

HOLME-NEXT-THE-SEA PARISH COUNCIL

**Minutes of the Annual Meeting of the Parish Council held in the Village Hall, Kirkgate, on Tuesday 6th
May 2025 at 7pm**

Present: Lynn Devereux (Chair), Martin Crown, Stefan Seare and John Hulme

In Attendance: Dave Watkins (Parish Clerk) and 4 members of the public

1. Election of Chair and declaration of acceptance of office

Lynn Devereux **Proposed by:** John Hulme **Seconded by:** Stefan Seare

Agreed unanimously

2. Election of Vice Chair

Martin Crown **Proposed by:** Stefan Seare **Seconded by:** John Hulme

Agreed unanimously

3. Apologies for Absence and approval of reasons: To receive apologies and reasons for absence
Councillor Norman (holiday), Councillor Burton (family commitment), County Councillor Andrew
Jamieson and Borough Councillor Tom de Winton (meetings clash)

4. Declarations of Interest: To declare any personal or prejudicial interests

None

5. Minutes of the Parish Council Meeting held on Tuesday 8th April 2025

5.1. Approval

These had been pre-circulated

It was **RESOLVED** (unanimously) that the Minutes of the Parish Council Meeting held Tuesday 8th
April 2025 be confirmed as a true record and be signed by the Chair.

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

(3.2) Bowls carpet – YMCA in Hunstanton accepted old one as a donation

(3.2) Wash Barrier – meeting scheduled for 22 May at Hunstanton Town Hall has been postponed

(3.2) Westfield development on Peddars Way – owner has been in touch with the Parish Council to
confirm they will restore the grass verges on completion of works

(7.1) Dog waste – Councillor Hulme reported that Councillor Burton had placed two signs on Green
Bank and that there had been a reduction in waste . However, person(s) unknown have removed the
signs and the problem has reappeared.

(9.1) Community Action Norfolk (CAN) – Silver subscription now in force

6. Reports: to receive the following

6.1. County Councillor and District Councillor reports

None

Signed Chair

L S Devereux

Date 10/6/25

6.2. Saxon Shore Parish Forum (Councillors Devereux and Crown)

A discussion took place about formalising an agreement about Saxon Shore Parishes collaboration regarding the Wash Barrier proposals. Detailed notes of the meeting previously circulated.

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

Member of the public expressed their concern as a near neighbour at recent developments at the White Horse pub. A gazebo, which has been sited adjacent to their boundary, has had its serving area removed and replaced with tables and chairs. Additionally, a storage unit has also been sited adjacent to their boundary without consultation. Both structures are affecting the resident's amenity. Also, since the opening of a bakery on the pub's site, the amount of traffic has increased with parking outside the resident's house and their attempt at installing a wildflower verge has had to be abandoned.

Councillor Devereux reported that she had made four recent visits but, on each occasion, had not observed any issues. It was also pointed out that for the Borough Council to take any action on noise they require professional calibration of any recordings.

Parish Clerk was asked to contact Highways in regard to re-painting white lines at the Peddars Way/Kirkgate/ Westgate junction

Another member of the public, also a near neighbour of the pub, wished to add to the previous comments, by saying traffic has increased to the point where sometimes it was not possible to access / exit their drive. They were concerned at the rate of change within the village and highlighted a trend towards "bakery tourism" of which the White Horse has benefitted through media exposure. Their experience of approaching the owners of the pub had been that there had been an unwillingness to engage. They have observed increased levels of traffic during the early morning period when the bakery opens and made mention of the noise created by gravel in the car park.

Others present at the meeting had observed the pub car park being used by those visiting the beach. A new resident of the village introduced himself and was welcomed by all.

8. Planning matters

8.1. Applications received subsequent to this agenda

8.1.1. - **25/00700/F** – Householder Retrospective: Construct a small garage and store within the existing garden. (Constructed September 2018) at Holmbush, Thornham Road, PE36 6LS

Noted that this is a Retrospective Application for a structure that was built in 2018 but for which the intended use is unclear. Parish Council were keen that this should only be used as a garage.

Decision: send comments seeking clarification of use and requesting a condition that the structure only be used as a garage and not for overnight accommodation

8.2. Applications for comment

8.2.1. - **25/00562/F** – Retrospective application for a freestanding gazebo, for the use as a covered outdoor eating and drinking area for patrons of the pub, and the retention of timber storage shed for general storage. The White Horse, 40 Kirkgate. Expiry date: 16 May 2025

Noted that this is a reconsultation on a retrospective proposal for a gazebo due to an Enforcement investigation regarding the shed which is new and not retained / relocated. Application is intended to regularise the position of garden buildings.

There have been two objections – one from a neighbour complaining of overbearing, noise and invasion of privacy. There was a supporting comment –accepting problems faced by the neighbour but suggesting this was a result of buying property next to a pub.

Parish Council reiterated that it wants a successful pub, but with the lowest possible negative impact on the community, Conservation Area and neighbours. However, Parish Council were not satisfied that landscaping and boundary treatments have been implemented as per previous permissions and views into the site are not screened as originally conceived.

Parish Council felt that a meeting between all interested parties would be of benefit in resolving and avoiding issues.

Concerns were raised about the location of gas tanks on the site, waste disposal and deliveries / collections.

Decision: Maintain objection on the gazebo, send comments in regard to the shed and landscaping of the site and suggest a meeting

Clerk to make enquiries regarding organising a meeting to be attended by Borough Council Planning, Anglia Country Inns, concerned neighbours and Parish Council

8.3. Other Applications for information

8.3.1. - **25/00700/F** - Householder Retrospective: Construct a small garage and store within the existing garden. (Constructed September 2018). Holmbush, Thornham Road, PE36 6LS

See Item 8.1.1.

8.4. Comments made on Applications

None

8.5. Decisions Reported

8.5.1. – **25/00278/F** – Journeys End, 36 Kirkgate, PE36 6LH. Householder: Convert 1 existing garage into further living space, with the addition of crittal style windows and door onto a small courtyard. Application permitted, 14 April 2025. *Delegated Decision.*

8.6. Appeals and Enforcement

8.6.1. – White Horse storage shed – Enforcement asked to follow up and now included in Retrospective Application – see 8.2.1.

9. Appointment of online banking and cheque signatories

Currently Councillors Norman, Seare and Burton. However, as Councillors Norman and Burton were not present it was decided to defer this to the next meeting

Agreed unanimously

10. To appoint a councillor to review Financial Control Procedures

Councillor Crown was re-appointed to continue in this role.

Agreed unanimously

Signed Chair

LS Devereux

Date 10/6/25

11. Review of Direct Debits, Standing Orders and Subscriptions

These were pre-circulated and **agreed unanimously**

12. Appointment to Outside Bodies

Parish Council no longer has any representation on outside bodies

13. Policy and procedures review

13.1. Review and of the existing documents:

13.1.1. Asset Register

13.1.2. Biodiversity Policy

13.1.3. Code of Conduct for Councillors

13.1.4. Complaints Procedure

13.1.5 Co-option policy

13.1.6 CPRE Solar Design

13.1.7. Financial and Management Risk Assessment

13.1.8. Financial Internal Controls

13.1.9. Financial Regulations

13.1.10. Publication Scheme

13.1.11. Reserves Policy

13.1.12 Standing Orders

These were circulated prior to meeting. New Model Financial Regulations and Standing Orders have recently been produced by NALC to incorporate new legislation and have gender-neutral terminology included.

Reserves Policy was adopted 11 March 2025 and is part of this Review but requires enacting.

Agreed: Clerk to draft new versions of Financial Regulations and Standing Orders for Parish Council to approve.

14. Monthly Report from Responsible Financial Officer**14.1.** Report

Annual Governance and Accountability Return (AGAR) Internal Audit completed and documentation ready for approval by the Parish Council and signing by the Chair at the June meeting. Deadline for submission of AGAR forms is 1 July 2025.

Park Piece path works completed. Initial estimate for the works was £31,325.76 inc. VAT. Parish Council bid for £22,804.50 from the Borough Council's Community Infrastructure Fund and contributed £3,300.30 from its own funds. VAT of £5,220.96 will be paid by Parish Council and reclaimed from HMRC in 2025 / 2026.

Cost of works - £26,104.80 + VAT £5,220.96 = £31,325.76

Contribution from Borough Council CIL Fund - £22,804.80

Balance - £8,520.96

Reclaimable VAT - £5,220.96

Net cost to Parish Council for Park Piece works - **£3,300**

Signed Chair

LS Devereux

Date 10/6/25

Parish Council has received a second Community Infrastructure Levy payment (£3,515.43) from the Borough Council in respect of the Eastgate Barn development

Village Hall Accounts have been audited by the RFO prior to submission to the Charity Commission. Annual Income was £1,452.20 and Expenditure £2,192.19 resulting in a deficit for 2024/2025 of £739.99. Opening balance on 1/4/24 - £2,877.50. Closing balance on 31/3/25 - £2,137.51.

14.2. Electrical works at Village Hall

Following an initial electrical survey and PAT Testing undertaken in February 2025*, further remedial works were identified and costed at £1693 + VAT (£338.60) - a total of **£2031.60**. The Village Hall Committee are requesting a 50% contribution (£1,015.80) from the Parish Council towards the cost of this work.

*Parish Council contributed 50% towards the initial electrical survey and PAT Testing (£652.20).

RESOLUTION: That the Parish Council makes the requested 50% contribution towards the cost of electrical works recently undertaken at the Village Hall commissioned by the Village Hall Committee.

Agreed unanimously

14.3. Payments for authorisation

PAYEE	REASON	AMOUNT	PAYMENT METHOD
Carben Construction	Park Piece path and bridge works	£31,325.76	Bank transfer
L. Devereux	Annual Zoom subscription	£155.88	Bank transfer
Zurich Municipal	Annual Insurance	£1054.40	Bank Transfer
British Gas plc	Village Hall Electricity	£88.85	Direct Debit
Village Hall Committee	Contribution to cost of electrical works at Village Hall	£1015.80	Bank Transfer
Mrs D. Dann	AGAR Internal Audit	£75.00	Bank Transfer
Payroll	Staff salaries	£659.08	Bank Transfer
HMRC	PAYE on staff salaries	£225.60	Bank Transfer
Community Action Norfolk	Annual Silver Subscription	£50.00	Bank Transfer-Paid 28/4/25
James Johnson & Co (Accountancy Ltd)	Annual Payroll services fee	£186.00	Bank Transfer
BT plc	Telephone and broadband	£99.62	Direct Debit
Lawnright	Grass-cutting	£235.00	Bank Transfer

Agreed unanimously

Signed Chair

L S Devereux

Date 10/6/25

15. Correspondence

15.1. Any correspondence not otherwise on the Agenda

- **Invitation to Discuss the Wash Barrage/ Port and Tidal Energy Project** - at Hunstanton Town Council on Thursday, 22nd May at 6:00 pm – postponed
 - **Bus shelter grants** – Norfolk County Council have a scheme offering up to 80% towards installing or refurbishing bus shelters. Deadline for submissions is 30 June. Parish Council's existing shelters in good condition and after discussion other locations considered unsuitable.
 - **NALC AGM** – 21 May at Wroxham Football Club, with the venue open from 10.15 am for an 11.00 am start. Deadline 4pm, 9 May. Also, live stream for those unable to attend in person.
 - **Borough Planning Parish Update Sessions**
 - Thursday 12th June – 6.30pm – 8pm
 - Wednesday 25th June – 3.30pm – 5pm
- Councillor Devereux is attending the 25th June session

16. Date of meetings:

16.1. 2025-2026 Meetings Calendar: Setting dates, time, and place of ordinary meetings of the full Council.

These had been pre-circulated to parish councillors and no issues with Bank Holidays or Public Holidays had been found.

Agreed unanimously

16.2. Date of next meeting of the Parish Council – (subject to 16.1)

Tuesday 10 June 2025

17.3. Date of Annual Parish Meeting: Tuesday 12 May 2026 at 6pm – (subject to 16.1)

Agreed unanimously

Signed Chair

LS Devereux

Date 10/6/25