



WINTERTON-ON-SEA PARISH COUNCIL

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Chairman: Mark Bobby, Vice-Chairman: Liam McMahon

Clerk to the Council: *Jolene Towne*

Responsible Financial Officer: Jolene Towne

DRAFT MINUTES OF THE MEETING

of Winterton-On-Sea Parish Council held

at the Village Hall at 7.30 pm on Wednesday 25th September 2024

Councillors present: Mark Bobby, Liam McMahon, Dawn Clegg, Nigel Coe, John Smithson, Emma Punchard

Public present: 1 member of the public

Minutes taken by: J Towne

Cllr. M Bobby welcomed everyone to the meeting & thanked them for their support.

1. Apologies and Quorum determined.

- 1.1 Apologies received and ACCEPTED from Cllr. M. Carr, Cllr. R. Henwood
- 1.2 Quorum was determined

2. Declarations of Interest

- 2.1 Councillors should declare any pecuniary or non-pecuniary interest on any agenda item. NONE RECEIVED
- 2.2 To consider any dispensation requests received. NONE RECEIVED

3. Minutes of previous Meeting

- 3.1 Councillors AGREED that the minutes of the Council meeting held on Wednesday 31st July 2024 were an accurate record of that meeting.
- 3.2 To review the Action Log from that meeting (*where not included in this agenda*)

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|---------------------|---|
| Action 26/07/23 .6 | Is Closed as it was confirmed that the historic laptops used by parish clerks from 2016 – 2023 have been scrapped after hard drives shredded, using the service provided by Broadland Computers |
| Action 24/04/24. 1 | Is Closed as moved to permanent Agenda Item |
| Action 24/04/24. 3 | Is Closed as moved to permanent Agenda Item |
| Action 31/07/24. 1 | Is Closed as completed. |
| Action 31/07/24. 2 | Is Closed as the action is in progress |
| Action 31/07/24. 3 | Is Closed as completed. |
| Action 31/07/24. 4 | Is Closed as completed. |
| Action 31/07/24. 5 | Is Closed as completed. |
| Action 31/07/24. 6 | Is Closed as quotes were obtained |
| Action 31/07/24. 8 | Is Closed as the action is in progress |
| Action 31/07/24. 9 | Is Closed as quote was obtained |
| Action 31/07/24. 11 | Is Closed as completed. |
| Action 31/07/24. 13 | Is Closed as completed. |

All other actions remain ongoing.

- 3.3 Any matters arising from those minutes/actions not covered in this agenda, must be tabled for discussion (at the discretion of the Chair).

- 3.3.1 *Cllr. D. Clegg* reported that the SNAP meeting which was held at the VH 12/09/24 was very well attended.

4. Public Participation and Reports

- 4.1 To receive a report from Great Yarmouth Borough and Norfolk County Councillor James Bensly if present. NOT PRESENT. Apologies received and ACCEPTED. The latest N.C.C Update has been uploaded to the WoS Website.
- 4.2 To receive a report from Great Yarmouth Borough Councillor Noel Galer if present. NOT PRESENT – No apologies received.
- 4.3 Open forum for members of the public.
1. A member of the public firstly thanked *Cllr. M. Bobby* for repairing the potholes in the Recreation Ground car park.
 2. Conveyed concern regarding a near miss with a scooter which almost hit them. Advised to report all incidences to the police which they confirmed had been done.
 3. Continued that they wanted to report that they now had 3 x hedgehogs living in their garden.
- 4.4 Cllrs could briefly present items raised with them by residents but should always encourage members of the public to raise their own issues in this forum.
- 4.4.1 *Cllr. E. Punchard* conveyed on behalf of a resident that the Public Inquiry into the Right of Way has now been completed and was well supported. The results should be published in approximately 6 weeks.
- 4.4.2 *Cllr. N. Coe* advised he had been approached by a resident conveying concern over the forthcoming King Street closure by UK Power Network and what access the residents would have. AGREED to make contact to establish response – **ACTION – J. TOWNE**
- 4.4.3 It had been noted that there had been several people seen walking around the WoS bend on the way to Hemsby. This is a hazard and it seems that there may be a lack of knowledge about a footpath that can be accessed to walk this route safely. Request permission to Landowner to install some more visible signs – **ACTION – J. TOWNE**
- 4.4.4 *Cllr. J. Smithson* conveyed that he had been approached by the Harmony Belles to ask whether they would be able to sing around the Village Christmas Tree this year again – AGREED – JT to advise
- 4.4.5 It had been reported that inconsiderate parking in Winner Avenue semi-circle turn-in had caused vehicle access issues. It was confirmed that cones had been placed to deter.

5. Regular Council Business: Reports and updates

- 5.1 Village Hall
- 5.1.1 Councillor/s Update/s *; *Cllr. D. Clegg* advised that the 901 Cadets had carried out several repairs to the VH storage shed.
 - 5.1.2 Preventative Maintenance Plan & status – Nothing to Report
 - 5.1.3 It was CONFIRMED that the Coastal Village Practices will be holding a Walk In Clinic for Flu and Covid Vaccinations at the Village Hall will take place Monday 7th October 9am-1pm, and Friday 11th October 9am-2pm.
 - 5.1.4 The requirement to replace the Village Hall Sheds Gutters was CONSIDERED and it was AGREED to obtain a quote to proceed – **ACTION – Cllr. D. Clegg and Cllr. M. Bobby**

5.2 Recreation Ground

- 5.2.1 Councillor/s Update/s *; Quotes have been received and discussed in minute 13 to proceed with AGREED Contractor to repair the Changing Rooms Roof.
- 5.2.2 Preventative Maintenance Plan status – Nothing further to report.
- 5.2.3 Recreation Ground Car Park Potholes have been filled by *Cllr. M. Bobby*
- 5.2.4 The overhanging tree onto the Changing Room Roof was DISCUSSED and it was agreed that this could cause further damage. It was AGREED to obtain a quote to cut this back. It was CONFIRMED that there were no TPO's in situ – **ACTION – Cllr. N. Coe**

5.3 Allotments

- 5.3.1 Councillor/s Update/s *; *Cllr. L. McMahon* informed Council that there had been further antisocial behaviour and vandalism reported. A case of arson had taken place which the fire brigade attended and it has been reported to the police.
Duffles Pond – An update to the insurance requirements has been highlighted which requests some signage to be displayed and to ensure a clearly defined edge around the pond is in place. **ACTION – Cllr. L. McMahon**

5.4 Village Maintenance

- 5.4.1 Councillor/s Update/s *; It was confirmed that the SAM Sign had been repaired and the H & S implications to Councillors changing the batteries were discussed. A solar run SAM sign was discussed however is not feasible. A Risk Assessment into the battery change on SAM Signs to be compiled – **ACTION – J. Towne and Cllr. L. McMahon**
- 5.4.2 During a site visit where a planning request to have the two trees trimmed at the back of the VH, it was clear that the wall along the back of the VH was in a bad state of repair with trees and bushes damaging the wall further (residents' side). It was agreed to issue a letter to the property owners advising them of the issue and to request for it to be “made safe” – **ACTION – J. Towne and Cllr. N. Coe**
The Parish Council wanted to take this opportunity to thank the Winterton in Bloom Group for all their hard work in keeping the village looking beautiful.

5.5 Traffic Management

- 5.5.1 Councillor/s Update/s *; NONE – *Cllr. N. Coe* to converse with *Cllr. J. Bensly* for any update
- 5.5.2 Plan status. Nothing to report.

5.6 Green spaces

- 5.6.1 Councillor/s Update/s *; It was confirmed that the Children's Play Area had been cut back and will no longer be a designated wilding area. It was AGREED for our Contractor to rake the area and the Environmental Warden to be informed – **ACTION Cllr. D. Clegg** to arrange.
The Two Wilding Areas have been CONFIRMED as
1. Area beside Church Wall,

2. The path between the Children's Play Area and Bulmer Lane. These areas will be kindly maintained by Duffles Pond, Winterton in Bloom, and the Environmental Group with a 12-month vision implemented.

5.7 Maritime/Beach matters

5.7.1 Councillor/s Update/s *; NO UPDATE

5.7.2 *Cllr. E. Punchard* advised more correspondence/interaction with CPE had been ongoing. A meeting request was received from CPE to discuss Winterton adaptations and *Cllr. E. Punchard* asked for volunteers to attend alongside. *Cllr. M. Bobby*, *Cllr. N. Coe* volunteered and it was AGREED to invite Jan Bowles to attend should she wish to. **ACTION – *Cllr. E. Punchard*** to confirm dates and distribute.

6. Committee / Working Group Reports

6.1 Finance Committee: No Report

6.2 Environment Working Group:

Cllr. E. Punchard advised:

- Not had a meeting since June due to my commitments
- Hedgehog promotion works continue with 18 x hedgehog houses distributed successfully
- Aviva funding has now been completed and the funder is very happy
- Possibility of some work on climate change and energy efficiency/ helping reduce people's bills in interest.
- Emma wants to survey the membership of the group and consider priorities

6.2.1 It was CONFIRMED that the Evaluation had been submitted to Aviva (Bioblitz)

6.3 Newsletter

6.3.1 Current System is:

Edits Newsletter – *Cllr. E. Punchard*

Formats Newsletter – *Cllr. R. Henwood*

Send to Print and Collect Batched (by street) Newsletter – *Cllr. R. Henwood*

Distribution Volunteers and WhatsApp Group – *Cllr. M. Bobby*

To review the size of each area for distribution – *Cllr. M. Bobby*

7. Correspondence, Consultations and Administration

7.1 Cllr J. Bensly - NCC Updates (3)

7.2 Operation Randall Newsletters (2) and other Police newsletters

7.3 Correspondence received for council consideration.

7.3.1 It was CONFIRMED that the completion of the Limited Assurance Review for the year ended 31/03/24 has been received.

8. Projects, Proposals and Events

8.1 The Christmas Fayre has been confirmed for 7th December 2024 from 10 am at the Village Hall.

9. Planning

9.1 To consider consultee response to applications received from Great Yarmouth Borough Council and the Broads Authority.

Winterton-on-sea Parish Council Meeting DRAFT Minutes, 25th September 2024.

9.1.1 Applications Received: NONE

9.1.2 Applications Update: *If not shown below, all applications before Feb '24 have been closed.*

Reference	Location	Proposal	Date PC Informed	Received by GYBC	Type	Status
06/24/0541/CD	17 Long Beach Estate Winterton-on-sea NR29 4JD	Discharge of Condition 4 of pp 06/21/0687/F (Demolition of existing dwelling and construction of a new bungalow) - Submission of a Phase 1 Contamination Report	28-06-24	28-06-24	Discharge Conditions	Undecided <i>Acknowledged</i>
06/24/0540/CD	17 Long Beach Estate Winterton-on-sea NR29 4JD	Discharge of Condition 3 of pp 06/21/0687/F (Demolition of dwelling and construction of new bungalow) - Submission of pre-demolition Asbestos Survey	18-09-24	28-06-24	Discharge Conditions	Undecided <i>Acknowledged</i>

9.1.3 To consider consultee response to applications received from Great Yarmouth Borough Council and the Broads Authority after publication of the agenda. NONE

9.1.4 To receive notification of planning decisions taken by Great Yarmouth Borough Council and the Broads Authority, where applicable

9.1.5 Councillor/s Update/s *; NONE

10. Financial Matters

10.1 Receipts to-date for September 2024 were NOTED

<u>RECEIPTS</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
VH hire	£290.00	24/9
GYBC	£23,657.50	precept
Total	£ 23,947.50	

Received from 25/09/24 to 30/09/24

<u>RECEIPTS</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
VH hire	£210.00	27/9
Recreation Ground Hire	£40.00	27/9
Total	£250.00	

10.2 Payments to be made by the end of September 2024 were AGREED

<u>PAYEE</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>METHOD</u>
Anglian Water	£15.00	Allotments water	DD
Hugo Fox	£11.99	Website	DD
Octopus	£53.64	VH Electricity	DD
Plan	£29.99	Mobile phone	DD
Anglian Water	£38.00	VH sewerage	DD
EoN Next	£132.39	Changing Rms Electricity	DD
Anglian Water	£51.52	Rec Ground Water	DD
PKF Littlejohn	£378.00	External Audit Fee	BACS
Salaries/HMRC	£1,186.47	Salaries	BACS
NLGPS	£267.65	Pension	BACS
Mr Plummer	£264.00	Repair Urinal VH	BACS
Cllr. L. McMahon	£13.14	Lawnmower Fuel Reimbursement	BACS
R. Smith	£410.00	Grass Cutting	BACS
Viking	£20.32	Cleaning Supplies	BACS
T. Byrne	£632.00	Approved D-Day Expenses	BACS
TOTAL	£3,504.11		

- 10.3 It was CONFIRMED that all invoices for hire/rent for August and September had been issued.
- 10.4 The quote to replace hub and fixtures on the Proludic Hip Hock Rocker was APPROVED – **ACTION – J. Towne** to order
- 10.5 The quotes for additional signs in Rec Ground Car Park were approved – **ACTION – Cllr. D. Clegg** to order
- 10.6 The request to obtain quotes for the missing WoS Sign (Hemsby Rd) was no longer required as Highways CONFIRMED responsibility
- 10.7 It was AGREED, as proposed at the Finance Meeting 12/09/24, as per LGA 1972 s145, covering the required legislation to APPROVE the final D-Day event invoice payments to the member of the public who assisted with the event. J. Towne to process
- 10.8 The costs for actions to be taken regarding the Parish Council’s historic IT equipment were APPROVED – **ACTION – Cllr. M. Carr**
- 10.9 It was APPROVED to purchase the Village Christmas Tree this year. **ACTION – Cllr. J. Smithson**
- 10.10 The request for a replacement cooker and fridge for Village Hall was APPROVED to purchase up to a maximum of £750 including installation – **ACTION – Cllr. D. Clegg** to place an order.
- 10.11 The payment of the Invoice to PFK Littlejohn for the Limited Assurance Review was ACKNOWLEDGED

11. **Policies and other Calendar Items**

- 11.1 The Health and Safety Policy for this parish council was REVIEWED, AGREED and ADOPTED;

12. **Business for Future Meeting**

- 12.1 The date of the next meeting was CONFIRMED for Wednesday 30th October 2024 at 7.30 pm in the Village Hall.

In accordance with the Public Bodies (administration to meetings) Act 1960, the meeting will RESOLVE to exclude the press and public during the following items due to their confidential nature.

13. All Contractor quotes (4) for the Changing Rooms Roof were discussed at length with all aspects relating discussed. All Councillors voted and it was AGREED to select “Rosie Roofing.” Contractors to be informed of outcome – **ACTION – J. Towne.**
14. Co-Option to Parish Councils Vacancy – To consider applications received. Councillors discussed the application received and it was AGREED for a meeting to be arranged to answer any outstanding questions. – **ACTION Cllr. M. Bobby and Cllr. L. McMahon**

Meeting Closed 21:47