

HOLME-NEXT-THE-SEA PARISH COUNCIL

Minutes of the Meeting of the Parish Council held in the Village Hall, Kirkgate, on Tuesday 10th June 2025 at 7pm

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

In Attendance: Dave Watkins (Parish Clerk) and 3 members of the public

1. Apologies for Absence and approval of reasons: To receive apologies and reasons for absence Councillor Hulme (holiday) and Councillor Seare (work commitment)

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

3. Minutes of the Annual Parish Council Meeting held on Tuesday 6 May 2025

3.1. Approval

These had been pre-circulated

It was **RESOLVED** (unanimously) that the Minutes of the Annual Parish Council Meeting held on **Tuesday 6 May 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) Wash Barrier – reply to letter sent by Parish Council received from James Wild MP in regard to local consultation concerns. Mr Wild has been in contact with Centre Port to seek an update and they have clarified that the proposal is being developed in three phases. He shares the Parish Council’s concerns about the importance of being well-informed and involved but feels he’s seen nothing to date which addresses these major concerns, concluding that “... as it stands, I do not support the project.”

Councillor Aimes expressed concern that financing the overall project is contingent on approval for Phase 3 which may exert an influence on agreeing Phases 1 and 2. Councillor Devereux also pointed out some recent government changes to the consultation process on major infrastructure projects which by-pass some current stages with the intention of speeding up delivery.

Unclear at this stage what Norfolk County Council’s stance is on the proposals.

Clerk to write to James Wild MP expressing these concerns

Clerk to find which Norfolk County Council Committee(s) are covering Wash Barrier proposals

(7) Public participation – Highways contacted about repainting lines at junction of Peddars Way/Kirkgate/Westgate which was originally reported September 2024 and promised for April 2025. Latest response says 6 weeks.

(8.2.1) - 25/00562/F – Clerk contacted Case Officer regarding a meeting but invitation declined until Decision taken

Signed Chair

L S Devereux

Date 8/7/25

(14.2) Electrical works at Village Hall – Clerk confirmed that £1,015.80 contribution had been transferred to the Village Hall Committee account which was confirmed by Councillor Norman (Chair of VHC)

4. Reports: to receive the following

4.1. County Councillor and District Councillor reports

None

4.2. Village Hall Committee (Councillor Norman)

Councillor Norman reported that bookings for the Hall are on the increase. An art exhibition has welcomed the benefits of the Hall and there is an expectation further booking will result.

Two members of the Village Hall Committee have recently resigned and an advert will be published on the VIN to help recruit replacements.

The revised Constitution has received comments from Community Action Norfolk and will be circulated to Trustees for their consideration.

Draft Constitution to be circulated to Trustees

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

Member of the public claimed they had not received a reply from the Parish Council in response to their request made at the Parish Council meeting of 11 March 2025 about lighting provision at the Eastgate Barn development. Clerk responded to say that an email had been sent to the parishioner on 18 March 2025 outlining the planning position.

Clerk to re-send email to the parishioner

A request was made for a convex mirror to be installed on the A149 / Eastgate junction to help drivers' visibility. Parish Council explained that County Council Highways do not approve of these for safety reasons due to their reflective nature and distortion of distances. It was noted that a previous similar request at this location had been refused.

A near neighbour expressed their concern over a recent Planning Application (25/00934/CHSR17) that has been submitted for a Temporary Recreational Campsite for 10 camping pitches, for 60 days off Beach Road.

6. Planning matters

6.1. Applications received subsequent to this agenda

None

6.2. Applications for comment

None

6.3. Other Applications for information

6.3.1. -- **25/00876/LDP** - Application for a Lawful Development Certificate for: Installation of a 1.2m wide Carrstone path from the crest of the bank to the asset

Application claims work is required for maintenance of flood defences. The work involves the installation of a replacement flap valve to control inflow of salt water. Noted that it includes two

options for a path route, handrails and is consistent with HNTS 2 (Flood Risk Zone) and HNTS 3 (Protected Sites). Care has been taken in assessing the impact on protected species.

Councillor Amies questioned whether handrails were required. If so, could a request be made to paint them to blend in with the surroundings? Councillor Devereux believed they were required to meet health and safety requirements.

Agreed: although Parish Council not invited to comment it was agreed that it will submit its observations to the Borough Council's Planning Portal

6.4. Comments made on Applications

None

6.5. Decisions reported

6.5.1. - **24/02233/F** - 10F Drove Orchards, Thornham Road, PE36 6LS - 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. Application permitted 4 June 2025. *Committee Decision*

6.6. Appeals and Enforcement

6.6.1. - **APP/V2635/W/25/336465 / 24/01749/F** - Retrospective change of use of part of field to gravelled yard allowing for new store building for maintenance of 2-acre meadow adjacent private dwelling. Norfolk Pools, Builders Yard, Thornham Road.

Parish Council to submit comments by 18 June 2025

6.6.2. – White Horse – Enforcement investigation

The Parish Council requested the Borough Council's Enforcement team to investigate some potential breaches of planning permission at the White Horse public house. Their investigation responses were:

- The gravelled car park appears to be in accordance with approval 23/01990/FM and Condition 2 of the *Car Park Construction Landscaping Plan*
- The parking appears to be in accordance with approval 24/00691/F and Condition 2 of *Proposed Site and Location Plan*
- The opening hours for the bakery/coffee shop appear to be in accordance with approval 24/00691/F and Condition 4 of which states, "The premises hereby approved shall only be open to members of the public between the hours of 0700 and 1800 on any day unless otherwise approved in writing by the Local Planning Authority."
- The lighting appears to be in accordance with approval 24/00691/F and Condition 7 which states, "All external lighting associated with the proposed development shall be installed and maintained in accordance with the following requirements: (i) Fully shielded (enclosed in full cut-off flat glass fitments) (ii) Directed downwards (mounted horizontally to the ground and not tilted upwards) (iii) On a motion timer or similar (i.e. no dusk to dawn lamps) (iv) LED luminaries to be used wherever possible."
- They confirmed that they will be contacting the owners in regard to the hedges and trees which should have been behind the new wall/access as referenced on approved plan 2264/20A.

- The Parish Council was informed that a near neighbour has also received a response in regard to the gravelled car park and noise (referred to Community Safety) and the Enforcement Officer would be looking into the positioning of the car park entrance with the Planning Officer.

Councillor Devereux has also written to the Borough Council Tree Officer about the hedges / trees that were due to be installed on the site requesting his input.

7. New Model Policies and Regulations

7.1. Standing Orders 2025

Clerk informed the Parish Council that there are no significant changes to current policy apart from simplifying the section on the Code of Conduct (14a).

It was resolved that the Model NALC Standing Orders 2025 be adopted by the Parish Council

Proposed: Councillor Devereux

Seconded: Councillor Burton

7.2. Financial Regulations 2025

Clerk reported that new model updates legislation ??? and allows for financial amounts to be adjusted for inflation but needs to reflect the size of Parish Council's accounts.

Councillor Devereux had circulated a draft version prior to the meeting with suggested financial amounts / limits.

It was resolved that the Model NALC Financial Regulations 2025 be adopted by the Parish Council with the limits suggested by Councillor Devereux.

Proposed: Councillor Devereux

Seconded: Councillor Crown

8. Village Matters

8.1. Village sign update

Sign has been taken to the restorer's workshop for assessment and refurbishment. May have to replace part of the post due to rot and install a metal sleeve. Stonework also requires attention and consultations have been undertaken with professional builders to assess the problem. Restorer had obtained a photo of an earlier village sign that showed a Roman ship at the top as opposed to the current Viking warship. Parish Council asked which they would prefer on refurbished sign

Agreed: to retain "Viking warship" on village sign

9. Monthly Report from RFO

9.1. Report

VAT Claim made to HMRC on 12 May 2025 for £6,818.55 the bulk of which (£5220.96) was for the works on Park Piece. HMRC approved the full amount and paid into Parish Council's Account on 21 May 2025.

Village Hall electricity. Cost has fallen from 24.18 pkwh to 20.88pkwh. Standing Charge remains at 40p per day.

9.2. Appointment of online banking and cheque signatories

Deferred from Annual Meeting of the Parish Council (6 May 2025). Currently Councillors Burton, Seare and Norman.

Signed Chair

LS Devereux

Date 8/7/25

Agreed: Councillors Burton and Norman agreed to continue. Councillor Seare has not indicated that he does not wish to continue so was assumed that he will carry on subject to his agreement.

9.3. Approval of AGAR submission

Parish Council is asked to approve the 2024 / 2025 Annual Governance & Accountability Return (AGAR) submission which has been prepared by the Responsible Financial Officer and audited by the Internal Auditor.

Parish Council is also asked to approve the dates for the Exercise of Public Rights (Monday 16 June – Friday 25 July 2025) 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 and signed by Chair and Clerk / Responsible Financial Officer

9.4. CIL Report

Parish Council is required to submit an Annual CIL Report to the Borough Council by 30 June 2025. A draft copy of the report was circulated to parish councillors on 3 June 2025 showing a balance of £15,127.62. A summary sheet was also circulated showing details of how this amount was arrived at.

9.5. Payments for authorisation

PAYEE	REASON	AMOUNT	PAYMENT METHOD
NALC	Annual subscription	£125.00	Bank Transfer
British Gas plc	Village Hall electricity	£53.31	Direct Debit
Payroll	Staff salaries	£673.80	Bank Transfer
HMRC	PAYE on staff salaries	£232.41	Bank Transfer
Lawnright	Grass cutting	£185.00	Bank Transfer
ICO	Annual Data Protection fee	£47.00	Direct Debit
BT plc	Telephone and broadband	£95.57	Direct Debit
L. Devereux	NDP website security and hosting	£439.62	Bank transfer

Agreed unanimously

10. Correspondence

10.1. Any correspondence not otherwise on the Agenda

- **Parking adjacent to the White Horse** – Clerk reported that he has received a number of emails complaining about parking near to the White Horse which is causing congestion and an obstruction. Some of the issues have been investigated by Enforcement but the problem of delivery vehicles not using the prescribed bay has been an issue. Parishioner directly affected by this has approached the pub and they responded positively by erecting a sign directing delivery drivers to park in the bay.
- **Speeding on Main Road** – reported to the Parish Council via the VIN. Parish Council to request a speed survey
Clerk in contact with local Police for help and advice
- **Memorial bench enquiry** – Clerk reported that he had been contacted by a family member of a recently deceased person who had a long-standing connection with Holme in regard to

Signed Chair

L S Devereux

Date 8/7/25

installing a memorial bench within the village. A list of potential locations on Parish Council-owned land has been sent to the enquirer for them to consult with the family and respond.

Clerk to circulate details to Parish Council

- **Local Government re-organisation** – NCC have produced an Executive Summary following their recent consultation and are planning to vote on submitting their proposal for a unitary authority covering the whole of Norfolk to the government in September.

- **25/00934/CHSR17** - Application under the Habitats Regulations 2017: Temporary Recreational Campsite for 10 camping pitches, for 60 days

Noted that Application is in accordance with Schedule 2, Part 4, Class BC of the Town and Country Planning (General Permitted Development). Applicant states that large above ground tank for storage of greywater and sewage waste to be emptied regularly and that there is a unilateral undertaking to minimise nuisance (no group bookings, no parties, no music after 9 pm, minimum noise and fires only in raised firebowls/designated areas, only 1 dog/pitch, 5mph speed limit and parking at entrance). Furthermore, Applicant has submitted an EA Flood Map showing site in Flood Zone 1 and generally, Application appears compliant with GPDO but however it is subject to 'Prior Approval' due to proximity to Protected Sites.

Advice from the Case Officer was that a decision could only be reached on the basis of impacts on Protected sites and Parish Councils are not typically consulted on these types of Applications. However, giving the planning history relating to this site and parishioner concerns, the Parish Council felt it appropriate that it should submit comments.

Natural England plays a key role in these types of Application, having already confirmed they accept the increased impact of visitor pressure from site will be mitigated by GIRAMS payment. However, they have further advised that the LPA should consider impacts on the National Landscape when reaching a decision.

When determining Prior Approval in the National Landscape new 2024 Government Guidance appears to apply. This states Relevant Authorities must now "... 'seek to further' the statutory purposes of Protected Landscapes" and this applies "when development undertaken through permitted development rights where prior approval on relevant planning matters is required." This would be consistent with NE's advice.

Councillor Crown highlighted inconsistencies in the Application relating to incorrect number of pitches shown on map(9); wrong key used on map; appearance of non-existent hedges and trees on the plan; wrong dates (July-September 2024); non-payment of a required fee.

Councillor Devereux said further research was required and this list mainly includes planning policy considerations.

Decision: submit comments and Object

11. Date of next meeting of the Parish Council: Tuesday 8 July 2025

Signed Chair

LS Devereux

Date 8/7/25