



# 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

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## DRAFT MINUTES OF THE PARISH COUNCIL MEETING

of Winterton-On-Sea Parish Council held  
at the Village Hall at 7.30 pm on Wednesday 26th June 2024.

**Councillors present:** John Smithson, Dawn Clegg, Nigel Coe

**Public present:** 0 members of the public

**Minutes taken by:** J Towne

Due to the Chair's absence, a Chair was proposed with Cllr. N. Coe nominating Cllr. J. Smithson.  
Seconded by Cllr. D Clegg

Cllr. J. Smithson welcomed everyone to the meeting & thanked them for their support.

### 1. Apologies and Quorum determined.

- 1.1 Apologies received and ACCEPTED from Cllr. M. Bobby, Cllr. E. Punchard, Cllr. L. McMahon, Cllr. R. Henwood and Cllr. M. Carr
- 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 29<sup>th</sup> May 2024 were an accurate record of that meeting.
- 3.2 Councillors AGREED that the minutes of the Council AGAR meeting held on Wednesday 12<sup>th</sup> June 2024 were an accurate record of that meeting.
- 3.3 To review the Action Log from that meeting (*where not included in this agenda*)  
Action 27-03-24.6 Is Closed as contact was made.  
Action 29-05-24.1 Is Closed as repairs are completed.  
Action 29-05-24.2 Is Closed as contact was made.

All other actions remain ongoing.

- 3.4 Any matters arising from those minutes/actions not covered in this agenda must be tabled for discussion (at the discretion of the Chair). NONE

### 4. Public Participation and Reports

- 4.1 Great Yarmouth Borough and Norfolk County Councillor James Bensly gave a report covering:  
Norfolk County Council is starting its Big Norfolk Holiday Fun programme. Children across Norfolk can participate in weeks of exciting activities from the 22<sup>nd</sup> of July to the 3<sup>rd</sup> of September.  
Book a place at Find Local Activities | Active Norfolk  
<https://bignorfolkholidayfun.activityfinder.net/>

Also a Norfolk Car Free Day - Norfolk County Council

<https://www.norfolk.gov.uk/playstreets>

A public survey on local Nature Recovery, please look at this one-  
LNRS Public Survey

<https://survey123.arcgis.com/share/0610341f86b747478fd798ac9fc6bf93>

And finally, Norfolk Business Board representative - Norfolk County Council

<https://www.norfolk.gov.uk/article/59205/Norfolk-Business-Board-representative>

- 4.2 To receive a report from Great Yarmouth Borough Councillor Noel Galer if present. NOT PRESENT – No apology received.
- 4.3 Open forum for members of the public. NONE PRESENT.
- 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.  
*Cllr. N. Coe* raised the matter of the Bush Road Steps on behalf of a member of the public. *Cllr. J. Bensly* requested some pictures and said he would contact WoS Valley Estate to discuss further. **ACTION – Cllr. N. Coe**

## 5. Regular Council Business: Reports and updates

### 5.1 Village Hall

#### 5.1.1 Councillor/s Update/s \*;

*Cllr. D. Clegg* confirmed that the mesh netting on the VH Green had been reduced as per request.

*Cllr. D. Clegg* confirmed that the locks had been changed on the VH Supply cupboard along with the key code for the VH. All regular hirers' have been informed.

### Recreation Ground

#### 5.2.1 Councillor/s Update/s \*;

*Cllr. J. Smithson* advised that the Changing Room repairs are ongoing.

Recreation Ground Signage - The Council needs to decide on the wording for signage at both entrances of the Recreation Ground to convey all dogs to be kept on leads and walked around the perimeter of the Recreation Ground WHEN sporting activities are taking place. Once the wording is agreed upon, *Cllr. D. Clegg* will obtain quotes, though *Cllr. J. Bensly* may be able to help with this. **ACTION – Cllr. D. Clegg**

### 5.3 Allotments

#### 5.3.1 Councillor/s Update/s \*;

Winterton-On-Sea Parish Council and Duffles Pond Volunteer Group would personally like to thank “Check your Security” for their kind donation of a wildlife camera to help enhance the security and wildlife experience of the Duffles Pond area.

5.4 Village Maintenance

5.4.1 Councillor/s Update/s \*;

Road Sweepers & Overgrown alleyway, Winner Avenue to The Cobbleways Update. Still no sign of road sweeper & Cllr. D. Clegg was advised the alleyway would fall under the spraying which has not been carried out. Cllr. Bensly will follow both up.

5.5 Traffic Management

5.5.1 Councillor/s Update/s - NONE

5.5.2 Low Road Update – *Cllr. D. Clegg* advised the response received from the NCC Trails Officer confirming new signage is being made & should be installed in the near future.

5.6 Green spaces

5.6.1 *Cllr. D. Clegg* confirmed that GYS completed their cut on 14th June. Continued that the PC Grass Contractor has also been instructed to complete one cut per month.

*Cllr. D. Clegg* explained that the Children's playground has an area that has been left uncut over the last couple of months as an idea for wilding but is starting to look untidy & concerns have been raised about the sapling trees planted last year. It was agreed that this should be raised with the *Cllr. E. Punchard* & Env. group for an update. **ACTION – *Cllr. D. Clegg***

5.6.2 *Cllr. D. Clegg* advised a request had been received regarding potentially trimming back the trees on the Village Hall Green. It was agreed that as the GYS, Arboricultural Officer could see no issues with the trees, then the PC saw no need to spend money unnecessarily. *Cllr. D. Clegg* will speak to Winterton in Bloom.

**6. Committee / Working Group Reports**

6.1 Finance Committee: No report.

6.2 Environment Working Group. Not Present

6.3 Newsletter

6.3.1 It was CONFIRMED that the Schedule has been distributed and requested to Councillors for articles for the next issue

**7. Correspondence, Consultations, and Administration**

7.1 Cllr J. Bensly - NCC Updates (1). No action

7.2 Operation Randall Newsletters (2) and other Police newsletters. No action.

**8. Planning**

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

8.1.1 Applications Received: One from GYBC

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

Winterton-on-sea Parish Council Meeting Agenda, 26<sup>th</sup> June 2024.

Reference	Location	Proposal	Date PC Informed	Received by GYBC	Type	Status
<a href="#">06/23/0532/F</a>	Mill Farm House Hemsby Road NR29 4AE	Proposed installation of 12no. ground based solar panels, storage shed, storage battery and inverter	24-04-24	19-06-23	Full	APPROVED 06/06/24
<a href="#">06/24/0133/HH</a>	The Ocean Tides The Holway NR29 4BS	Application for retrospective planning permission for the refurbishment and external alterations of outbuilding structures within the curtilage of the dwelling: Replacement windows, doors, and front extension to the Former Lookout building; Installation of alternative materials, roofing materials and repainting of the Chalet building; Construction of new decking areas and verandas to both buildings.	29-05-24	21-02-24	House Holder	Undecided

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

8.1.4 To receive notification of planning decisions taken by Great Yarmouth Borough Council and the Broads Authority, where applicable  
It was noted planning application 06/24/0218/HH was received after publication of agenda – As below.

Reference	Location	Proposal	Date PC Informed	Received by GYBC	Type	Status
<a href="#">06/24/0218/HH</a>	2 Coastguards House The Holway Winterton-on-sea NR29 4BS	Proposed single-storey rear extension	26-06-24	20-03-24	House holder	Undecided

8.1.5 Councillor/s Update/s \*; NONE

## 9. Financial Matters

9.1 Receipts to-date for June 2024 were NOTED

<b>RECEIPTS</b>	<b>AMOUNT</b>	<b>DESCRIPTION</b>
Village hall	£660.00	hire up to 24/6
Allotments	£16.65	Plot hire
Donation	£350.00	Newsletter Donation
<b>TOTAL</b>	<b>£1,026.65</b>	

9.2 Payments to be made by the end of June 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	£10.58	VH Electricity	DD
Plan	£29.99	Mobile phone	DD
Anglian Water	£38.00	VH sewerage	DD
Eon	£26.72	CR Electricity	DD
Anglian Water	£26.54	VH Water	DD
R. Smith	£570.00	Grass cutting	BACS
Cllr. Clegg	£23.99	Reimbursement	BACS
Salaries/HMRC	£1,186.47	Salaries	BACS
NLGPS	£267.65	Pension	BACS
NALC	£324.00	Audit	BACS
Cllr. McMahon	£66.00	Reimbursement	BACS
R. Coleman	£150.00	Bioblitz	BACS
Broadland Computers	£25.00	Virus Laptop	BACS
Norfolk Bat Group	£50.00	Bioblitz	BACS
PB Plumbing	£140.80	CR Toilet Repair	BACS
Andy Musgrove	£150.00	Bioblitz	BACS
Poppy Bye	£50.00	Bioblitz	BACS
Winterton PCC	£1,300.00	Conc. functions	BACS
Winterton in Bloom	£600.00	Grant	BACS
Winterton Bowls Club	£130.00	Grant	BACS
M. Watson	£410.43	Bioblitz	BACS
<b>TOTAL</b>	<b>5,603.16</b>		

9.3 Cllr. D. Clegg CONFIRMED that all invoices for hire/rent for June have been issued.

9.4 It was CONFIRMED that pre-approval was given to book Fire Marshal Course using financial reg 4.5, under budget Line D-Day

9.5 A change of Electricity Tariff for VH was CONFIRMED.

9.6 It was CONFIRMED that pre-approval was given to supply additional litter pickers to the Group using financial reg 4.1.

9.7 It was CONFIRMED that the Internal Audit Invoice has been received and scheduled for payment on 28/06/24.

9.8 Fire Risk Assessment Training was considered. To attain prices – **ACTION.**  
**Clerk J. Towne**

9.9 The grant to Winterton on Bloom of £600 was APPROVED

9.10 The Payment to Winterton on Sea Church for £1300 from the Concurrent Fund for the Churchyard was APPROVED.

10. **Policies and other Calendar Items**

10.1 It was CONFIRMED that the General Election is taking place on 4<sup>th</sup> July 2024 and notices were displayed as required

10.2 It was CONFIRMED that the SNAP Meeting will take place at WoS Village Hall on 12<sup>th</sup> September 2024 at 7 pm. It should be noted that our current Beat Officer is retiring soon.

**11. Business for Future Meeting**

11.1 The date of the next meeting is set for Wednesday 31<sup>st</sup> July 2024 at 7.30 pm in the Village Hall.

11.2 Councillors to consider yearly action plan, roles, and responsibilities

**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 20:16