



WINTERTON-ON-SEA PARISH COUNCIL

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

Clerk to the Council: *Jolene Towne*

Interim Responsible Financial Officer: Cllr. D. Clegg.

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING

of Winterton-On-Sea Parish Council held
at the Village Hall at 7.30 pm on Wednesday 29th May 2024.

Councillors present: Mark Bobby, Marina Carr, Dawn Clegg, John Smithson, Liam McMahon,
Nigel Coe, Richard Henwood

Public present: 2 members of the public,

Minutes taken by: J Towne

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

1. To elect a chair of the council for the forthcoming year.

Cllr. N. Coe proposed Cllr. M. Bobby for the role of Chair which was seconded by Cllr. J. Smithson. There were no other nominations and CLLR. M. BOBBY WAS UNANIMOUSLY ELECTED by all members present.

Cllr. M. Bobby accepted the position

2. Apologies and Quorum determined.

2.1 Apologies received and accepted from Cllr. E. Punchard and Cllr. J. Bensly

2.2 The meeting was quorate as per Standing Order 3v

3. To elect a Vice-Chair for the council for the forthcoming year.

Cllr. N. Coe proposed Cllr. L. McMahon for the role of Vice-Chair which was seconded by Cllr. D. Clegg. There were no other nominations and CLLR. L. MCMAHON WAS UNANIMOUSLY ELECTED by all members present.

Cllr. L. McMahon accepted the position.

4. Declarations of Interest

4.1 Councillors should declare any pecuniary or non-pecuniary interest on any agenda item.

Cllr. M. Bobby declared a potential interest in a noted planning application. NOTED

4.2 To consider any dispensation requests received. NONE RECEIVED

5. Minutes of previous Meeting

5.1 Councillors AGREED that the minutes of the Council meeting held on Wednesday 24th April 2024 were an accurate record of that meeting.

Agenda Item referring to approval of minutes of the APCM held on Wednesday 17th May 2023 was removed as entered in error by Parish Clerk

5.2 To review the Action Log from that meeting (*where not included in this agenda*)

Action 28-06-2023.5 Is Closed as CPE is in direct contact with interested councillors

Action 27-03-24.1 Is Closed as letter sent

Action 27-03-24.9 Is Closed as communication made

Action 27-03-24.10 Is Closed – No further action

Action 27-03-24.11 Is Closed as no further action.

Action 24-04-24. 6 Is Closed as costings ascertained

Action 24-04-24.7 Is Closed as Insurance confirmed

All other actions remain ongoing.

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

5.3.1 Cllr. J. Smithson advised of complaints regarding an out-of-order ladies' toilets in the changing rooms. It was AGREED for Richard to let a local plumber look at the issue & arrange repair as the toilets are needed now the Cricket games have started. **ACTION – Cllr. R. Henwood**

6. Public Participation and Reports

6.1 To receive a report from Great Yarmouth Borough and Norfolk County Councillor James Bensly, if present. NOT PRESENT & apologies received.

6.2 To receive a report from Great Yarmouth Borough Councillor Noel Galer if present. NOT PRESENT

6.3 Open forum for members of the public.

6.3.1. A member of the public initially thanked Councillors for the work they did. Conveyed, they felt that the village was looking quite untidy regarding weeds and green spaces. Cllr. D. Clegg advised that the Parish Council were aware and had contacted Highways and GYS to confirm the schedule. The Parish Council stressed that the PC only has responsibility for some areas where cutting is taking place. The green spaces under the responsibility of GYS were first cut on 26/27th April with the following cut due to take place in the week commencing 20th May weather permitting. GYS advised us that weather permitting, cutting should occur on a 21-day cutting schedule. The second cut has yet to happen, so further contact will be made. We will request them to spray the weeds around the village again. **ACTION – Cllr. D. Clegg**

The Parish Council agreed that our current Contractors would be requested to stick to a rigid schedule irrespective of GYS.

It was suggested that a request for volunteers to assist with keeping green spaces in order whilst the current situation remains could be distributed.

6.3.2 A member of the public asked whether anything could be done regarding the alley between George Beck Road and Bulmer Lane (wildlife area). **ACTION - Cllr. L. McMahon** to contact the resident who oversees this area.

6.3.3 A member of the public wanted to make the PC aware of a resident moving the cones by the Church to allow them to park there. This has been reported by several residents recently and has stopped a bus from being able to turn into the road on one occasion.

Parish Council advised of the 10m threshold from the junction as per the Highway Code as below and will monitor:

[“Highway Code Rule 250](#)

Cars, goods vehicles not exceeding 2500 kg laden weight, invalid carriages, motorcycles and pedal cycles may be parked without lights on a road (or lay-by) with a speed limit of 30 mph (48 km/h) or less if they are:

- at least 10 metres (32 feet) away from any junction, close to the kerb and facing in the direction of the traffic flow
- in a recognised parking place or lay-by”

PC encourages residents to photograph any incidents which fall outside of the Highway Code Rule 250 and to report them to the Traffic Police

- 6.4 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.
- 6.4.1 Cllr. N. Coe advised it had been reported that some properties in WoS had had eggs thrown at them. It is strongly encouraged that any incidence of anti-social behaviour is reported to the local police through the normal channels i.e., 101 or Norfolk Constabulary online reporting <https://www.norfolk.police.uk/ro/report/ocr/af/how-to-report-a-crime/> by the victim."

7. Regular Council Business: Reports and updates

7.1 Allotments

- 7.1.1 Councillor/s Update/s *; NONE
- 7.1.2 Maintenance Plan required – DEFERRED
- 7.1.3 Duffles Pond Update – *Cllr. L. McMahon* advised that Duffles Pond had been donated the supply and installation of a Wildlife Camera

7.2 Village Maintenance

- 7.2.1 Councillor/s Update/s *;
Cllr. N. Coe advised that he had spoken to a relation of the owner of the memorial bench in Fisherman's Garden and that they had agreed to "spruce it up"
Cllr. R. Henwood confirmed that the windsock had been installed. It was agreed for the windsock to be in place from the end of March to the end of October each year. The windsock will be removed when unsafe weather conditions are predicted and must only be removed by a Cllr.

7.3 Traffic Management

- 7.3.1 Councillor/s Update/s *;
Cllr. D. Clegg conveyed that the missing "H" Bar at WoS Church had been reinstated
- 7.3.2 Plan status – *Cllr. N. Coe* confirmed that the Yellow Line Plan was currently being looked at with any comments from PC being requested. Upon discussion, it was AGREED for PC to ask for a change in the initial plan reducing the Yellow Lines suggested for the whole length of the wall beside the Church to 12m from the junction. This will enable those using the Church and Allotments to park when required. **ACTION – Clerk J Towne**

8. Committee / Working Group Reports

- 8.1 Finance Committee: No report.
- 8.2 Environment Working Group. Not Present
- 8.3 Newsletter
- 8.3.1 Distribution was CONFIRMED and it was AGREED for shorter articles to be submitted to ensure the Newsletter remains at 2 Pages

9. Correspondence, Consultations and Administration

- 9.1 Cllr J. Bensly - NCC Updates (3) – No Action
- 9.2 Operation Randall Newsletters (1) and other Police newsletters – No Action
- 9.3 Community Events and newsletters – It was CONFIRMED that the Bioblitz event was taking place on 2nd June 2024

9.4 Correspondence received for council consideration – to include:

- 9.4.1 GYBC Tree Preservation Order No. 8 of 2024 - Trees on Land at Ocean Tides, The Holway, received – NOTED
- 9.4.2 Neighbourhood Watch Scheme – Posters to be displayed and added to the website
- 9.4.3 Community Speedwatch – To be added to the website

10. Projects, Proposals and Events

- 10.1 D-Day Event Update – *Cllr. M. Carr* conveyed that the D-Day Event was on schedule. A Risk Assessment to be completed – **ACTION – Cllr. L. McMahon.** Volunteers from the PC to attend as Marshals and litter pick at the end of the event.

11. Planning

- 11.1 To consider consultee response to applications received from Great Yarmouth Borough Council and the Broads Authority.
 - 11.1.1 Applications Received: As shown below
 - 11.1.2 Applications Update: *If not shown below, all applications before May'24 have been closed.*

Reference	Location	Proposal	Date PC Informed	Received by GYBC	Type	Status
06/24/0264/HH	1 The Bungalow North Market Road Winterton NR29 4FU	Proposed single-storey side extension	14-05-24 No Objection	10-04-24	Householder	Undecided NOTED
06/24/0273/TCA	Capri Cottage King Street Winterton NR29 4AU	Proposed works to tree in a conservation area: T1 - Eucalyptus - Sectional fell to approximately 3ft from ground level	Not advised No Objection	15-04-24	Trees in Cons Area	Undecided NOTED

- 11.2 To consider consultee response to applications received from Great Yarmouth Borough Council and the Broads Authority after publication of the agenda. NONE
- 11.3 To receive notification of planning decisions taken by Great Yarmouth Borough Council and the Broads Authority, where applicable NONE
- 11.4 Councillor/s Update/s *; NONE

12. **Financial Matters**

12.1 Receipts to-date for May 2024 were NOTED

<u>RECEIPTS</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
Village hall	£340.00	Hire (£40 inc. which was rc'd 29/05/24)
Allotments	£96.60	rents
Norfolk River Trust	£1,450	grant
Recreation Ground	£570.00	Hire (£40 inc. which was rc'd 29/05/24)
TOTAL	£2,456.60	

12.2 Payments to be made by the end of May 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
C. Attew	£80.00	VH Windows	BACS
Viking	£47.32	Stationary	BACS
Century Press	£107.40	Enviro Group Leaflet	BACS
Century Press	£113.80	Newsletter	BACS
Octopus Energy	£930.91	VH electricity	DD
Plan	£29.99	mobile phone	DD
Anglian Water	£38.00	VH sewerage	DD
R. Smith	£490.00	grass cutting	BACS
Salaries/HMRC	£1,021.36	Salaries	BACS
NLGPS	£217.85	Pension	BACS
Cllr. Carr	£8.00	reimbursement	BACS
Cllr. Punchard	£49.03	Reimbursement	BACS
R. Smith	£660.00	VH Toilet Roof Repair	BACS
Cllr. Punchard	£55.50	reimbursement	BACS
Cllr. Clegg	£17.29	reimbursement	BACS
TOTAL	£3,944.43		

12.3 *Cllr. D. Clegg* CONFIRMED that all invoices for hire/rent for May have been issued.

12.4 It was CONFIRMED that pre-approval of the quote for VH Toilets repairs using financial reg 4.5 had been given.

12.5 It was CONFIRMED that despite pre-approval of funds given to repair the leak at the allotments this was not needed as fixed with no cost incurred

12.6 The grant application from Winterton Bowls Club was discussed and approved – To use Section 137

- 12.7 It was confirmed that the electricity bill received from Octopus due to an error in their system was noted with future monthly readings, along with follow-up to ensure monthly bills are in place.
- 12.8 The request for authorisation to get a PC lawn Mower and Hedge Trimmer serviced and repaired (Quote supplied) was APPROVED

13. Policies and other Calendar Items

- 13.1 The Code of Conduct Policy was reviewed, approved and adopted
- 13.2 Declarations were reviewed and remained valid.

14. Confirm Committees of The Council By Resolution

- 14.1 Appoint a Chair per Committee and agree membership
Council discussed what committees were required and agreed that there should be a Finance Committee as this fulfils important internal controls and financial oversight on behalf of the full council. No other committees were deemed necessary as councillors agreed they would undertake individual responsibilities such as personnel, traffic, allotments, etc. those roles to be determined at the next (or a subsequent) full council meeting.

Cllr. D. Clegg was reappointed as Chair of the Finance Committee. Proposed Cllr. M. Carr, Seconded Cllr. N. Coe and Cllr. Clegg accepted the role to be confirmed at the next Finance Committee.

Membership of the Finance Committee will also be confirmed at the next (or a subsequent) full council meeting following Standing Order 4 and sub-clauses.

- 14.2 Terms of Reference for the Finance Committee to be presented at the next Finance Meeting for recommendation to the full council.

15. Confirm Advisory Committees of The Council By Resolution

- 15.1 Following discussion, it was CONFIRMED that no Advisory Committees were necessary at present due to no current projects in place requiring advice
- 15.2 Terms of Reference are to be presented at the next meeting. NOT APPLICABLE

16. Staffing

- 16.1 The permanent employment of the Parish Clerk was confirmed.

17. Business for Future Meeting

- 17.1 The date of the next meeting is set for Wednesday 26th June 2024 at 7.30 pm in the Village Hall.
- 17.2 Items for the next meeting to include – None noted

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.

None applicable

Meeting ends 21:25