

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

**Minutes of the Meeting of the Parish Council held in the Village Hall, Kirkgate, on Tuesday 8th April 2025 at 7pm**

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

**In Attendance:** County Councillor Andrew Jamieson, 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

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

**3. Minutes of the Parish Council Meeting held on Tuesday 11 March 2025**

**3.1. Approval**

These had been pre-circulated

It was **RESOLVED** (unanimously) that the Minutes of the Parish Council Meeting held on **Tuesday 11 March 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) Bowls carpet – old carpet has not yet been removed

**Clerk to discuss options with Councillor Norman**

(3.2) Wash Barrier – a response has been received from the Clerk at Hunstanton Town Council to say all Holme parish councillors are welcome to attend any of their meetings. They plan to focus on the Wash Barrier proposals at their Annual Town Meeting 23rd April 2025.

(5) Public participation (Eastgate Barn lighting) – Clerk reported that he had contacted the Planning Officer at the Borough Council and also obtained the Decision Letters to confirm what permissions have been given regarding lighting on the development. Condition 13 (22/01884/F) and Condition 10 (24/01775/F) both state:

Any outdoor lights associated with this proposed development shall be:

- 1) fully shielded (enclosed in full cut-off flat glass fitments)
- 2) directed downwards (mounted horizontally to the ground and not tilted upwards)
- 3) switched on only when needed (no dusk to dawn lamps)
- 4) white light low-energy lamps (LED, metal halide or fluorescent) and not orange or pink sodium sources

It is not thought that the developer is at the stage of the build yet where they would submit lighting specifications.

Parishioner was informed 18 March 2025

Signed Chair

*LS Devereux*

Date 6/5/25

(6.5) Local Plan 2021-2040 – was adopted by the Borough Council on 27 March 2025 but has not yet appeared on their website.

(9.1) Westfield development on Peddars Way – Clerk has sent a letter to the owners to confirm they will restore grass verges that have been damaged by contractors' vehicles.

#### 4. Reports: to receive the following

##### 4.1. County Councillor and District Councillor reports

County Councillor Andrew Jamieson provided an update on both Devolution and Local Government Reorganisation proposals, emphasising that they were two separate processes running in parallel. Devolution would involve the creation of a Mayoralty covering both the existing areas of Norfolk and Suffolk County Councils. Councillor Jamieson highlighted that Devolution would guarantee a 30-year Investment Fund of £32m, “a seat at the table” and more control over areas such as roads, Adult Education, coastal defences, regeneration and economic development. If appointed, the Mayor would also chair the NHS Integrated Health Partnership. Timetable is for initial comments from existing local government areas to be received by 13 April, followed by an “Agreement to Proceed” in Autumn 2025 and a Mayoral Election to take place in May 2026.

Norfolk currently has 8 local government authorities (7 District / Borough Councils and a County Council). Councillor Jamieson feels the current arrangement is confusing for the public in regard to which tier is responsible for which service. Having a unitary authority would remove this and avoid duplication. If proposals receive central government approval in early 2026, elections will take place in 2027 and new unitary authorities established for April 2028. New Councils are planned to have populations of approximately 500,000 people and must be financially sustainable in the sense that the Council Tax Base is of sufficient size to deliver the services it is responsible for. Councillor Jamieson provided figures that had been calculated by PricewaterhouseCoopers on the estimated savings for 1, 2 and 3 unitary authorities.

Councillor Devereux expressed concern over how larger areas would impact on representation of residents given that many already feel remote from Norwich. Councillor Jamieson estimated each authority would have about 120 – 130 councillors, emphasising that the County Council already provide local service such as libraries, school transport and adult social care. There are plans to consult with Town and Parish Councils over what services that they may wish to take on, either on their own or in partnership with neighbours – the Saxon Shore Parish Forum was cited as having potential for this.

Councillor Devereux also had concerns about how the proposed changes would affect decision-making between the strategic mayoral authority and operational levels (unitaries) for things such as housing allocations and infrastructure. Councillor Jamieson responded to say that strategic decision would be made at the mayoral level and delivery the responsibility of unitaries. An example would be the top tier deciding on where roads will be and the unitary authorities being responsible for building / maintaining them.

Councillor Crown asked if Devolution would contribute to central government savings if more responsibility was given to the regions. Councillor Jamieson replied to say that his expectation was that following Devolution, there would be less money coming from central government as regions would have more responsibility for managing their own finances.

#### 4.2. Briefing For Parish and Town Council's on Devolution and Local Government Reorganisation 17 March (Councillor Devereux)

As much of this had been covered by County Councillor Andrew Jamieson in his report it was agreed that Councillor Devereux would circulate her report to Parish Council subsequent to this meeting.

#### **Councillor Devereux to circulate her report to Parish Council**

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

Neighbour of White Horse addressed the Parish Council asking for their support in Objecting to the Retrospective Planning Application due to be considered under Item 6.1.1. A pergola has been located adjacent to their garden and having a negative impact on their amenity. They feel the size is imposing, the noise from people using it disturbing and incidents of children climbing and looking into their garden intrusive.

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

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

6.1.1. - **25/00562/F** - Retrospective application for a freestanding pub garden gazebo. For the use as a covered outdoor eating and drinking area for patrons of the pub. The White Horse, 40 Kirkgate, PE36 6LH. Expiry date: 27 April

Noted that the gazebo is a covered outdoor eating/drinking area of approximately 270sqft. for pub patrons. Structure was shown as being demolished / removed on the Approved Application. It has subsequently been relocated immediately adjacent to the boundary with Laurel Villa without consent being granted.

Parish Council considered the following Policies in reaching its decision

- Impacts on National Landscape, Conservation Area and Neighbour Amenity
- New Local Plan
- Neighbourhood Plan
  - POLICY HNTS 11: Street scene, character and residential environment
  - POLICY HNTS 12: Conservation Area
  - POLICY HNTS 20: AONB landscape quality (including Dark Skies): Sense of remoteness, peace and tranquillity

Councillor Devereux noted that no justification had been made for siting the building on the boundary which and the choice was difficult to understand given the area of garden space available and the fact that the structure was free-standing.

Councillor Amies expressed concern that the structure could in the future be used for amplified live music sessions.

**Decision: Object. Vote: 5 Objecting to the Application, 1 Supporting the Application and 1 Abstention**

##### 6.2. Decisions reported

None

### 6.3. Appeals and Enforcement

6.3.1. – White Horse – parishioner has contacted the Parish Council about a pergola that has been re-located by the pub adjacent to their garden plus a storage unit. Clerk contacted Planning Case Officer and a Retrospective Application has been submitted for the pergola – see Item 6.1.1.

6.3.2. – Squirrels – Clerk received a response from Norfolk County Council’s team that looks after Public Rights of Way regarding a report submitted by Parish Council about potential encroachment onto a footpath south of the property. “We have investigated and will be sending a letter to the responsible party to resolve this issue.”

## 7. Village Matters

### 7.1. Dog waste on Green Bank (Councillor Hulme)

Councillor Hulme had attended a Ringstead Parish Council meeting the previous day to bring the matter to their attention. Whilst not agreeing to any action themselves, their advice was to use temporary signs or flags to indicate and highlight the issue.

Councillors Burton and Hulme suggested the use of soluble spray paint to identify and warn other users of Green Bank. Councillor Burton volunteered to trial this approach.

## 8. Monthly Report from RFO

### 8.1. Report

Timetable for this year’s Annual Governance and Accountability Return (AGAR) has been announced. Deadline for submitting AGAR forms is 1 July 2025. Responsible Finance Officer (RFO) will be contacting the Internal Auditor to hand over documentation for inspection once Parish Council have approved 4<sup>th</sup> Quarter and End of Year Accounts. Intention is to have internal audit completed and documentation ready for approval by the Parish Council and signing by the Chair at the June Parish Council meeting.

### 8.2. 4th Quarter / End of Year Accounts and Budget Monitoring

4<sup>th</sup> Quarter and End of Year Accounts circulated to Parish Council prior to meeting.

	4 <sup>th</sup> Quarter Total	End of Year Totals
Income	£9,452.84*	£40,691.25**
Expenditure	£7,221.76	£26,649.23***
Balance	+£2,231.08	+£14,042.02

\*includes two rental payments in same month

\*\*includes £752.28 (VAT Refund), £3515.43 (CIL payment), £180.96 Parish Partnership Fund and £71.60 (various refunds)

\*\*\*includes two Dog Waste Collection payments taken in same financial year as Borough Council changed its payment schedule from paying in arrears to one of paying in advance

- Balance at beginning of the year 1 April 2024 - £138,816.42
- Balance carried forward to 2025/ 2026 - £152,858.44

Signed Chair

*LS Devereux*

Date 6/5/25

- Bank balances@ 31 March 2025
  - Community Account (Current) - £51,043.08
  - Business Premium Account (Savings) - £101,813.36
  - Cash in Hand (VH electric meter) - £2.00
- Summary
  - Most budget codes were on target and the Parish Council's Accounts are in good health.
  - Parish Council has £11,612.19 in total CIL payments in its Accounts
  - Some estimates were too low – streetlighting, broadband / telephone
  - Some estimates were lower than expected – gardening maintenance, Annual Pay Award, administration
  - Moving Village Hall electricity from a variable to a fixed tariff saved over £450 just for June 2024 – March 2025
  - Path works for Park Piece were delayed due to poor weather conditions and will be charged for in 2025 / 2026 but Parish Council will receive a significant contribution from the Borough Council following a successful CIL bid

PAYEE	REASON	AMOUNT	PAYMENT METHOD
<b>British Gas</b>	Village Hall electricity	£62.54	Direct Debit
<b>Payroll</b>	Staff salaries	£629.04	Bank Transfer
<b>HMRC</b>	PAYE on staff salaries	£161.10	Bank Transfer
<b>Holme Village Hall</b>	Contribution to electrical works - Village Hall	£652.20	Bank Transfer-paid 31/3/25
<b>Marianne Charles</b>	Village sign plants	£23.15	Cheque 101553
<b>Mr D.T. Watkins</b>	Photocopy paper	£12.00	Bank Transfer
<b>BT plc</b>	Telephone and broadband (March)	£89.06	Direct Debit
<b>Lawnright</b>	Grass cutting	£160.00	Bank Transfer
<b>KLWNBC</b>	Annual dog waste collection charge	£2109.12	Direct Debit

### 8.3. Payments for authorisation

Agreed unanimously

## 9. Correspondence

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

- **Community Action Norfolk (CAN)** – response received on three questions:
  - Draft Constitution – comments on the Draft Constitution received and these have been sent to Councillors Norman and Seare to take to a Village Hall Committee meeting on Thursday 10 April
  - Membership subscription options – CAN confirmed that one subscription would be sufficient to cover both the Parish Council and the VHC:

Signed Chair

*LS Devereux*

Date 6/5/25

- Bronze offers a monthly e-newsletter, funding opportunities updates, quarterly Signpost magazine, invitations to events and training seminars, along with a 10% discount on events, equipment and room hire - £20pa
- Silver has the additional benefit of 20% discount, a free community profile, legal updates, village hall information sheets, policy examples and planning toolkits - £50pa
- Gold is the highest offering, with a 24-hour legal advice line and buildings and liability insurance at competitive rates, in addition to all the benefits of Bronze and Silver - £150pa

Parish Council felt that the Silver level of subscription would be sufficient as it already has its own insurance in place.

**Clerk to set up Silver subscription with CAN**

- Bespoke training for Trustees and VHC members on roles and responsibilities under a Sole Trusteeship – CAN confirmed that an online session would be £150, or £250 if delivered in person.

**Clerk to check if taking out a Silver subscription would provide a 20% discount**

- **Norfolk ALC Board Nomination** – following restructuring, NALC are looking for a representative from Parish Council to attend general meetings and up to 2 parish councillors to join the Board of Directors – deadline for nominations is 4pm 25 April

**10. Date of next meetings:**

**Annual Parish Meeting - Tuesday 6 May 2025 at 6pm**

**Annual Meeting of the Parish Council Tuesday 6 May 2025 at 7pm**