

**HOLME-NEXT-THE-SEA PARISH COUNCIL**

**Minutes of the Meeting of the Parish Council held in the Village Hall, Kirkgate, on Tuesday 11th  
June 2024 at 7pm**

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

**In Attendance:** County Councillor Andrew Jamieson, Dave Watkins (Parish Clerk) and 2 members of the public

**Resolution** – that due to the commercially sensitive nature of Item 7.2 it be moved to follow Item 11 and discussed in the Confidential Meeting. **Proposed:** Councillor Devereux **Seconded:** Councillor Norman

**Agreed unanimously**

**1. Apologies for Absence and approval of reasons:** To receive apologies and reasons for absence Councillor Seare (personal commitment)

**2. Declarations of Interest:** To declare any personal or prejudicial interests  
None

**3. Minutes of the Annual Parish Council Meeting held on Tuesday 7 May 2024**

**3.1. Approval**

These had been pre-circulated

It was **RESOLVED** (unanimously) that the Minutes of the Annual Parish Council Meeting held on 7 May 2024 be confirmed as a true record and be signed by the Chair.

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

(5.2) Parish Council Chairs meeting – Clerk confirmed that Notes from the meeting had been circulated

(5.2) Flood meeting 25 March – Clerk confirmed that responses had been received from both the Environment Agency and Internal Drainage Board (IDB) and these had been circulated to parish councillors. However, a quote from the IDB to clear the drain adjacent to the Village Green had not yet been received.

**Clerk to chase**

(11) Reinstating Standing Order with Norfolk Wildlife Trust – Clerk confirmed that the process had begun with the Parish Council's bank

(13.2) Draft Communications Policy – reported that some amendments are still required before it can be circulated to Parish Council for consideration

(14.1) Dog bin - Busseys Lane – further discussions have taken place with the Borough Council's Greenspace team. Parish Council discussed moving Busseys Lane bin to a new location at the Peddars Way entrance to Park Piece and purchasing a new bin to replace the broken one on Westgate.

Signed Chair

*LS Devereux*

Date 9/7/24

**Agreed unanimously**

(14.2) Cycle racks – Clerk confirmed these were on order and expected delivery by Friday 21 June. Cost given as £382.46 but need to order sand and cement. Councillors Burton and Crown volunteered to install the cycle racks.

**4. Reports: to receive the following****4.1. County Councillor and District Councillor reports**

County Councillor Andrew Jamieson reported on a number of developments within the local area. A newly repaired section of the Coast Path has re-opened at Brancaster. Public toilets at Brancaster are being refurbished and will be connected to the main drain. Acknowledging that there had been opposing views about how visitors with dogs should be managed on NWT land, Councillor Jamieson has asked that the process re-start to involve a wider range of groups. Following financial assistance from Norfolk County Council (NCC), the 36 Coastliner bus is now running more frequently. Work on the Library and Bus Station is expected to commence in September 2024 with the hope that the bus station will be completed by the end of this financial year. NCC is due to take a final vote on the Devolution Plan on 23 July 2024 which, if passed, will alter the Constitution of NCC to give it new powers. Councillor Jamieson reminded Parish Council that he has access to a Local Members Fund which can help supplement relevant bids such the Parish Partnership Fund or other small projects that might be planned.

Councillor Amies highlighted the issue of potholes not being fixed on the side of the A149 particularly between Burnham Overy Staithe and Wells-next-the-Sea. Councillor Jamieson will report this to officers for attention.

Councillor Hulme asked if the increased provision of buses was expected to reduce the number of cars on the A149. Councillor Jamieson replied to say that NCC will be collecting data and monitoring the impact of providing more buses. They are also looking into a Dial-a-Minibus scheme for which they will be seeking funding.

Councillor Crown asked a question about the coastal footpath where it has collapsed adjacent to The Firs. Issue is known and it was explained that legislation requires that the footpath be as near to the sea as possible with an allowance of 5 metre “roll-back”. This presents problems in areas where there is coastal erosion as a series of 5 metre “roll-backs” can be costly and inefficient. The current state of the boardwalk between Gore Point and The Firs was also raised as it was not considered a suitable standard for wheelchairs.

Councillor Devereux asked what the current position was in regard to NCC submitting a bid for the West Winch Housing Access Road. Councillor Jamieson said a bid has been submitted to the Department of Transport and that NCC are awaiting a response.

**4.2. Parish Council Flood Management Conference (Councillor Crown) 22 May**

Councillor Crown had pre-circulated a report to Parish Council. Concern expressed by many delegates over the difficulties encountered when landowners wished to make any improvements to rivers which required the consent of both the Environment Agency (EA) and Natural England (NE). Restrictions imposed by both agencies were perceived as being barriers to proceeding with any works. Evidence gathering was emphasised as being especially important for dealing with Planning Applications and for holding organisations to account. Recording of flood event with photos and

details of the cause were considered essential. The conference was concerned with fluvial flooding rather than coastal issues or sewage.

#### 4.3. Update on Local Plan Review (Councillor Devereux)

Timetable for consultation on Main Modifications of the Plan has been delayed again. Inspectors have issued a comprehensive Action List for Borough Council Officers and considered proposed New Policies on Windfall Development and Neighbourhood Plans. Examination of the Plan will not be concluded until the Gypsies and Travellers Hearing session has concluded (03.09.24) and a 6-week consultation on the proposed Main Modifications has taken place. Inspectors need to agree wording of the Main Modifications and these will be subject to a Sustainability Appraisal (SA) and Habitats Regulations Assessment (HRA) prior to consultation.

In order for the Local Plan “to be found sound”, Inspectors must be satisfied that the Borough will have a 5-year supply of deliverable housing sites to meet “Local Need”. The Inspectors’ main concerns include the status of the West Winch Housing Access Road and the proportion of windfall housing, restrictions on development outside boundaries and the lack of a “positively prepared strategy” to meet the housing needs of rural communities. If the Plan is found to be ‘Unsound’, then existing Local Plan policies will be increasingly “out of date” and there will be pressure to allow development on sites that are not allocated for development in either the Local Plan or Neighbourhood Plans. The consequence of this is that even where planning permission is refused, there is a high likelihood that developers would win planning appeals unless there is conflict with a Neighbourhood Plan adopted in the previous five years.

#### 4.4. Planning Committee attendance (Councillor Norman) 3 June

Councillor Norman reported on her attendance at the Committee as the Parish Council’s spokesperson with regard to the Brownsea Application. The Committee discussed the Application at length and 13 voted for a refusal with two abstentions.

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

A member of the public commented on Item 4.4 with regard to the Borough Council’s inconsistency in applying planning regulations. Councillor Devereux thanked him for his support at the meeting. Councillor Jamieson asked Councillor Crown for details about the Flood Conference he attended and was informed that it had been organised by The Council for the Protection of Rural England (CPRE). He mentioned that the Norfolk Strategic Flood Alliance had been set up to minimise issues such as those reported in Item 4.2 between the EA and NE.

#### 6. **Planning matters**

##### 6.1. Applications received subsequent to this agenda

None

##### 6.2. Applications for comment

6.2.1. - **24/00984/F** – Replacement of existing garage and store with new garage and home office garden room at Church Cottages, 8 Kirkgate, PE36 6LH. Expiry date: 20 June 2024

Noted that the existing garage materials and finishes consist of prefabricated concrete panels. Proposed materials and finishes are for stained timber boarding and red clay pantiles. There does

not appear to be any impact on trees or hedges or on existing parking, RoWs or access arrangements. Also noted that the Application falls below the BNG threshold. The Borough Council's Conservation Team is satisfied but have asked for a sample of materials and the colour scheme. No neighbour comments have been posted on the Planning portal.

A parish councillor believed that the "existing garage" had already been removed and there was a question as to whether permission was required to do this or whether it could be covered by Permitted Development Rights. Parish Council felt that the garage, if approved, would remove cars from the road although the size of the proposed door was questioned in this respect.

Parish Council also to ask about conditioning the Application for restricting overnight occupation.

**Decision: Send comments**

### 6.3. Other Applications for information

6.3.1. – **20/02070/NMA\_2** - Non-material Amendment to Planning Permission 20/02070/F: Construction of a two-storey dwelling following demolition of existing dwelling The Tower, Broadwater Road, PE36 6LQ

### 6.4. Comments made on Applications

None

### 6.5. Decisions Reported

6.5.1. – **24/00454/LB** - Peartree Cottage, 49 Kirkgate, PE36 6LH - Application for listed building consent for alterations to fire proof three existing interior doors. Application Permitted, 3 May 2024.

*Delegated Decision*

6.5.2. – **24/00086/TREECA** - Journeys End, 36 Kirkgate, PE36 6LH - 1 no. Lawson's cypress & 1 no. Common Yew are both in a poor state and my clients wish to remove them and replace with fruit trees to create an orchard area in their cottage garden. The yew is growing at an erratic angle and may be in danger of falling onto the boundary. Tree Application - No objection, 7 May 2024.

*Delegated Decision*

The Clerk had received the following statement from the Applicant – "We are grateful for the permission to fell two sick trees in our garden. While we will continue to plant the new fruit trees referred to in our application, we have decided to defer felling the sick cypress and yew trees for the time being. We will keep this under review from a health & safety standpoint."

### 6.6. Appeals and Enforcement

#### 6.6.1. – Poplars advertising

The Clerk reported that Trading Standards have decided to take no further action for the same reasons as the Advertising Standards Authority stated – that it was not possible to complete a financial transaction and that they were not confident of winning in court with an application to shut down the site.

## 7. Village Matters

### 7.1. Village Hall tree – consideration of applying for a Tree Preservation Order (TPO)

**Clerk to make an Application to have the tree registered with a TPO**

**Clerk to contact Borough Council's Arboricultural Officer to arrange a visit to Holme-next-the-Sea**

Signed Chair

*LS Devereux*

Date 9/7/24

**7.2. Village Hall Committee – quotation for works (Councillor Norman)**  
Item to be taken under Item 11 as Resolved and agreed at start of meeting.

**7.3. Arrangements for walkabout with Local Highways Engineer**  
Clerk reported that Area Highways Engineer was agreeable to visiting Holme-next-the-Sea.  
**Clerk to receive comments from Parish Council by 19 June 2024 and contact Area Highways Engineer with a list of dates and times for consideration**

**7.4. Saxon Shore Parish Forum - items to be raised on 27 June**  
None

## **8. Monthly Report from Responsible Financial Officer (RFO)**

### **8.1. Report**

A VAT Claim for £752.58 was submitted on 29 May 2024.

The Village Hall electricity supply is currently on a Variable Rate - 75.506 pence/day as standing charge and 47.532 pence/kwh as unit charge. Contacted British Gas about savings that a 1-year Fixed rate would bring - 40 pence/day as standing charge and 24.78 pence/kwh as unit charge. This would amount to a 47% and 48% discount respectively. Offer available for 48 hours from Monday 10 June if the Parish Council wishes to change its contract.

**Clerk to contact supplier to discuss moving from a Variable Rate to a Fixed Rate**

Village Hall Committee Accounts 2023 / 2024 have been audited by the RFO and found to be in order. Submission of Accounts will be made on August 1 when Charity Commission opens its website to uploading.

### **8.2. Approval of AGAR**

Parish Council was asked to approve the 2023 / 2024 Annual Governance & Accountability Return (AGAR) submission which has been prepared by the Responsible Financial Officer and audited by the Internal Auditor who has reported that "I am pleased to report that the books and records have again been maintained to a high standard, with good internal controls in place."

**Agreed unanimously**

**Clerk to submit forms to External Auditor by 1 July deadline**

Parish Council was also asked to approve the dates for the Exercise of Public Rights (Monday 17 June – Friday 26 July 2024) being the 30 working days and including the first 10 working days of July as required by law for the public to inspect the Accounts.

**Agreed unanimously**

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### 8.3. Payments for authorisation

PAYEE	REASON	AMOUNT	PAYMENT METHOD
L. Devereux	Book purchase	£120.00	Bank Transfer
James Johnson & Co	Annual payroll fee	£168.00	Bank Transfer
British Gas PLC	Village Hall electricity	£153.13	Direct Debit
Payroll	Staff salaries	£666.00	Bank Transfer
HMRC	PAYE on staff salaries	£176.89	Bank Transfer
BT plc	Telephone and broadband (May 2024)	£75.44	Direct Debit
NALC	Training course	£26.02	Bank Transfer
NALC	Training course	£42.00	Bank Transfer
Information Commissioners Office	Annual Data Protection Certificate	£35.00	Direct Debit

Agreed unanimously

## 9. Correspondence

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

- **Parish Updates – Planning** – two dates have been announced by the Borough Council for parish councillors
  - Thursday 12 September 2024 – 5.30pm to 7.30pm
  - Thursday 19 September 2024 – 4.00pm – 6.00pm

**Clerk asked councillors wishing to attend to let him know by 28 June**

- **Grit bin audit by NCC Highways** - no grit bins listed for Holme-next-the-Sea. NCC not providing any new bins due to "funding pressures" but will advise on siting of any new bins that Parish Council's wish to install.
- **Permissive footpath request** – parishioner asked if, in light of the re-opening and planned expansion of services at the White Horse, the Parish Council would look into idea of supporting the creation of a permissive footpath along the western side of Peddars Way which could link with Park Piece to create safe access for pedestrians.  
**Parish Council responded to say it does not own the land south of Park Piece and it has been noted that the area suffers from poor drainage. Therefore, it decided not to pursue the suggestion**
- **White Horse Bakery Application** – a response from the Agent to Parish Council's most recent comments was received on 7 June and circulated to the Parish Council the same day. The Agent confirmed that the opening hours have been revised as requested and that they will use similar lighting to that included in previous Application to comply with Dark Skies advice. Councillor Amies asked if a condition regarding the use of fryers could be requested so that the kitchen is restricted to bakery use. Noted that the Application is regarded as being beneath the BNG threshold although it was questioned as to whether this could be assessed in isolation from the rest of the site. Agent confirmed that Highways have asked for further

Signed Chair

*LS Devereux*

Date 9/7/24

information regarding the capacity of the car parking to accommodate both pub and bakery customers.

- **Request from Fakenham Garden Centre to use Village Hall Car Park during works at adjacent property** - matter referred to Village Hall Committee to decide as they have responsibility for day-to day management of the Hall and will know its availability in regard to any events planned.

**10. Date of next meeting of the Parish Council** Tuesday 9 July 2024

**11. 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

Signed Chair

*LS Devereux*

Date 9/7/24