.3. Other Applications for information

6.3.1. – **25/02019/LDE** - Application for a Certificate of Lawfulness (existing development) to confirm the additional roof light installed to the dwellinghouse constitutes permitted development under Schedule 2, Part 1, Class C of the General Permitted Development Order. Home Farm House, 40 Westgate, PE36 6LF

Parish Council had not been invited to comment on this Application. However, it was noted that there was an omission of newly installed rooflights in drawings for the previous Application 25/01362/F which had been raised by Parish Council in its consultation response. This had been added to reflect concerns over ongoing degradation of the special characteristics of the Conservation Area and qualities of AONB (DNS).

Noted that the development is an important unlisted building situated on Article 2(3) land.

GPDO Class B deals with alterations to roofs and Paragraph (B.1(f)) states that: *“development is not permitted by Class B if” ....the dwellinghouse is on Article 2(3) land” .. “and will require an application for planning permission”*. Consent for changes to the roof was given in Application 23/01492/F. Condition 5 on original consent for 23/01492/F states *“No development over or above foundations shall take place until full details of all new and replacement windows and doors, including the Conservation style rooflights, has been submitted to and approved in writing by the Local Planning Authority.”* Condition has not been satisfied despite the Conservation Team’s comments on the rooflights.

#### **Decision: Comment that Conditions have not been satisfied**

6.3.2. – **26/00003/TREECA** - T1 Sycamore - Remove extended top branches to further encourage growth in lower crown. T2 and T3 Sycamore - Prune away from chimneys to give 2 metre clearance. Whitehall Farm, 26 Kirkgate, PE36 6LH

6.3.3. – **26/00004/TREECA** - T1 Cherry - reduce by 1.5 metres. T2 Thorn - reduce by 1.5 metres. Laurel Villa, 44 Kirkgate, PE36 6LH

### 6.4. Comments made on Applications

None

### 6.5. Decisions reported

6.5.1 - **25/00284/TREECA** - Trees in a Conservation Area: T1 Sycamore - remove extended growth in top of crown. T2 Scots Pine - remove - dying tree affected by summer drought. T3 Horse Chestnut tree - raise crown to give two metre clearance. Whitehall Farm. 28 Kirkgate, PE36 6LH.

*Application Withdrawn, 9 December 2025*

6.5.2. - **25/01730/F** - Full application for an extended 11-month holiday season to run from 14 February in any one year to 14 January the following year at Caravan Park, The White Horse, 40 Kirkgate, PE36 6LH. *Application withdrawn, 12 January 2026*

## 6.6. Appeals and Enforcement

### 6.6.1. – Beach Road campsite

Councillor Devereux reported that a new notification of intent to re-commence activities at the site had been issued by the owner. The Borough Council has deemed this to be outside the period covered by the Unilateral Undertaking and therefore it is subject to a new application.

### 6.6.2. - White Horse Caravan Park

Borough Council's Enforcement have indicated that ongoing work is in accordance with Permitted Development Rights but have agreed that it is subject to the Habitats Regulations Assessment. This has still not appeared on the Planning Portal.

However, attempts to obtain a copy of the Site Licence in order to verify this have been met with a response from the Borough's Licensing team that the current licence that applies to the site is not in the public domain. They have provided a copy of Borough Council's standard form of licence but this is generic rather than specific to this site.

On a related matter, Parish Council have also contacted Enforcement regarding conditions for landscaping the front boundary of the White Horse Pub which had not been complied with. Enforcement have subsequently spoken to the owners who have replied to say that due to the poor weather planting has been delayed but is scheduled before Spring.

## 7. Casual Vacancy

Clerk reported that a vacancy on the Parish Council has been created by the resignation of Councillor Norman. Process for filling the post is initially posting of a Notice of a Casual Vacancy for 14 days (last day 27 January) whereby if 10 electors request it, an election is organised by the Borough's Electoral Services. If required number of requests not received then the Parish Council can move to fill the vacancy through co-option for which there is a policy.

**Agreed: Clerk to write to Councillor Norman on behalf of the Parish Council to express their thanks for her contribution during her time as a parish councillor**

## 8. Village Matters

### 8.1. Village pond (Parish Clerk)

Clerk reported that NWT are locally managing a Natural England fund called the District Level Licensing Scheme which is available to restore ponds at no cost to owner. NWT have been contacted, photographs and maps sent with an explanation of the ownership situation. A site visit from NWT for an assessment is due soon.

## 9. Monthly Report from RFO

### 9.1. Report

Monthly internal financial check for November 2025 carried out by Councillor Crown 1 December 2025 and found to be satisfactory.

Same Internal Auditor used for AGAR last year has been contacted in regard to undertaking the 2025/2026 audit. Quote received - £75.00 plus travel at 45p. per mile.

**Agreed unanimously**

Signed Chair

*LS Devereux*

Date 10/3/26

## 9.2. Third Quarter Accounts and Budget Monitoring

These were circulated to Parish Council on 2 January 2026.

Points to note:

- Most budget lines are on target or close to them
- Unexpected change in the Borough Council's charging schedule and removal of subsidy for collection of dog waste
- Contribution to Village Hall electrical works
- Park Piece path works show overspend in expenditure but cost mostly covered by Community Infrastructure Levy (CIL) funding and VAT Reclaim
- Some expenditure is Annual (such as Subscriptions, Payroll fees, Auditor's fees, ICO) so will even out over the course of the financial year.
- Some expenditure exceeded estimates – broadband / telephone and audit fees
- Income for 3rd Quarter - £8,799.05
- Expenditure for 3rd Quarter - £5,386.10
- Surplus for 3rd Quarter - £ 3,412.95.
- Capital expenditure – cost of ditch works to be covered by spending of CIL funds?
- Overall, the Parish Council's finances are in good health as can be seen from the overall statement.

## 9.3. Reserves Statement

Parish Council approved the Reserves Policy in March 2025 and reviewed it at the Annual Meeting of the Parish Council in May, agreeing that the Statements should be published at the same time as the Quarterly Financial Statements.

Reserves Statement (as of 31 December 2025) was circulated to Parish Council on 2 January 2026.

Key points:

- **£29,624.14** for contingencies
- **£31,077.22** for budget commitments – adjusted from last Quarter for expenditure made
- **£15,597.18** for ring-fenced expenditure such as Community Infrastructure Levy (CIL) payments and donations – adjusted for CIL money used for Village sign refurbishment
- As a result, **£75,842.59** remains as unallocated which is approximately 50% of total funds available and considered satisfactory to cover anticipated costs.

## 9.4. Parish Precept

Parish Council agreed last year to review a precept and what benefits second homes surcharge may bring. Additionally, a suggestion had been received from a parishioner, that in the interests of the parish, the Parish Council could use a precept to fund costs of a legal challenge to the campsite on Beach Road.

Clerk had been asked to look at the implications of the Parish Council setting a precept to raise £60,000. Finding had been circulated to Parish Council prior to the meeting.

Signed Chair 

Date 10/3/26

All the figures are worked out using Council Tax band D as a base. This is then converted to the charge for the other Council Tax bands.

<b>Holme-next-the-Sea</b>	
Actual Number of Second Homes	83
Parish Taxbase 2026/2027 before Second Homes Premium	241.7
Extra Taxbase from Second Homes Premium	84.5
Total 2026/2027 Taxbase including Second Homes	326.2

#### Council Tax 2026/2027 calculator

<b>I want to set a total Precept figure</b>	
£ 60000	Total Precept 2026/2027
326.2	2026/2027 Taxbase
£183.94	Band D charge 2026/2027

This produces a Band D charge of £183.94. One ninth of this charge is £20.44 (rounded up to two decimal places). In terms of how this would be applied to Council Tax Banding for Holme-next-the-Sea the estimates are:

<b>Council tax band A-D</b>	<b>Council tax band E-H</b>
A - 6/9ths - <b>£122.64</b>	E - 11/9ths - <b>£224.84</b>
B - 7/9ths - <b>£143.08</b>	F - 13/9ths - <b>£265.72</b>
C - 8/9ths - <b>£163.52</b>	G - 15/9ths - <b>£306.60</b>
D - 9/9ths - <b>£183.96</b>	H - 18/9ths - <b>£367.92</b>

From 1 April 2025 the Borough Council charge second homeowners an additional 100% Council Tax, so they pay double the usual Council Tax charge.

Councillor Amies expressed the view that she supports using the law to protect the village but is aware that there could be competing demands for Parish Council finances to do this. Parish Council was very aware of the financial burden that setting a precept would have on some parishioners. Another view was that the need to use the law may not be a single event and that further precepts may be required in the future. Also, there was a discussion on what specific circumstances precepts can be raised and used for.

An alternative method of raising funds to support obtaining legal advice could be to approach parishioners directly asking for contributions to cover costs.

**Agreed: Parish Council agreed not to set a Precept for 2026/2027 but to review again next year**

#### 9.5. Draft Budget 2026 / 2027

Further decisions were required on:

- Village Hall – expected income from electricity meters. Anticipated contributions towards refurbishments
- Website costs – any additions required following recent discussions

**Agreed: to add £1000 to budget for website costs**

Signed Chair

*LS Devereux*

Date 10/3/26

- Capital expenditure – identification of future items and consideration of a contingency (£4,204 – 50% contribution) in advance of successful Parish Partnership bid  
**Agreed: to add £4204 to Capital expenditure as a contingency in advance of successful Parish Partnership bid**

#### 9.6. Payments for authorisation

PAYEE	REASON	AMOUNT	PAYMENT METHOD
Bernard Devereux	Parish Council email accounts	£570.24	Bank Transfer
British Gas	Village Hall electricity	£51.78	Direct Debit
Payroll	Staff salaries	£722.61	Bank Transfer
HMRC	PAYE on staff salaries	£253.53	Bank Transfer
BT plc	Telephone and broadband (December)	£94.32	Direct Debit
Dr CA Green	VH flowers	£10.50	Bank Transfer
NWT	Shooting Rights	£5.00	Bank Transfer
Npower	Streetlighting	£272.18	Direct Debit
Pat Smith	Village Sign flowers	£24.75	Bank Transfer

**Agreed unanimously**

#### 10. Correspondence

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

- Open Gardens (5 July 2026) – a request has been received to have some information stall on Park Piece  
**Clerk to check the Parish Council's liability and whether this would involve external organisations in fund-raising**

#### 11. Date of next meeting of the Parish Council: Tuesday 10 February 2026

- 12. Resolution:** To exclude the Press and Public for subsequent Agenda items under the Public Bodies (Admission to Meetings) Act 1960 due to the nature of the business being discussed  
**Unanimously agreed**

Signed Chair

*LS Devereux*

Date 10/3/26