

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

**Minutes of the Meeting of the Parish Council held in the Village Hall, Kirkgate, on Tuesday 8th  
November 2024 at 7pm**

**Present:** Lynn Devereux (Chair), Martin Crown, Robert Burton, Ermine Amies , John Hulme

**In Attendance:** Dave Watkins (Parish Clerk) and 1 member of the public

1. **Apologies for Absence and approval of reasons:** To receive apologies and reasons for absence Councillor Norman (recovering from surgery) and Councillor Seare (urgent family matter)
2. **Declarations of Interest:** To declare any personal or prejudicial interests  
None
3. **Minutes of the Parish Council Meeting held on Tuesday 8 October 2024**
  - 3.1. Approval  
These had been pre-circulated  
It was **RESOLVED** (unanimously) that the Minutes of the Parish Council Meeting held on **8 October 2024** be confirmed as a true record and be signed by the Chair.
  - 3.2. Matters arising from the Minutes (non-agenda items)
    - (3.2) TPO status of tree at the junction of Beach Road / Broadwater Road – advised to submit an Application by Borough’s Aboricultural Officer. Form has been prepared by the Clerk.  
**Councillor Amies to provide information on why tree should be listed.**
    - (3.2) Bowls carpet – new carpet and electric carpet handling machine and cover have been ordered and paid for - the total cost being £7,066 and paid for by a donation and a contribution from the Carpet Bowls Club. Invoices and a letter from the current owner have been provided for inclusion on Asset Register.
    - (4.2) Parish Planning Update – slides circulated to Parish Council 16/10
    - (4.3) Saxon Shore Parish Forum (18 September) – Councillor Devereux confirmed that she had written to Borough Councillor Squire following the meeting as requested but had not received a reply. A further letter has been sent.
    - (4.4) National Network for Coastal Communities – Motion for the Ocean has not yet been received
    - (4.5) Report from Village Hall Committee – Meeting with Parish Council to discuss Constitution and plans for Village Hall to be held when Councillor Norman returns
    - (6.1.2) - 24/01749/F – Councillor Devereux reported that the wrong Title Number had been attached to the Section 106 agreement and that there was no record of it on the Title Register for the Builders Yard  
**Parish Clerk to obtain Official Copy from Land Registry**
    - (6.5) Squirrels – Clerk reported that Highways were contacted and a response received - The highway boundary extends to the face of the building and the face of the brick wall at this location. Therefore,

Signed Chair

*LS Devereux.*

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the grass verge is Norfolk County Council's responsibility to maintain. Following removal of trees and hedges, this was reported to the Borough Council's Tree Officer, Conservation Officer and Case Officer on 31 October. Conservation Officer confirmed a landscaping plan was discharged in September with a Coreten steel fence and hedging in front of it. Councillor Devereux responded on 1 November re the impact on this key location within the Conservation Area.

(7.2) National Planning Policy Framework – Councillor Devereux confirmed that a letter has been sent to James Wild MP

(8.2) Water leaks – Clerk confirmed that a message had been published on the VIN. Councillor Crown confirmed that the water leak adjacent to the public toilets in Beach Road had been repaired.

(9) Holleys Trust – donation request – paid 11 October

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

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

Monthly report from County Councillor Andrew Jamieson had been received and circulated to Parish Council prior to the meeting. Taken as read.

##### 4.2. MMO Coastal Engagement – 16 October (Councillor Burton)

Meeting was convened to identify what activities were taking place along the coast although it was not made clear what this information would be used for.

##### 4.3. Environment Agency Report on Water Quality (Councillor Devereux)

This Report's aim was to investigate possible impacts of bacteriological pollutants from the River Hun on Old Hunstanton's bathing water quality – especially in regard to sewage.

Three sites were monitored (5 monthly visits between May and September 2024) - Smugglers Lane outfall; Redwell Marsh/Broadwater Road Bridge; Thornham sluice. Measurements of ammonia, phosphates, e. coli and intestinal enterococci.

Longer term records show a decline in the quality of bathing water since 2020 with a classification of "satisfactory" being given with increasing spikes of e. Coli and intestinal enterococci being detected. The recent work by the EA revealed very low levels of Ammonia and Phosphates in the Hun – mirroring previous NDP findings and at the time of the survey a 1 bacteriological levels were found to be consistent with the 'good' bathing water quality classification. However, given that area contains designated areas with SSSI, SAC, SPA and Ramsar status it was felt that 'Excellent' quality should be the minimum.

Although results provide some reassurance, elevated levels of pollutants are a concern and better explanation is required.

**Clerk to check what funding opportunities are available to support a project for further sampling of the River Hun**

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

None

Signed Chair

*LS Devereux*

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## 6. Planning matters

### 6.1. Applications received subsequent to this agenda

6.1.1. – **24/01919/F** - Garage conversion. The Barn, 2 Main Road, PE36 6LA. Expiry date: 21 November

Noted that the site is: outside the Conservation Area; proposes no change to highway or pedestrian access; proposes no changes to size / external dimensions of existing garage. Only visible changes are: replacement of garage door; additional window to north elevation; introduction of cladding on north elevation. Cladding is the only change that appears to need planning consent because site is in an AONB. Additionally, it was noted that east and west elevations appear to be labelled incorrectly on the submitted plans.

Parish Council took account of a neighbour concern about the possible use of the converted space for purposes that are not incidental to the use of the main dwelling. In this respect the Parish Council would like to see a condition applied (HNTS17) to ensure that the converted garage will only be used for purposes incidental to the needs and personal enjoyment of the occupants of the dwelling and will not be used for business, commercial or holiday accommodation purposes.

**Decision: Submit comments with a request for a condition regarding ancillary use of the converted space.**

### 6.2. Applications for comment

6.2.1. – **24/01850/F** – Proposed single storey extension to form sitting room and two bedrooms with en-suite shower rooms. High Road Farm Bungalow, Thornham Road, PE36 6LR. Expiry date: 13 November

This is a re-submitted Application following a previous withdrawal based on Officer advice. Noted that site is located outside the Development Envelope in the NDP Countryside Zone with a good degree of screening from the main road by mature boundary hedge.

New Application proposes no changes to access or established landscaping, seeks to retain the existing colour palette and slate roofing materials and complies with HNTS 17 (GIFA increase < 40 %).

**Decision: To provide comments and request conditioning for landscaping and external lighting**

### 6.3. Other Applications for information

6.3.1. - **24/00233/TREECA** - T1 Sycamore - raise crown to 2.2metres T 2,3,4 & 5 Limes - raise crowns to 2.2metres T6 & 7 - remove significant dead wood, prune back to give 2 metre clearance to roofs and chimneys. Whitehall Farm, 26 Kirkgate, PE36 6LH

### 6.4. Comments made on Applications

None

### 6.5. Decisions Reported

6.5.1. - **24/01470** – 14 Westgate, PE36 6LF – Proposed first floor rear balcony. Application permitted 4 October 2024. *Delegated decision.*

6.5.2. – **24/00691/F** - The White Horse, 40 Kirkgate, PE36 6LH. Renovate and convert the existing chalk barn from storage use to bakery and coffee shop. Demolish 2No existing brick buttresses and rebuild 4 new buttresses to rear of barn. Demolish and rebuild sections of chalk walls. New roadside

Carrstone wall to Kirkgate alongside previously approved hedge. Application Permitted 25 October 2024. *Delegated Decision*

6.5.3. – **24/00692/LB** - The White Horse, 40 Kirkgate, PE36 6LH . Renovate and convert the existing chalk barn from storage use to bakery and coffee shop. Demolish 2No existing brick buttresses and rebuild 4 new buttresses to rear of barn. Demolish and rebuild sections of chalk walls. New roadside Carrstone wall to Kirkgate which will replace hedge. Application Permitted 28 October 2024. *Delegated Decision*

6.5.4. - **24/01658/F** - The Meadows, 9 Peddars Way, PE36 6LE. Extension and alterations following demolition of ancillary store, utility and garden room, change of external facing materials Application Permitted 31 October 2024. *Delegated Decision*

## 6.6. Appeals and Enforcement

6.6.1. - **APP/V2635/W/24/3345299 / 23/00580/F** - Conversion of existing agricultural barns including change of use (C3) to a private detached dwelling and associated work. Barns North of Thornham Road.

Parish Council has submitted comments to the Appeal to support the Borough Council's refusal.

### 6.6.2. Waxwings

Councillor Devereux reported that the Appeal had been strongly dismissed with references being made by the Inspector to both the Neighbourhood Development Plan and information on its website.

### 6.6.3. Field south of 60 and south-east of 71 Beach Road

Shed has been observed on the northern boundary of the field. Enforcement have been contacted (21 October) to investigate if this is in breach of permission.

**Clerk to monitor**

## 7. Village Matters

### 7.1. Village sign

Clerk provided an update on restoration of the sign and its base. Councillor Burton suggested that a request be made via the Village Information Network (VIN) for anyone having the necessary skills to re-paint the sign. He also said that he was able to undertake repairs to the base.

**Clerk to issue a VIN**

**Councillor Burton to assess work required to repair the base**

### 7.2. Village Green ditch

A quote had been obtained from the IDB for clearing the ditch with the aim of once the work had been completed, they would adopt it for future maintenance. Noted that current ditch is 5ft deep and is never full. Concerns have also been expressed about removal of vegetation along its length in regard to visual impact and safety.

**Parish Council agreed not to pursue any further**

Signed Chair 

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### 7.3. Village Hall tree

A quote had been obtained for removing the low-hanging bough. Tree surgeon has suggested raising the crown to 5.5m. Currently, the bough is estimated to be 5.3m above the ground. Some parish councillors had observed large furniture vans and refuse lorries passing under the bough without a problem. Damage to the tree was believed to have occurred when a low-loader, transporting a JCB, hit the lowest hanging branches but accepted that this was an isolated incident. Overhanging trees were considered to be a distinctive feature of the village and should be retained where possible. Noted that no reports or complaints had been received from the Borough Council's refuse team about the tree or from any other transport operatives. Parish Council will continue to monitor and review the tree's condition.

**Parish Council agreed not to pursue any further**

### 7.4. Tree planting (Councillor Burton)

Councillor Burton asked Parish Council to consider the planting of more tree on Park Piece. The Borough Council's Arboricultural Officer had suggested that a hedge on the boundary of Park Piece would be appropriate. Councillor Amies pointed out that sight-lines up to Ringstead windmill should be a consideration when deciding where trees are planted.

**Councillor Burton to produce a Planting Plan for a hedge along the western boundary of Park Piece for Parish Council to consider at its next meeting**

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

A request was made for a dog waste bin to be provided on Green Bank to address the problem of dog waste left between Peddars Way and the top of Chalk Pit Road. If Parish Council were to agree to purchasing a new bin that would be approximately £200 (bin and post) plus a charge of about £115 to KLWNBC for a weekly emptying of the bin. Permission would also need to be sought from the landowner for siting the bin. Concern was expressed as to whether a bin placed in a wide-open space would encourage dog owners to act responsibly and therefore whether the expenditure could be justified

**Parish Council agreed not to pursue any further**

### 7.6. Parish Partnership Scheme 2025 / 2026

Deadline for bids is 6 December. Clerk reported that he had received one request for pedestrian access on Beach Road (from River Hun bridge, along western side of Beach Road to parish bungalow). Highways have previously rejected support for this on several previous occasions stating vehicles need space to pass and danger to pedestrians falling into ditch. Given this, it was felt that a bid was unlikely to be successful.

## 8. Monthly Report from RFO

### 8.1. Report

After moving from a Variable to a 1-year Fixed Rate the annual comparable costs for the Village Hall's electricity are as follows:

Signed Chair *LS Devereux*

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Month	2023	2024	% change
July	£102.74	£65.76	36% decrease
August	£104.61	£47.54	55% decrease
September	£78.59	£47.63	39% decrease
October	£122.87	£67.86	45% decrease

First CIL instalment received for Eastgate Barn - £3,515.43. Details of CIL money that Parish Council holds and deadlines for spending:

Date Received	Property	Amount Received	Deadline for spending
October 2022	The Tower - 20/02070/F	£1,409.90	October 2027
October 2022	Builders Yard - 20/00737/F	£4,664.66	October 2027
October 2023	Westfield - 21/00457/F	£2,022.20	October 2028
October 2024	Eastgate Barn - 22/01884/F	£3,515.43	October 2029
<b>TOTAL</b>		<b>£11,612.19</b>	

The Local Government Association has reported that the National Joint Council for Local Government Services (NJC) has agreed on pay rates applicable from 1 April 2024 to 31 March 2025. Details of how this affected staff employed by the Parish Council was circulated to parish councillors on 25 October.

Parish Council requires an Internal Auditor to be in position in advance of 2024 / 2025's AGAR. Parish Clerk has sought recommendation from other Clerks in the immediate area and is making approaches to see if they would like to take on Holme-next-the-Sea.

Renewal request received for annual subscription to Planning Resource. Price increased from £495pa to £555pa – a 12% increase. Parish Council is requested to consider and decide if it wishes to renew for a further year.

**Parish Council agreed to renew the subscription for a further year**

Monthly internal financial check for September 2024 carried out by Councillor Crown 9 October 2024 and found to be satisfactory.

## 8.2. Draft Budget 2025 / 2026

Copies of the Draft Budget 2025 / 2026 were circulated to parish councillors prior to the meeting. Both a negative budget and a balanced budget were produced. The latter would require £16,442 being transferred from Reserves. To give a time perspective, budgets for the previous 5 years were also provided for comparison.

Signed Chair

*LS Devereux*

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In most cases, an estimated 5% increase in expenditure lines has been adopted. However, based on 2<sup>nd</sup> Quarter trends for 2024/2025, increased amounts have been suggested for streetlighting and office telephone / broadband.

**Agreed to add £500 to Planning / NDP in order to cover costs of retaining the NDP website.**

**Parish Council agreed to cancel the Emergency Telephone on Beach Road. The service is not used, is erratic, requiring frequent call-outs to BT and is due to be dis-connected as part of BT's switching off of landlines. Proposed by Councillor Crown, seconded by Councillor Amies and agreed.**

**Clerk to make amendments to Draft Budget 2025 / 2026 and present revised version to next Parish Council meeting**

### 8.3. Payments for authorisation

PAYEE	REASON	AMOUNT	PAYMENT METHOD
British Gas plc	Village Hall electricity (October)	£67.86	Direct Debit
D.T. Watkins	Land Registry fees	£12.00	Bank Transfer
L. Devereux	Norton ant-virus subscription for Clerk's laptop	£74.99	Bank Transfer
BT plc	Telephone and Broadband (October 2024)	£93.23	Direct Debit
Lawnright	Grasscutting	£160.00	Bank Transfer
Payroll	Staff salaries (includes back pay April - September)	£849.95	Bank Transfer
HMRC	PAYE on staff salaries	£254.63	Bank Transfer

Agreed unanimously

## 9. Correspondence

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

- **Request from Jamie Bridges to use a metal detector on Park Piece**  
**Permission agreed by Parish Council**
- **Norfolk ALC** – Clerk informed Parish Council that further letters concerning the recent issues surrounding the County Officer's post had been circulated to parish councillors
- **Police (Safer Neighbourhood Action Panels) SNAP – Wednesday 13 November at Hunstanton Town Hall** – Clerk brought this meeting to the attention of Parish Council should any parish councillor wish to attend
- **Fly-posting on Parish Council property** – Councillor Devereux reported that there had been some incidents of flyposting concerning the Village Hall tree. Un-approved posters placed on Parish Council assets is illegal under Section 225 of The Town and Country Planning Act 1990.

## 10. Date of next meeting of the Parish Council Tuesday 10 December 2024

Signed Chair *LS Devereux*

Date 10/12/24