

HOLME-NEXT-THE-SEA PARISH COUNCIL

**Minutes of the Annual Parish Council Meeting held in the Village Hall, Kirkgate, on Tuesday 10th
May 2022 at 7pm**

Present: Lynn Devereux (Chair), Martin Crown (Vice-Chair), Ermine Amies, Wendy Norman, Michelle Cole and Stefan Seare

In Attendance: Dave Watkins (Parish Clerk) and 5 members of the public

1. Election of Chair and declaration of acceptance of office

It was proposed (Councillor Seare), seconded (Councillor Crown), and **RESOLVED** unanimously, that Councillor Devereux be elected Chair. The Declaration of Acceptance of Office form was signed and witnessed by the Parish Clerk.

2. Election of Vice Chair

It was proposed (Councillor Amies), seconded (Councillor Norman, and **RESOLVED** unanimously, that Councillor Crown be elected Vice-Chair.

3. Apologies for Absence and approval of reasons: To receive apologies and reasons for absence Councillor Burton (holiday), Borough Councillor Bob Lawton (meetings clash)

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

5. Minutes of the Council Meeting held on Tuesday 12th April 2022

5.1. Approval

These had been pre-circulated.

It was **RESOLVED** (unanimously) that the Minutes of the Parish Council Meeting held on 12 April 2022 be confirmed as a true record and be signed by the Chair.

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

(3.2) Speed checks – Police officer has been on holiday. Parish Council to send traffic data for Police to act on.

(3.2) Marsh Lane sewage spills – site meeting arranged with Anglian Water for 18 May together with local residents.

(7) Park Piece Working Party – Councillor Crown has circulated Terms of Reference and Protocol

(9.1) Internal Audit – delayed due to family commitments of auditor

(10.1) Beach Clean – Councillor Cole gave an update on various schemes and initiatives provided by the Marine Conservation Society, Sea Shepherds, Surfers Against Sewage and NWT.

Parish Clerk to issue a request via the VIN for volunteers to get involved in a beach clean

Signed Chair *LS Devereux.*

Date 14/6/222

6. Reports: To receive the following:

6.1. County Councillor and District Councillor reports

Councillor Jamieson had given a summary of recent County Council news at the Annual Parish meeting which preceded this one.

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

Parish Council thanked a member of the public who was present for his work in removing and securing a tree which had recently fallen onto Beach Road and presented an obstruction.

Member of the public supported the idea of a beach clean and felt the VIN could be an effective way of generating support and interest.

A suggestion was made about wildflowering the verge bordering the village pond. Matter to be discussed later this year with NCC.

A request was made to look at the condition of a tree located on the Triangle Land which the Parish Council owns. Growth of the tree was felt to be a hazard and in need of attention.

Parish Clerk to investigate

A parishioner enquired about the status of tree-felling they had noticed at a property adjacent to the Triangle Land.

Parish Clerk to investigate

Thanks was given to the Parish Council for their perseverance in getting a road sign reinstated opposite Holme House.

A representative from the Carpet Bowls group that uses the Village Hall highlighted the current problem with the uneven flooring in the Hall. Noted that Councillor Burton is looking into the issue.

8. Planning matters

8.1. Applications received subsequent to this agenda

None

8.2. Comments made on applications

8.2.1. - 22/00202/F - VARIATION OF CONDITION 2 OF PLANNING PERMISSION

21/00173/F: Extension on to retail unit (Use Class A1) for restaurant area (Use Class A3), storage and WCs including parking and drainage at Gurneys Fish Box, 1 Drove Orchards, Thornham Road
Parish Council had decided not to comment but again drew attention to the poor access into and out of Drove Orchards.

8.3. Decisions reported

8.3.1. - 22/00119/F - Construction of first floor rear extension over existing single storey ground floor extension at 10 Westgate, PE36 6LF - Application withdrawn

9. Appointment to Outside Bodies

9.2. The Holleys Charity – Election of Trustee (For a four-year term from end of May 2022)

Mrs Tina Ham was appointed to post of Trustee for a four year term.

Proposed by Councillor Devereux. Seconded by Councillor Crown. Agreed

Signed Chair

LS Devereux

Date 14/6/222

9.3. The Village Hall Committee

Councillors Burton and Norman were re-appointed to the Village Hall Committee.

Proposed by Councillor Devereux and Agreed

10. Monthly Report from RFO

10.1. Report

A timetable for this year's Annual Governance and Accountability Return (AGAR) has been announced. Deadline for submitting AGAR forms is 1 July. Accounts are currently with the Internal Auditor for inspection.

Monthly internal financial check for March carried out by Councillor Crown 19 April 2022. Two invoices from Semba Trading require authorised councillors signature.

A VAT Claim for a potential sum of £2856.95 will be made shortly.

10.2. Payments for authorisation

PAYEE	REASON	AMOUNT	PAYMENT METHOD
Jamie Bridges	Grass cutting	£180.00	Bank Transfer
British Gas	VH electricity	£107.63	Direct Debit
Payroll	Staff salaries	£565.44	Bank Transfer
HMRC	PAYE on Clerk's salary	£141.20	Bank Transfer
D.Watkins	Jubilee plaque	£78.60	Bank Transfer
James Johnson & Co.	Payroll services for 2020/21 and 2021/2022	£300.00	Bank Transfer
Westcotec	Repair to SAM2	£222.00	Bank Transfer
Westcotec	Calibration of SAM2	£102.00	Bank Transfer
BT plc	Phone and broadband - April	£55.32	Direct Debit

10.3. Review of the following documents

10.3.1. Standing Orders

Updated and adopted by Parish Council 9 November 2021

10.3.2. Financial Regulations

Last reviewed April 2019.

Agreed that this needs to be reviewed

10.3.3. Financial Internal Controls

Last fully reviewed April 2019 but amended May 2021 to change internal checks from quarterly to monthly.

Agreed

10.3.4. Financial & Management Risk Assessment

Last reviewed April 2019.

Agreed that this needs to be reviewed

Signed Chair

L S Devereux.

Date 14/6/222

10.3.5. Complaints procedure

NALC model currently under review by Parish Council and looking to adopt a policy in June 2022.

Clerk to arrange meeting

10.3.6. Publication Scheme

Updated May 2022

10.3.7. Email and Communications policy

Parish Council does not currently have one but has previously agreed that it does want to create a policy. Work will begin on this after completion of Complaints Policy.

10.3.8. Council's policy for dealing with the press/media

Included in new Standing Orders

10.3.9. Data Protection policy

A review of this area required in view of changes to legislation and guidance from Annual Governance and Accountability Return (AGAR)

Agreed

10.3.10. Direct Debits, Standing Orders and Subscriptions

Councillor Cole asked if a check could be carried out on the Emergency Telephone on Beach Road to ensure it is working.

Clerk to check. All other payments agreed

10.3.11. Code of Conduct for Councillors

Updated and adopted 8 March 2022

10.3.12. Insurance

Up for renewal at the end of May. Last year the Parish Council paid £1190.92 and this year's quote is for £1368.72. That is an increase of £177.80 which is 15% above last year's premium.

Clerk to look for alternative quotes

10.3.13. Asset Register

Updated as of 31 March 2022.

Clerk to obtain re-build costs for Village Hall, bungalow and bus shelters

11. Annual Staff Appraisal (Parish Clerk and Responsible Financial Officer)

11.1. Resolution: The Parish Council is pleased to report that a positive appraisal has been completed as required under the Standing Orders and Employee Contract of Employment and both parties are happy with the outcome.

Agreed

12. Correspondence

12.1. Any correspondence not otherwise on the Agenda

- **Sea Defences** – Councillor Devereux has been in communication with Matt Philpott (Area Manager – IDB) regarding the Environment Agency's negative response to a request to repair part of Holme's sea defences. Their argument rests on the dunes not being on their Asset Register and therefore claiming it is not their responsibility despite work they did following 2013 floods. Matt Philpot has questioned that, producing a map to show sea defences and formally asked EA to review their decision.

Clerk to write to IDB expressing their thanks for the support and advice given by Matt Philpott

- **Meet your councillors for parishioners** – proposed by Councillor Norman

Clerk to look into suitable dates

Signed Chair

LS Devereux

Date 14/6/222

- **Norfolk Warm Homes** – initiative supported by the Borough Council to provide support to those living in properties that have low EPC ratings of D, E, F or G. Clerk has received a list of properties and is consulting with the Borough Council to leaflet these homes.

13. Dates of meetings

13.1. 2022-2023 Meetings Calendar: Setting dates, time, and place of ordinary meetings of the full Council

Due to 11 April 2023 meeting being scheduled for day after Easter Monday it was proposed moving the meeting to Thursday 13 April

Agreed. Clerk to check date with Village Hall Committee

13.2. Date of next meeting of the Parish Council Tuesday 14 June 2022

13.3. Date of Annual Parish Meeting Tuesday 9 May 2023 at 6pm

Signed Chair

LS Devereux

Date 14/6/222