



WINTERTON-ON-SEA PARISH COUNCIL

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Chairman: Mark Bobby, Vice-Chairman: *Vacant*

Clerk to the Council: *Vacant*

Proper Officer: Marina Carr. Responsible Finance officer: Dawn Clegg

Minutes of the Winterton-on-Sea Parish Council Meeting held on Wednesday 28th June 2023 at 7:30pm

Councillors Present: Cllrs., Mark Bobby, Marina Carr, Dawn Clegg, Nigel Coe, Liam McMahon, Emma Punchard, and John Smithson.

Public Present: two members of the public and Cllr. J. Bensly

Minutes taken by: Cllr. M. Carr

Following powers delegated to the Chair under Section 1 of the Standing Orders and to the Proper Officer under Section 10 of the Standing Orders, it was AGREED that Items 14 and 15 with the concomitant resolution to close the meeting to the public, would be deferred until a later meeting, together with much of item 6 of this agenda, as councillors have not had time to consult.

1. Apologies.

Apologies received from Cllr. R. Henwood (illness) and accepted by all present

2. Declarations of interest.

2.1. No Councillors declared an interest on any item on the agenda.

2.2. No dispensation requests received.

3. Minutes.

3.1. Proposed by Cllr. Coe, **all councillors agreed** the minutes of the Parish Council's ACPM meeting held on Wednesday 17th May 2023 were an accurate reflection of that meeting.

3.2. Proposed by Cllr. Coe, **all councillors agreed** the minutes of the Parish Council's AGAR meeting held on Wednesday 31st May 2023 were an accurate reflection of that meeting.

3.3. The Action Log from those minutes was reviewed:

Actions 19-04-2023.1,8 and 17 are closed or superseded, any updates below;

Actions 17-05-2023. 1-3, 7-8, 10-12, 14-16 are closed or superseded, any updates below.

Actions 31-05-2023.1-3 are closed.

Action 19-04-2023.8 is closed because the 2023 bid was submitted and rejected as the Tourist grant no longer funds support for public toilets.

Action 17-05-2023.3 is closed as the battery boxes need to be located close to a power transformer box such as behind the bus station: they are also too noisy for residential areas.

Action 17-05-2023.4 is expanded to monitor meter readings over the year, with costs. Cllr. Bobby & Cllr. Smithson to supply readings monthly to Cllr. Clegg (to calculate costs) over the year so the council may understand the cost of the commitment to water provision.

ACTION: Cllr. D. CLEGG; Cllr. M. BOBBY; Cllr. J. SMITHSON

Actions 17-05-2023. 6-9 (Low Road & issues arising) received the following update from Cllr. Clegg: the planning officers have visited the construction of Grayling House (aka 'Virgin Media building') on several occasions and state there has been no planning breach.

The County Trails Officer is fully aware of the state of Low Road as a result of the building work but would be pleased to receive further photographs or additional information. The department has been short-staffed, and they have been unable to send out personnel to inspect the state of the road for themselves but believe the builders of the Virgin Media building have breached their conditions of work by damaging the road and blocking ditches and dykes. They will send out a team to inspect shortly. They are aware the signage for 'Restricted Byway' is poor and it will be replaced.

Cllr. Punchard will ask the letting agents of the new holiday let if they would repair the road or require the builders to do so.

ACTION: Cllr. E. PUNCHARD

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Cllr. Coe noted that this was discussed in every meeting, being a continual issue for residents, especially neighbours of the property and those living on Low Road. The very least that should be requested and pushed for by the Parish Council is reinstatement of the road. Monitoring of the situation when the premises are let to holiday-makers is essential.
Action 17-05-2023.10 – the new SAM sign will be located on one of the approved sites.

Action 17-05-2023.12 – action closed, complete and signs to be purchased/permissions sought. Cllr. Bensly noted that should there be a wish to site any signs on the highway (Beach Road) he would likely be able to help with funding for that.

Action 17-05-2023.14 – the tree saplings planted at the recreation ground need to be watered; there is a water supply at the grounds which needs a small piece of hosepipe plus tap connectors to fill watering cans, etc. The parish council will supply this, and Council AGREED a budget of up to £50 to purchase.

ACTION: Cllr. J. SMITHSON

Action 17-05-2023.15 – a flagpole under 4.6m height does not require planning permission. It is believed the sponsor would like to continue. Cllr. Carr explained that the lease of the village hall (which expires in 2034) does not allow permanent fixtures without written permission. Cllr. Smithson will review possibilities and opportunities with both sponsor and suppliers.

ACTION: Cllr. J. SMITHSON

Action 17-05-2023.16 – Cllr. Coe attended the Safer Neighbourhood Action Plan (SNAP) meeting in Scratby in June and reported that it was intended for the villages and open to everyone to attend with the intention of more such meetings in villages to learn residents' concerns. Ongoing priorities for the police include visibility in the villages and engagement with local businesses during the summer season. Cllr. Coe asked the police officers present specifically about reporting environmental damage and/or dangers to protected species, to be told that they would investigate any illegal activities but the Borough Council rangers and Report-It app should also be utilised. Environmental police officers cannot be contacted directly. While there, Cllr. Coe was approached by councillors from surrounding parishes suggesting a collective meeting, notably to address housing development, but also to share common experience and campaigns. Councillors believed this would be a good idea, noting it may help to make neighbourhood plans work; offer a collective voice; and find points of influence. Cllr. M. Bobby proposed and Cllr. E. Punchard seconded a motion to join collective meetings and council AGREED to respond to the invitation. Cllrs. Bobby, Coe and Punchard will attend.

ACTION: Cllr. M. CARR to write to Caister Parish Council to accept the invitation.

4. Public Participation.

- 4.1. Great Yarmouth Borough and Norfolk County Councillor James Bensly welcomed Cllr. Smithson back to the council and told councillors it was a pleasure to see them again. For the borough, Cllr. Bensly reported that there would be a letter drop to residents of Somerton Road about cutting back trees and hedgerows so that parking problems could be alleviated.

Low-noise fireworks will be encouraged across the Great Yarmouth borough area to reduce the impact of displays on animals and vulnerable people and for wildfire prevention. They will be used in Hemsby's summer firework displays.

The borough council is acclimatising to a cabinet system of decision-making. Cllr. Bensly is part of the 6 Cabinet members, with a portfolio for Tourism, Culture and Coastal Management. Further information [here](#). There are problems due to lack of staff within Great Yarmouth planning department.

For the County, Cllr. Bensly reported that there was a survey currently underway for Adult Social Services and the county was trying to recruit further foster parents and volunteer support for schools through their Co-production Week initiative.

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Cllr. Coe asked Cllr. Bensly for his support addressing illegal parking in Winterton, explaining there had been a stream of cars parking on the double yellow lines on Beach Road. Cllr. Bensly was aware, detailed improved signage plans (no dates yet) and will email traffic enforcement for regular visits to Winterton.

Additionally, Cllr. Bensly agreed to investigate the area surrounding the public toilets which Cllr. Coe explained has lost sand and is now a trip hazard and makes access to the toilets very hard for anyone with mobility problems or pushchairs. This is believed to GYBC managed land. Cllr. Smithson noted that disabled access to the toilets made this urgent – wheelchairs, pushchairs and people with mobility issues couldn't get to the disabled toilet. Cllr. Coe raised the end of Beach Road which is only secured by a temporary and flimsy barrier. The end of the road is still suffering further damage, often by youngsters tearing up the tarmac. He asked if there could be a more permanent, or at least secure barrier put in place by Highways.

Cllr. Punchard asked Cllr. Bensly about Coastal Protection East, noting that adaptation investigations were still to be undertaken, with her last correspondence stating that Hemsby was a trial area and Winterton remained a 'spike' area. Cllr. Punchard will email the Proper Officer and Cllr. Bensly so they could ask CPE for updates and next steps.

ACTION: Cllr. E. PUNCHARD

Cllr. Smithson suggested there should be signs warning about palm oil on the beaches, as this was currently an issue and dangerous to dogs. Palm oil is an occasional issue, so temporary signs are not required, possibly 1-2 temporary signs for use when required. Cllr. Smithson to discuss with Cllr. Henwood once the permanent beach signs are erected.

ACTION: Cllr. J. SMITHSON

4.2. Great Yarmouth Borough Councillor Noel Galer was not present.

4.3. Open forum for members of the public.

A member of the public raised the flowers growing in and around the church which were encroaching onto the road and causing traffic blockages when cars parked next to them. After determining exactly what area was referred to, Cllr. Punchard agreed to investigate and suggest action.

The opening of Duffles Pond was raised by another member of the public and it was noted that the plan is to open the gate at 7:30am and close at 7:30pm (in summer) once the pathway work is safely completed. Cllr Punchard gave thanks to Tony and Russell (member of the public) for the work they had done and to Cllr. L. McMahon for the considerable work he was undertaking on the allotments. Full council AGREED.

5. Finance Committee Meeting on 7th June 2023

5.1. Council noted the minutes and the action log from that meeting (proposals at Item 6). There were no questions arising from those minutes.

5.2. Finance Committee Recommendations:

5.2.1. Terms of Reference were APPROVED by council.

5.2.2. Receipts/payments against budget summary were noted by Council, no questions arising beyond establishing the date range (April – May 2023)

5.2.3. The bank reconciliation (until end May) was noted, no questions.

5.2.4. Council APPROVED the reallocation of 2 months of clerk salary to costs/reserves listed in item 8.1/2 of those Finance Minutes.

5.2.5. Council APPROVED the 'changing room project' reserve plan at item 8.5 of those Finance Minutes, and asked how likely it was that a substantial contribution may be made in this financial year. Cllr. Clegg explained that it was too early to know, but unlikely, as council had chosen not to raise its precept this year by using reserves to manage additional expenditure.

5.2.6. Council AGREED that the Finance Committee should investigate using expense claim forms and purchase-order based approval to spend for councillors.

ACTION: Cllr. D. CLEGG, Cllr. M. CARR for that committee

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6. Proposals and Projects raised in Finance Committee

- 6.1. Beach cleaning (Precept funds) suggestions for allocations (including additional bins) was deferred to a later meeting, but Cllr. Clegg reported that, as had been previous practice for this council, she had already requested additional bins for public use at the end of Beach Road. She added that this was subject to delay as GYBC had changed contractors.

ACTION: Cllr. D. CLEGG

Cllr. Smithson noted that members of the public had raised several items at the Annual Parish Meeting that could usefully be discussed under this heading, including 'Bush Road Steps' and general use of litter bins in the village.

- 6.2. Recreation ground improvements project proposal, including storage, generated much discussion and it was AGREED that a working group should be established. Cllr. Smithson explained this needed to be a larger project, again following Annual Parish Meeting suggestions from residents, to consider both residents' wellbeing and to recognise this was an under-used facility that had to be promoted but council discussions may be 'cart before horse' without public engagement. Referring to the survey undertaken last year, there was strong evidence that residents wanted greater use of the area. Cllr. Punchard suggested that using social media would likely attract more responses from the community, notably younger residents. Ideas suggested – and investigated to some extent – include marking a football pitch and purchasing goal posts and installing some outdoor fitness equipment.

- 6.3. Wildflower section in children's playground attracted similar discussion, councillors noting that it was GYBC maintained and therefore permission for any changes may need to be sought. The suggested wildflower meadow would require significant work and removal of existing turf to establish the correct conditions for growth of wildflowers, but that as no ball games were allowed it was a suitable area if users agreed – again engagement to determine. It was noted that there would be a lot of work in maintaining the site until established. Other options, such as 'let it grow and see' and 'sensory garden' were raised. A member of the public suggested talking to other local parishes, listing examples. Cllr. Smithson will take this forward.

ACTION: Cllr. J. SMITHSON

7. Councillor Updates

Many of these items were discussed under actions (3.3 above), with the following notes added.

- 7.3 Cllr. Clegg explained that overgrown foliage was impacting residents' ability to park and exit/enter in Somerton Road: she had worked with Cllr. Bensly, who had determined that GYBC were responsible for maintenance and that all residents would shortly receive emails to detail planned work. Cllr. Coe asked if this would include the larger houses on the other side of the road; Cllr. Clegg believed that it would.
- 7.5 Council expressed thanks to all volunteers and to Cllr. McMahon and his wife for all the work undertaken at the allotments.
- 7.6 Recreation Ground Buildings Fire Report: Cllr. Bobby reported that 'red' rated items had been addressed and the amber items were due to be dealt with.

ACTION: Cllr. M. BOBBY

- 7.7 JPH vaccination/health 'pop up' 30th June 10-2pm has been arranged by Cllr. Clegg, taking place in the village hall - all residents welcome, no appointments required.

ACTION: Cllr. D. CLEGG

8. Correspondence, Consultations and administration.

- 8.1. Low Road, Restricted byway issues has been endlessly discussed. Cllr. Clegg reported on correspondence she had held with the NCC Trails Officer, GYBC Planning department and Highways, all of whom have already, or have agreed in the future to, inspect the road (see Actions 17-05-2023. 6-9 above)
- 8.2. Cllr J. Bensly - NCC Updates have been circulated to councillors, no relevant issues arising.
- 8.3. NCC Highways Parish Partnership 24/25 bids has been passed to the Traffic Management Working Group to consider. The deadline for applications is 8th December 2023.

ACTION: Cllr. N. COE, Cllr. J. SMITHSON

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- 8.4. The Beach clean charity details, sent by Borough Cllr. N. Galer, were noted.
- 8.5. Cllr. Smithson declared that the parish garage sale would be held on Sunday 27th August 2023. He asked for a budget (for advertising) and Chair of Finance, Cllr. Clegg replied that she would look into it and discuss at the next meeting, the budget allocated for events was very small for the whole year; the council now has the capability to produce its own A4 and A3 posters and income from the garage sale (and all events) needed to be maximised.
- 8.6. Council noted that fire extinguisher inspections are required for village hall and recreation ground (changing rooms only) and delegated arranging this to Cllr.Clegg.

ACTION: Cllr. D. CLEGG

9. Planning.

- 9.1. There were no new applications received from Great Yarmouth Borough Council and the Broads Authority.
- 9.2. No applications were received from Great Yarmouth Borough Council and the Broads Authority after publication of the agenda.
- 9.3. Cllr. Carr reported on the planning decisions taken by Great Yarmouth Borough Council and the Broads Authority. All applications this year have been approved except
- 06/23/0157/F (site adjacent 26 Bulmer Lane) – Withdrawn
 - 06/23/0266/HH (The Wickets, Bush Lane) - Undecided

10. Financial Matters.

- 10.1. Council noted receipts for June 2023 as detailed in the Agenda, plus £30 early payment from a village hall hirer, since the agenda was published. Total: £471.
*Post Meeting: A further £40 for Village Hall hire was received before end of June 2023, **Total £511.00***
- 10.2. Councillors AGREED the following payments to be made by end June 2023.

<u>PAYEE</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>METHOD</u>
Wave	£6.00	Allot water	DD
Wave	£75.93	VH water	DD
Wave	£31.00	VH Sewerage	DD
Plan	£29.99	Mobile	DD
Eon	£38.51	Rec electric	DD
Octopus	£139.45	VH Electric	DD
Multicell Int.Ltd	£90.00	SAM battery	BACS
Viking	£74.30	Office supplies	BACS
A2Z Handyman Svcs	£1,185.00	Changing rooms	BACS
Cllr Clegg	£18.99	laptop cable	BACS
Cllr McMahon	£12.30	Allot. padlocks	BACS
Salary	£268.00	Staff salary	BACS
HMRC	£5.00	Staff salary	BACS
Cllr Henwood	£575.00	New PC Laptop	BACS
Sparky's	£150.00	VH lights	BACS
Cllr Carr	£36.98	B/U Hard drive	BACS
	£2,736.00		

- 10.3. Councillors AGREED to an additional grass cut of the children's playground at £240 as GYBC had not cut it for almost 8 weeks.
- 10.4. Councillors AGREED the purchase of Microsoft 365 (with OneDrive Storage) and Google-1 Basic storage to be purchased at annual charges.

