

HOLME-NEXT-THE-SEA PARISH COUNCIL

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

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

In Attendance: Borough Councillor Tom de Winton, 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
Stefan Seare (family commitment)

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

3. **Minutes of the Parish Council Meeting held on Tuesday 2 September 2025**
 - 3.1. Approval
These had been pre-circulated
It was **RESOLVED** (unanimously) that the Minutes of the Parish Council Meeting held on **Tuesday 2 September 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 on Main Road – Clerk reported that Police had been contacted and the following response received
 - Officer has been completing speed checks throughout the village at varying times
 - Officer has conducted extensive patrols of the village in a marked vehicle including parking up for periods of time to provide a high visibility presence
 - Officer has contacted the Road Casualty Reduction Team and they have added Holme to their list of places they visit on a weekly/monthly basis.

Clerk asked to contact Police to find out if any speeding tickets had been issued

 - (4.4) Village Hall Committee – Councillor Norman confirmed that VHC were not pursuing hiring a cleaner at the moment
 - (5) Public participation – Clerk confirmed that Councillor Jamieson's email had been sent to two members of the White Horse Neighbours Group on 3 September
 - (7.1) Village Sign update – Clerk confirmed (i) donation to Tapping House to be dealt with under Item 10.4 (ii) Two volunteers have been contacted about an initial meeting to discuss plans
 - (10.1) Dog waste bin – Clerk had contacted parishioner 3 September and received a reply same day.

Key points:

 - parishioner understood the points made by the Parish Council

Signed Chair

LS Devereux

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- parishioner's suggestion was made on observation of "...visiting dog walking community increasingly starting and ending their visit at the White Horse."
- photos shared were of bins from rental properties down Busseys Lane
- garden waste bins left outside parishioner's house are there primarily to slow down passing traffic as residents feel exposed as they step out of their gate into traffic.
- also hope that by having them there, parishioner can start to protect the front border and regenerate next year

If that happens, parishioner feels confident of bins being brought back in again, especially if work with the White Horse ensures the delivery bay is used as intended.

(10.1) Parochial Church Council (PCC) - sum of £1,547.37 paid into PCC account on 3 September

(10.1) Wash Barrage – Clerk had contacted Hunstanton Town Council and received two responses from Councillor Robert Corby (Chair Environment Committee). Key points:

- James Sutcliffe (CEO of Centreport) has indicated that Stage 1 (the port project) is expected to go to DCO towards the end of the year. Based on that information, the tidal energy component would follow, with flood protection measures coming later. Currently seeking further clarification to ensure an accurate understanding before moving ahead with any plans.
- Hunstanton Town Council considering a meeting of local councils in mid-November, likely inviting two councillors from each council to keep numbers manageable. If the project does proceed to DCO, they would consider holding a public meeting.
- Regarding the proposed barrage, there has been some discussion about a potential future extension to a full barrage as part of the Wash 2100 initiative. This initiative focuses on long-term flood risk management for the Fens.

Councillor de Winton had not been made aware of any recent developments but will enquire at the Borough Council and the Conservancy Board (of which he is a member) for any updates.

Councillor Amies expressed concern at the lack of public consultation around the project. Councillor Devereux confirmed that DCO applications are processed by the Planning Inspectorate and the Applicant is responsible for public consultation.

Clerk to contact Centreport to request details of their public consultation plan

4. Reports: to receive the following

4.1. County Councillor and District Councillor reports

Borough Councillor Tom de Winton asked for an update on Parish Council issues over the summer period. Councillor Devereux provided an overview of events at the Beach Road campsite which had been granted permission to operate for 60 days but did not comply with the Unilateral Undertaking and the operator has failed to clear the site by the required deadline. This has required the Parish Council to query this with the Borough Council's Enforcement team. Councillor de Winton asked if the Parish Council had reported the matter to the Borough Council's Community Safety and Neighbourhood Nuisance team. Councillor Devereux responded to say that the Parish Council are in contact with Planning Officers, the Assistant Director with responsibility for Planning, the Portfolio Holder and the Enforcement team about clearing the site. Councillor de Winton asked to be copied into future emails so that he can take matters forward with the Borough Council.

Signed Chair

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His Ward report followed to include an update on the Borough Council's preparation for local government re-organisation (it supports the 3 District Unitary option); a fall in the number of Planning Applications being received; an update on low-cost housing initiatives; a successful financial audit of the Borough Council's finances; appointment as the Borough's Fire Brigade Champion, mentioning that expansion at South Lynn has provided increased capacity; negotiations with Anglian Water following their announcement on not making connections for some new developments.

4.2. Devolution and Local Government Reorganisation – 11 September (Councillor Devereux)

Session aimed at outlining Borough Council's proposals for submission of Business Plan and meeting the government's assessment criteria for Local Government Reorganisation. Preferred option is for three new unitary authorities to deliver all non-mayoral services : West Norfolk, East Norfolk and Greater Norwich.

Main arguments are that this structure will provide: improved local services: tailored; place-based service delivery focused on local priorities; strong leadership and accountability: economic growth by aligning with the Norfolk and Suffolk Mayoral Strategic Authority; local identity: optimal size and scale (serving 300,000 – 400,000 residents); service reform and innovation.

The Borough Council also feels that their preferred option will provide: financial sustainability; a strong tax base; a focus on future sustainability; inclusive growth in each area.

As a result, the financial benefits are seen as: a net benefit of £220 million over 8 years; recurrent savings of £49 million pa from Year 5; transition costs to be repaid by Year 4; strong returns on investment and resources freed up to support frontline services; reducing duplication of current model.

Business case has now been submitted to the government with an announcement on the new structure expected late 2025 / early 2026 with elections likely to take place in May 2027. There will then be a transitional period and the new authorities fully operational by April 2028.

Councillor de Winton commented that there was a lack of detail in the plans as he felt there was a shortage of information coming from central government on which to base these proposals. Borough Council acknowledged that it looks more towards Cambridge than it does Norwich and wants to take fuller advantage of King's Lynn as a port. Tourism is expected to increase. Plans are being discussed on how existing Parish Councils can be "bundled-up" to form larger areas. It was suggested that Holme may be combined with Ringstead and Old Hunstanton.

4.3. Village Hall Committee (Councillor Norman)

Nothing to report

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

Member of the public asked Councillor de Winton if the Borough had a Tourism Management Plan. The enquirer was asked to email him for information.

Member of the public commented on Item 6.5.1 on the Agenda, informing the Parish Council that they were expecting a re-submission of the Application and asking what view the Council had. Parishioner is concerned that leaving the tree in place would continue to obscure light into their property. Councillor Devereux expressed concern over the number of trees that were being lost in the village and the impact this was having on amenity and wildlife. Councillor Amies felt that more

information was required on the impact of losing the tree before she could comment. Parishioner extended an invite to the Parish Council to visit her property to view the tree.

Councillor Norman to arrange a visit with the parishioner

A question was asked about what steps the Parish Council have taken to address concerns raised locally about the activities of an individual operating under "Owls and About." Councillor Devereux replied to say that the Police Rural Crime and Wildlife Officer had been contacted but was informed that no action could be taken.

6. Planning matters

6.1. Applications received subsequent to this agenda

None

6.2. Applications for comment

None

6.3. Other Applications for information

None

6.4. Comments made on Applications

6.4.1. – **25/01300/F** - Replacement and of the existing pub kitchen ventilation system. Removal of existing wall fans and roof mounted extract. New roof mounted air input and extract. White Horse, 40 Kirkgate, PE36 6LH. Expiry date 16 September

6.4.2. - **25/01362/F** - Erection of single storey rear extension to provide later living accommodation within a multi-generational dwellinghouse and restoration works to garden wall. Home Farm House, 40 Westgate, PE36 6LF. Expiry date 29 September

Parish Council has commented that the drawings were confusing and Councillor Devereux has also emailed the Case Officer but not yet received a reply.

6.5. Decisions reported

6.5.1. - **25/00156/TREECA** - T1, lime, removal. 6 Manor Court, Eastgate, PE36 6LN. Application Withdrawn 29 August 2025

Comments were received on this under Item 5.

6.5.2. - **25/01301/LB** - Listed Building Application: Replacement and of the existing pub kitchen ventilation system. Removal of existing wall fans and roof mounted extract. New roof mounted air input and extract. The White Horse, 40 Kirkgate, PE36 6LH. Application Permitted, 3 October 2025. *Delegated Decision*

6.6. Appeals and Enforcement

Clerk has informed the Borough Council's Enforcement team that the structures on the Beach Road campsite have not been removed despite the 60-day period having expired.

7. Village Matters

7.1. Village Sign

Clerk reminded Parish Council that at last month's meeting it had been agreed that a donation matching the cost of the refurbishment would be made to Tapping House – see Item 10.4.

Signed Chair

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Councillor Devereux suggested that the Village Hall Committee may wish to host a coffee morning which includes a presentation about the refurbishment of the sign.

Clerk reported that two volunteers have been contacted about an initial meeting to discuss plans about maintaining the flowerbed.

8. Parish Council Policies

8.1. Open Spaces Policy

A copy of the Draft Policy had been pre-circulated to Parish Council.

Clerk presented the Draft Policy by stating that the Parish Council has existing policies for how it manages its meetings and finances but nothing for the land parcels it's responsible for, many of which are public spaces. Policy identifies spaces, their purpose and sets out how they should be maintained. Risk Assessments are also included for the use of power tools and use of pesticides.

Councillor Amies requested that fallen wood be left in situ where it did not present a hazard

Proposed: Councillor Devereux proposed that the draft policy should be adopted with a view to reviewing as part of the annual review of all PC policies. **Seconded:** Councillor Crown

Decision: Agreed unanimously

8.2. IT Policy

Clerk reported that with the 2025 edition of the Practitioners' Guide, the Smaller Authorities Proper Practices Panel (SAPPP) has introduced a new Assertion 10: Digital and Data Compliance, to sit alongside the existing assertions in the Annual Governance Statement. Assertion 10 will apply for the 2025/26 year (i.e. financial years starting 1 April 2025) and will be part of 2025/2026 AGAR Audit. Compliance requirements :

- Email management – an authority-owned domain
- Meet legal requirements for website – meetings, finance etc.
- Accessibility regulations –Web Content Accessibility Guidelines (WCAG 2.2AA) – October 2024
- Freedom of Information and Transparency Code
- GDPR and DPA
- Data Controller and Processor – Parish Council has to declare itself
- IT Policy – defines how Clerk and councillors conduct Parish Council business in a secure, lawful way using hardware, software, and data (on both authority-owned and personal devices). A template has been produced by the Government Digital Service for this purpose

Councillor Devereux felt it was good to have the draft IT policy but there was a need to modify the Draft IT policy template to meet the Parish Council's requirements and that it should first apply for an appropriate email domain and then revisit the policy to make sure it was a proper reflection of the PC's practices before adoption.. Currently only Chair and Clerk have generic email addresses but Councillor Devereux proposed that £150 be set aside for acquiring an appropriate email domain for use by all Councillors and £500 for Microsoft Business Standard Email Client licences. Councillor Amies asked if new emails could be integrated to arrive in the same place as other emails she receives. Councillor Devereux said training for all councillors will be required and Clerk will need to act as data compliance contact.

Proposed: Councillor Devereux **Seconded:** Councillor Amies

Agreed unanimously

9. Parish Partnership Scheme

As previously agreed, Parish Council asked the Clerk to make enquiries on the costs of upgrading its two SAM2 units for solar power and remote access for downloading statistics. Westcotec have confirmed that conversion is possible, the cost being £875.00 + VAT per sign. However, they would need to check all the signs, as well as the batteries, to ensure they are still holding and delivering a suitable level of voltage. If not, replacement batteries may be necessary. A successful bid to Norfolk County Council would result in them making a 50% contribution towards the upgrade.

Closing date for applications is 1 December 2025.

Clerk to contact Area Highways engineer to obtain their support as required by the application process

10. Monthly Report from RFO

10.1. Report Monthly internal financial check for September 2025 carried out by Councillor Crown 6 October 2025 and found to be satisfactory.

10.2. Second Quarter Accounts

These were circulated to Parish Council on 1 October 2025.

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
- Repairs to Village Sign
- Repairs to property
- Legal fees for advice on Beach Road and Park Piece
- 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.
- Income for 2nd Quarter - £8,457.02
- Expenditure for 2nd Quarter - £14,295.58
- Deficit for 2nd Quarter - £5,838.54. However, some of this was due to "one-off" expenditure items such as repairs and legal fees.
- Overall, the Parish Council's finances are in good health as can be seen from the overall statement.

10.3. 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 30 September 2025) was circulated to Parish Council on 1 October 2025.

This is the first one the Parish Council has produced to indicate what amounts have to be set aside:

- **£29,624.14** for contingencies

Signed Chair

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- **£48,276.16** for budget commitments
- **£17,447.52** for ring-fenced expenditure such as Community Infrastructure Levy (CIL) payments and donations
- As a result, **£53,378.36** remains as unallocated which Cllr Devereux noted was close to the 2025-26 budgeted expenditure figure.

10.4. Payments for authorisation

PAYEE	REASON	AMOUNT	PAYMENT METHOD
BT Plc	Telephone and broadband (August)	£90.26	Direct Debit
Lawnright	Grass cutting (August)	£140.00	Bank Transfer
British Gas Plc	Village Hall electricity	£29.90	Direct debit
Robert Walden	Restoration of Village Sign	£320.11	Bank Transfer
Tapping House	Donation re Village Sign	£320.11	Bank Transfer
G.W.Crown (Ringstead) Ltd	Grass-cutting Park Piece	£210.00	Cheque 101554
Payroll	Staff salaries	£680.08	Bank Transfer
HMRC	PAYE on staff salaries	£234.96	Bank Transfer
Lawnright	Grass cutting (September)	£195.00	Bank Transfer
BT Plc	Telephone and broadband (September)	£84.02	Direct Debit
Npower	Streetlighting (July-September)	£159.10	Direct Debit

Agreed unanimously

11. Correspondence

11.1. Any correspondence not otherwise on the Agenda

- Response from Holkham Holiday Parks Ltd regarding developments at The White Horse Caravan Park.
 - Holkham Estate acquired McDonnell Caravans—owner and operator of The White Horse Caravan Park—in October last year. This transition has enabled fresh investment in the site's future, and the planned improvements "...reflect Holkham's broader commitment to quality, sustainability, and long-term stewardship."
 - Confirmed that the park is set to undergo "...long-awaited essential infrastructure improvements... to raise the overall standard of the site..."
 - Work will include reducing both the total number and density of plots to create "...a more spacious and sustainable environment for holiday home owners."
 - Project to be delivered in two phases: the first is scheduled to begin this coming winter, with the second phase following a year later.

Parish Council are interested to know if planning consent is required to make these changes

Clerk to contact McDonnell Caravans to request prior notification of caravan movements

Clerk to obtain a copy of the site licence for the caravan site

Clerk to contact Borough Planning about any consents required or Applications pending

Signed Chair

LS Devereux

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12. Date of next meeting of the Parish Council: Tuesday 11 November 2025

13. 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 11/11/25