



# WINTERTON-ON-SEA PARISH COUNCIL

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

Clerk to the Council: J Towne

Responsible Financial Officer: Cllr. D. Clegg

## MINUTES OF THE MEETING

of Winterton-On-Sea Parish Council held  
at the Village Hall at 7.30 pm on Wednesday 27<sup>th</sup> March 2024

**Councillors present:** Mark Bobby, Marina Carr, Nigel Coe, Dawn Clegg, Emma Punchard,  
John Smithson

**Public present:** 3 members of the public

**Minutes taken by:** J Towne

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

### 1. Apologies.

Apologies were received and accepted from. Cllr. L. McMahon, and Cllr. R. Henwood

### 2. Declarations of interest.

- 2.1. Councillors should declare a pecuniary or non-pecuniary interest on any item on the agenda.  
*Cllr. N. Coe* advised a planning application from himself was on the agenda.
- 2.2. To consider any dispensation requests received. NONE Received

### 3. Minutes.

- 3.1. To approve the minutes of the Council meeting held on Wednesday 28<sup>th</sup> February 2024.  
Councillors AGREED these were an accurate record of that meeting.
- 3.2. To review the Action Log from those minutes. When reviewing the action log, it was AGREED:

Action 28-06-2023.5	Is ongoing. Cllr. E. Punchard attended a meeting with CPE however no further response was received.
Action 29-11-2023.2	Is Ongoing. No one is taking ownership regarding the concrete removal at the base of the tree in The Cobbleways. <i>Cllr. E Punchard</i> to make further contact with Cllr. J Bensly.
Action 24-01-2024.1	Is ongoing regarding The Holway passing place parking complaint. This is not currently enforceable. See 8.2
Action 24-01-2024.2	Is Closed following advice from Friends of Horsey Seals and Environmental Health who advised to let nature take its course.
Action 24-02-2024.4	Is closed by agreement of council
Action 28-02-2024.1	Is closed following advice from Police and Highways – Displayed on the website
Action 28-02-2024.2	Is closed following clarification received from GYBC. See 6.4
Action 28-02-2024.3	Is closed due to the bird scarer being removed
Action 28-02-2024.7	Is closed due to the newsletter being distributed
Action 28-02-2024.9	Is closed as GYBC Planning department contacted with confirmation that the Parish Council will be notified of new planning applications.
Action 28-02-2024.11	Is closed as a letter sent to Bowls Club to confirm the removal of the advertisement.

All other actions remain ongoing.
- 3.3. Matters arising from minutes/actions are tabled for discussion at the discretion of the Chair who AGREED to the following - NONE.

### 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.
- 4.2. To receive a report from Great Yarmouth Borough Councillor Noel Galer if present – NOT PRESENT
- 4.3. **Forum was opened to the public.**

4.3.1 A member of the public conveyed that the Public Local Inquiry for the Order made under *Section 53 of the Wildlife and Countryside Act 1981* to modify the definitive map of Norfolk by including a new footpath between Winterton on Sea and Hemsby will be held at 10:00 am on 17/09/2024 at Hemsby Village Hall, Waters Lane, Hemsby, NR29 4NH. Scheduled for 2 days and is open to members of the Public with an interest in the Order.

4.4. **Councillor Raised Items on Behalf of Public**

4.4.1 Cllr. M. Carr. Advised that she had been approached regarding the condition of the Recreation Ground where it had been waterlogged. This was due to unprecedented rainfall and is anticipated to improve over the Summer months. *Cllr. J. Smithson* added that drainage would be looked at as part of the Preventative maintenance programme.

4.4.2 Cllr. J. Smithson conveyed the issue of some rubbish being left on Low Road – A letter is to be sent to the owner of the rubbish to request for this to be removed and to remind them that the abandonment of waste is an offence under the Environmental Protection Act. –

**ACTION – Cllr. J. Smithson**

4.4.3 The current condition of some grounds of a house in the Holway was discussed. AGREED to report to Environmental Health and Building Control – **ACTION Cllr. D. Clegg & Cllr. M. Carr**

4.4.4 Cllr. D. Clegg advised of contact made by the Environmental Rangers regarding the disposal of grass cuttings in the children’s play area. The Parish Council confirmed that they had requested for this to be cut independently as a one-off so the children could play safely and that our Contractor scattered the cuttings around the edge rather than leave them spread on the grounds.

4.4.5 It was raised that the overflow drain at the far end of the allotments seems to be blocked. To investigate – **ACTION Cllr. J. Smithson**

5. **Finance Committee Meeting on 21<sup>st</sup> March 2024.**

*Documents have been circulated to councillors, draft minutes on the website.*

5.1. To receive/note the draft minutes and the action log from that meeting - Noted.

5.2. All the following recommendations from that committee under Accounting Procedures, as reported in the minutes of that meeting were noted and approved by the full council:

- List of payments and receipts against budget to February 2024, noting the estimated year-end position;
- Bank reconciliation to February 2024
- The Banking Mandate (note addition, recommendation no change)
- List of regular payments
- Charges and rentals with review dates
  
- The Statement of Internal Control was approved – To publish on the website – **ACTION – Clerk J. Towne**
- Recommendations arising at item 5.4 from the list of documents required for internal audit.

5.3. Council AGREED with the recommendation that there are no further changes to budget or reserve allocations and that the financial year closes on 31<sup>st</sup> March 2024 with accounts correctly reported.

5.4. The recommendations to the council for final expenditure in this financial year which should be reflected in the Payments presented in Item 10 below were noted with an addition of £7.13 over on one invoice received at the time of the meeting.

5.5. It was AGREED to increase the 2024-25 budget line for council pension contributions by £800 (statutory duty) and noted that this removes any contingency in the budget.

Proposer – *Cllr. E. Punchard*, Seconded – *Cllr. M. Carr*

- 5.6. The recommendations for 2024-25 made by the Finance Committee that will inform both planning (for the AGM) and allocation of reserves for projects and sinking funds were NOTED. These include:
- Examination of the amount allocated to the General Reserve (to cover running costs in the event no income is received) – Proposer – *Cllr. E. Punchard*, Seconded – *Cllr. M. Bobby*
  - Implementation of a Preventative Maintenance Regime for council assets; Proposer – *Cllr. J. Smithson*, Seconded – *Cllr. M. Carr*
  - The use of an application form for grants, requiring financial information only based upon the sum requested was approved.
  - It was NOTED and discussed (at the Chair's discretion) at Item 14 below the drafted proposals for allocation of reserves based upon the estimated bank balance carried forward to 2024-25. These proposals remain draft, thus confidential until the final proposal for adoption.

## 6. Councillor Updates

- 6.1. Events, no new events proposed (see Item 11)
- 6.2. Update progress on a quote for new Recreation Ground Car Park Sign- DEFERRED, due to time constraints – **ACTION - Cllr. D. Clegg**
- 6.3. It was confirmed that the Bin locations had been received. To be distributed – DEFERRED, due to time constraints – **ACTION – Clerk J. Towne**
- 6.4. Update regarding cars parking on pavements was given with further information displayed on the Parish Council Website.
- 6.5. *Cllr. E. Punchard* updated the council on the Removal of Vegetation including Southern Valley tree removal & steps concerns. *Cllr. E. Punchard* conveyed that it was felt that the procedure that needed to be followed to remove vegetation and/or trees was not understood. With regards to the Southern Valley steps, *Cllr. E. Punchard* had contacted the current owner who advised they could maintain them at present however if they ever needed replacing, they would relinquish ownership due to potential cost. Potentially start investigating before this occurs to see if a plan could be put in place.
- 6.6. Duffles Pond Update was given by Clerk J. Towne in *Cllr. L. McMahons'* absence. The Duffles Pond group has confirmed that they are happy to work alongside the Environmental Group (recently established by *Cllr. E. Punchard*, with a Facebook Group implemented) in relation to the Hedgehog Project subject to further discussion. Duffles Pond confirmed that their Easter Event will be taking place Wednesday 3<sup>rd</sup> April. There are lots of fabulous raffle prizes available and everyone is welcome. It was also conveyed that there had been a couple of incidents at the pond where youths had been seen climbing the trees and breaking branches. There is also an ongoing issue with the lifebuoy being thrown into the pond. It should be noted that volunteers dedicate their time to maintain the area for people to enjoy and such actions undermine this good work. The lifebuoy is an extremely important piece of equipment, and it can be dangerous to retrieve this from the pond. To add to PC Website – **ACTION – Clerk J Towne**
- 6.7. Changing Room Repairs Update – *Cllr. J. Smithson* advised that there was currently no update. It was AGREED to await potential sponsorship opportunity up to September 2024 – To be included in the July Agenda
- 6.8. Newsletter Update – To transfer action to an operational meeting to incorporate a distribution schedule.
- 6.9. Added at the discretion of the chair - *Cllr. N. Coe* updated the council on the Safer Neighbourhood Action Panel (SNAP) meeting, a Norfolk police initiative for local villages held in Scratby – all are welcome to attend. The following topics were discussed:  
Youth Engagement Partnership Event  
Police targeting drug addresses in Yarmouth and Caister

Antisocial Behaviour Orders

Bike events to promote security

'Boy' racers on Saturday and Sunday nights across the county.

It was also reported that they had taken part in 43 engagement events at schools, pop-up events, and village meetings.

## 7. Correspondence, Consultations, and administration.

- 7.1. Cllr J. Bensly - NCC Updates (3) Available on PC [website](#) (*click on link*)
- 7.2. Operation Randall Newsletters (4) received and distributed. Available on PC [website](#) (*click on link*) – *No action*.
- 7.3. It was AGREED to contact Highways again to ask for bigger signs to be installed at Low Road – **ACTION – Cllr. D. Clegg**
- 7.4. Correspondence about a planning Issue is currently being investigated by *Cllr. J Bensly*- Advise resident of outcome – **ACTION Clerk J. Towne**
- 7.5. It was confirmed that signed Contracts and Insurance certificates had been received from Grass Cutting Contractors
- 7.6. Agree and Adopt Co-Option Procedure – DEFERRED to next Parish Meeting to allow time to review.
- 7.7. It was AGREED for this council to amend its Financial Regulations (approved in January 2024) for item 1.14 (2<sup>nd</sup> Bullet) to read “approve any grant or single commitment in excess of £1,000.” as without this amendment, the item contradicts the authorities granted in section 4. Proposed by *Cllr. M. Carr* and seconded by *Cllr. D. Clegg*
- 7.8. Water meter reading for Recreation Ground DEFERRED to next Parish Meeting – *Cllr. M. Bobby*
- 7.9. Agree and Adopt Biodiversity Policy DEFERRED to next Parish Meeting as no policy was available to discuss – **ACTION – Cllr. E. Punchard**

## 8. Proposals and Projects raised in Finance Committee

- 8.1. Plaques for Village Hall and noticeboard DEFERRED to next Parish Meeting due to absence of Cllr – **ACTION - Cllr. R. Henwood**
- 8.2. Traffic Management – *Cllr. N. Coe & Cllr. D. Clegg* met with Justin Le-May (NCC Highways) and several concerns were raised. **Cllr. N. Coe** to distribute the email to the council.
  - The Holway (TRO) was investigated and confirmed that the passing place(s) does not have a legal Traffic Regulation Order so unfortunately the current sign displayed is not enforceable. However alternative solutions are being looked into.
  - Beach Road (Flooding) – Works have been programmed for the Contractor to clean out / check the drainage system.
  - Black Street (Bus Stop) – Issues have been highlighted with a request for information and comment having been submitted.
  - The Lane – Drainage issues – Survey date to be confirmed.

It should be noted that the Double Yellow Line Project is in the system with a timescale of 9 to 12 months currently given. **ACTION – Cllr. N. Coe** to contact *Cllr. J. Bensly* for confirmation of cost assistance.

## 9. Planning.

- 9.1. To consider consultee response to applications received from Great Yarmouth Borough Council and the Broads Authority. NONE Received.

### 9.1.1. Applications Received

Reference	Location	Proposal	Date PC Informed	Received by GYBC	PC Response
<a href="#">06/24/0098/TCA</a>	The Lighthouse The Holway Winterton NR29 4BS	Notice of proposed works to trees in a Conservation Area - Removal of dead tree that has fallen; 1x Ash	13/03/24	08/02/24	<i>Cllr. E. Punchard</i> advised some residents were unhappy with this application.

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		tree to be crown thinned; 1x Sycamore to be crown thinned; 1x Sycamore to be crown thinned			<b>ACTION: Cllr. E. Punchard</b> to contact G. Watson for the report.
<a href="#">06/24/0034/TCA</a>	Broadview King Street Winterton NR29 4AT	Proposed works to trees in a conservation area - T4 - Tree Of Heaven - Removal of tree; T1, T2 and T3 - Sycamores - Reduction in height and canopy size by 25% (3-4m) and 10% thinning.	Not informed	15/01/24	Works completed – Just noted for the record.
<a href="#">06/23/0905/TRE</a>	Land to the east of 12 The Cobbleways Winterton NR29 4AG	Proposed works to protected Grey Alder tree (Tree Preservation Order ref: TPO. 15 2023) - Crown reduction / canopy spread pruning by 1.5m and thin the canopy by 20%.	12/03/24	07/12/23	The Parish Council objected on the basis it is not necessary.  To object via portal – <b>ACTION – Cllr. E. Punchard</b>

9.2. No applications were received from Great Yarmouth Borough Council and the Broads Authority after the publication of the agenda.

9.3. No relevant planning decisions taken by Great Yarmouth Borough Council and the Broads Authority, for notification.

## 10. Financial Matters.

10.1 To note receipts to date for March 2024 - NOTED

<u>RECEIPTS</u>	<u>AMOUNT</u>	<u>DECSRIPTION</u>
Village Hall	£700.00	hire up to 21/3
Recreation	£30.00	hire
<b>TOTAL</b>	<b>£730.00</b>	

10.2 To agree to the following payments to be made by the end of March 2024

<u>PAYEE</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>METHOD</u>
Plan	£29.99	Mobile	DD
Hugo Fox	£11.99	Website	DD
Anglian water	£31.00	VH Sewerage	DD
Anglian water	£15.00	Allotments	DD
Salaries/HMRC	£995.35	Staffing	BACS
NLGPS	£221.67	Pension	BACS
Instant Marquees	£360.00	Windsock	BACS
East coast waste	£168.00	Skip Hire	BACS
Century Printing	£118.80	Newsletter	BACS
Force FX	£435.00	D/Day Beacon Hire	BACS



Wave/Anolian Water	£44.09	Recreation Ground	DD
Sparky's	£72.00	VH Light Repair	BACS
R Smith	£810.00	Allot. Clearance	BACS
Cllr. Carr	£4.77	Google	BACS
Cllr. Smithson	£31.41	VH Noticeboard	BACS
R. Viner	£607.13	Wall Repair Balance	
R Smith	£210.00	Grass Playground	BACS
Cllr. Smithson	£249.36	Storage repairs	BACS
Winterton (Norfolk) Trust	£250.00	Donation	BACS
<b>TOTAL</b>	<b>£4,665.56</b>		

Council APPROVED ALL Receipts and Payments.

- 10.3 Confirmed all invoices for Village Hall Hirers for March have been issued.
- 10.4 Request for Grant from Winterton (Norfolk) Trust Fund considered and approved.
- 10.5 Added at the discretion of the chair. Approval was asked to give the Internal Auditor view-only access to the electronic accounts. AGREED

#### 11 Forthcoming Meeting Planning

11.1 It was considered and AGREED to separate the forthcoming Annual Parish Meeting (APM) and Annual Parish Council Meeting (APCM), with the APM being held on Thursday 16th May 2024, at 6 pm in the Village Hall and the APCM taking place Wednesday 29<sup>th</sup> May at 7.30 pm in the Village Hall.

11.2 It was confirmed that this an informal event to give members of the public and groups an opportunity to convey any plans (groups) and to ask any questions (all). Refreshments and cake will be provided with a budget of £100 allocated.

#### 12 Any other Business for Future Meeting

The next meeting will include the council's schedule of policies to consider.

See the Action Log for this meeting.

All "deferred" items, as per minutes 6.2, 6.3, 7.6, 7.8, 7.9, and 8.1.

#### 13 The date of the next meeting

The next council meeting will be on **Wednesday, April 24<sup>th</sup>, 2024, at 7:30 pm in the Village Hall.**

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

#### 14 Allocation of Reserves

As any figures for reserves for 2024-25 are based upon an unaudited and estimated position they are therefore confidential to council. However, council AGREED that if estimates are close, they would add further funds to traffic management, playing field maintenance with changing room repair/refurbishment, and village hall improvements to undertake the AGREED Preventative Maintenance Regime for all the assets it manages. Other reserves allocated to 'projects' have been reduced or removed.

**MEETING CLOSED 9.43 PM**