



WINTERTON-ON-SEA PARISH COUNCIL

Tel: 07918 978921. Email: clerkwinterton@gmail.com

Chairman: Mark Bobby, Vice-Chairman: Liam McMahon

Clerk to the Council: *Jolene Towne*

Responsible Financial Officer: Jolene Towne

MINUTES OF THE MEETING

of Winterton-On-Sea Parish Council held

at the Village Hall at 7.30 pm on Wednesday 30th October 2024

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

Public present: 4 members 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. E. Punchard
- 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 25th September 2024 were an accurate record of that meeting.
- 3.2 To review the Action Log from that meeting (*where not included in this agenda*)

Action 24/01/24. 6	Is Closed as in progress
Action 26/06/24. 3	Is Closed as completed.
Action 31/07/24. 10	Is Closed as nothing relevant
Action 31/07/24. 12	Is Closed as not applicable at this time
Action 25/09/24. 1	Is Closed as completed.
Action 25/09/24. 2	Is Closed as completed.
Action 25/09/24. 3	Is Closed as completed.
Action 25/09/24. 4	Is Closed as completed as enquiries made
Action 25/09/24. 5	Is Closed as in progress
Action 25/09/24. 6	Is Closed as completed.
Action 25/09/24. 7	Is Closed as completed. 2 x responses from homeowners received with thanks
Action 25/09/24. 8	Is Closed as completed.
Action 25/09/24. 9	Is Closed as meeting arranged
Action 25/09/24. 10	Is Closed as completed.
Action 25/09/24. 11	Is Closed as completed.
Action 25/09/24. 12	Is Closed as in progress.
Action 25/09/24. 13	Is Closed as completed.
Action 25/09/24. 14	Is Closed as completed.
Action 25/09/24. 15	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). 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 and ACCEPTED.
- 4.2 To receive a report from Great Yarmouth Borough Councillor Noel Galer if present. NOT PRESENT – Apologies received and ACCEPTED.
- 4.3 Open forum for members of the public. No comments made
- 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. N. Coe advised he had been contacted by a resident regarding the recent Tractor Run which took place. This resident conveyed concern about the Tractor run travelling down “The Lane” due to potential damage to the road. It was confirmed that this was an error and would not occur in the future.
- 4.4.2 Cllr. M. Bobby conveyed that some hedges/foliage on Bulmer Lane, King Street, and The Lane were encroaching onto the roads reducing the road size and could cause damage to passing vehicles. It was agreed for the Council to send a letter to the owners – **ACTION – J. Towne to complete**
- 4.4.3 Cllr. D. Clegg explained several complaints had been made regarding the bin at the end of North Markert Road and Edward Road had been overflowing. The residents were advised to register a complaint via the “report it” app and the PC also submitted a report via this app and to Cllr. Bensly. **ACTION** - A request to be made by J. Towne for the emptying schedule of these bins to be obtained.

5. Regular Council Business: Reports and updates

5.1 Village Hall

5.1.1. Councillor/s Update/s *;

1. Cllr. D. Clegg conveyed that a repair was needed on the Village Hall door. Due to potential risk, this was pre-approved using Financial Regulation 4.1 to complete this work before the PC Meeting. This was ACKNOWLEDGED & APPROVED
2. Cllr. D. Clegg CONFIRMED that a new fridge and cooker had been installed in the Village Hall.
3. There was a presence of mice reported in the VH. To be reported.

5.1.2 Preventative Maintenance Plan & status – Nothing to report

5.2 Recreation Ground

5.2.1 Councillor/s Update/s *; Nothing to add.

5.2.2 Preventative Maintenance Plan status – Nothing else to report.

5.2.3 Cllr. N. Coe confirmed that the tree overhanging the Changing room roof had been looked at.

5.2.4 Following the successful Changing Room roof repair, the second phase can now be progressed. **ACTION – Cllr. M. Bobby and Cllr. J. Smithson** are to create a scope of works required for the plumbing and electrical elements of the changing room. Quotes to be obtained following completion of scope.

5.3 Allotments

5.3.1 Councillor/s Update/s *; Nothing to report.

5.3.2 A potential increase to allotment hire charges for 2026 was discussed, taking into account neighbouring allotment charges and past increases. It was AGREED unanimously that a small increase of 3% per plot was sufficient in line with the current cost of living. **ACTION – Cllr. L. McMahon & Cllr. D. Clegg** to send notification of the increase to all current holders.

5.4 Village Maintenance

5.4.1 Councillor/s Update/s *; NONE

5.4.2 It was CONFIRMED that the SAM Sign Risk Assessment had been compiled.

5.4.3 It was CONFIRMED that the refurbished Noticeboard has been reinstalled at Poppys Post Office with thanks to Caister Men's Shed Club

5.5 Traffic Management

5.5.1 Councillor/s Update/s *; Cllr. N. Coe CONFIRMED that the yellow line proposal will be advertised in the EDP on Friday 01/11/24. This was a positive step forward in progressing this project.

5.5.2 Plan status. Nothing further to report.

5.6 Green spaces

5.6.1 Councillor/s Update/s *; NONE

5.6.2 The proposed scope of works for the grass-cutting contracts were DISCUSSED and AGREED by all with the view to “frontload” (weather permitting) to maintain the green spaces. APPROVAL given to issue Tender for these contracts (2025/26) to be issued **ACTION – Cllr. D. Clegg & J. Towne**

5.7 Maritime/Beach matters

5.7.1 Councillor/s Update/s *; inc. recent enquiry regarding the steps down to the beach from Bush Rd/ Winterton Valley Estate.
This matter remains ongoing with Cllr. J. Bensly and N.C.C. assisting with our recent enquiry. Further investigation is required.

6. **Committee / Working Group Reports**

6.1 Finance Committee: No Report

6.2 Environment Working Group: No Report

6.3 Newsletter

6.3.1 Due to Councillor personal commitments & holidays, the timescale of 4th November was tight, so it was agreed to move the date of distribution to later in November.

7. **Correspondence, Consultations and Administration**

7.1 Cllr J. Bensly - NCC Updates (3)

7.2 Operation Randall Newsletters (0) and other Police newsletters

7.3 Correspondence received for council consideration.

Winterton-on-sea Parish Council Meeting Minutes, 30th October 2024.

- 7.3.1 The GYBC Tree Preservation Order No. 8. of 2024 and No. 12 of 2024 - Trees on Land at Ocean Tides, The Holway, Winterton-on-Sea was DISCUSSED & ACKNOWLEDGED with no further comments to be added.
- 7.3.2 It was CONFIRMED that an invitation had been received for the Parish Liaison Meeting - Wednesday 30th October 2024 at 6 pm. Unfortunately, this clashed with the Parish Meeting
- 7.3.3 It was CONFIRMED that an additional application for co-option had been received – See Minute 13 for the outcome
- 7.3.4 Parish Council and members of the public were informed of the Remembrance Sunday Service taking place at WoS Church, Sunday 10 November 2024 at 9 am
- 7.3.5 The proposal to change the start time of all future Parish Council meetings from 7.30 pm to 7 pm was discussed. PROPOSER – *Cllr. M. Bobby*, SECONDED – *Cllr. L. McMahon* – Unanimous vote to proceed starting from November 2024. Website to be updated by J Towne
- 7.3.6 It should be noted, with approval by the chair, *Cllr. M. Bobby* that the Parish Council received Marina Carr’s resignation from the position of Councillor. M. Carr was thanked for all of her hard work during her time with the Parish Council and she will be missed.

8. Projects, Proposals and Events

8.1 None

9. Planning

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

9.1.1 Applications Received: Three as below

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

Reference	Location	Proposal	Date PC Informed	Received by GYBC	Type	Status
06/24/0640/HH	Sunny Lodge, 1 Bush Road, NR29 4BZ	Proposed single-storey front and rear extensions.	27/09/2024	06/08/2024	Householder	Undecided No Objections
06/24/0720/TCA	Village Hall, King Street, Winterton, NR29 4AT	Proposed works to trees in a conservation area - T1 Cherry Tree - reduce branches that are overhanging the village hall roof by one metre; T2 Ash Tree - reduce overhanging branches that are touching the lean-to at the back of the village hall.	08/10/2024	11/09/2024	Trees in Con.Area	No Objections
06/24/0670/F	Long Beach Park, Long Beach Estate Hemsby	Retrospective Planning Application for the relocation of three existing Safari Tents	14/10/2024	22/08/2024	Full	Undecided – Noted as AMBER Biodiversity Net Gain Plan

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

Winterton-on-sea Parish Council Meeting Minutes, 30th October 2024.

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 October 2024 were NOTED

<u>RECEIPTS</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
VH hire	£655.00	30/10
Recreation Ground	£10.00	30/10
Total	£ 665.00	

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

<u>PAYEE</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>METHOD</u>
Cinema Club	£30.00	Refund to Cinema Club	BACS
Anglian Water	£24.00	Allotments water	DD
Hugo Fox	£11.99	Website	DD
Octopus	£54.89	VH Electricity	DD
Plan	£29.99	Mobile Phone	DD
Anglian Water	£38.00	VH sewerage	DD
ICO	£35.00	Information Commissioners Office	DD
Unity Bank	£5.40	Bank Charges	DD
SSAF	£358.80	New Signs for Recreation Ground	BACS
Sparkys	£150.00	Install cooker/fridge - remove and dispose	BACS
Salaries/HMRC	£1,186.47	Salaries	BACS
NLGPS	£267.65	Pension	BACS
Proludic	£1,544.40	Hip Hop Hub and Fittings	BACS
R. Smith	£145.00	Grass Cutting / Raking	BACS
Cllr. Clegg	£562.38	Reimbursement - Fridge / Cooker	BACS
Cllr. Clegg	£70.56	Reimbursement - Microsoft Subscription	BACS
Cllr. Clegg	£24.49	Reimbursement - Poppy Wreath	BACS
Cllr. Clegg	£33.88	Reimbursement - Litter Pickers	BACS
Cllr. Clegg	£17.24	Reimbursement - Printer Ink	BACS
Cllr. Carr	£3.18	Reimbursement - Google One	BACS
Cllr. Clegg	£34.29	Reimbursement – Step for VH	BACS
TOTAL	£4,627.61		

10.3 It was CONFIRMED that all invoices for hire/rent for October have been issued

10.4 Following approval from the landowner and discussion – It was APPROVED to obtain quotes for larger signs for the footpath on land from The Craft/ Bulmer Lane to Hemsby Road – **ACTION – J. Towne**

10.5 It was CONFIRMED that the poppy wreath had been ordered.

- 10.6 It was CONFIRMED that approval was given to supply additional litter pickers to the Group using financial reg 4.1 (DC)
- 10.7 Following discussion, the request to replace the Village Hall Ramp was APPROVED– **ACTION – Cllr. D. Clegg** to purchase
- 10.8 It was APPROVED unanimously to appoint Mrs. Newby as our internal auditor for 2024-25 under the same terms and conditions as for 2023-24. J. Towne to notify Mrs. Newby
- 10.9 Added with approval by chair *Cllr. M. Bobby*
Cllr D. Clegg advised a set of stepladders had been approved for purchase prior to the meeting using financial reg 4.1 on the grounds of health and safety
- 10.10 Added with approval by chair *Cllr. M. Bobby*
It was AGREED to replace some of the Christmas Decorations used for the Village Hall events. A spend up to £200 was APPROVED – **Action – Cllr. J. Smithson** to purchase.

11. Policies and other Calendar Items

- 11.1 None

12. Business for Future Meeting

- 12.1 The date of the next meeting is set for Wednesday 27th November 2024 at the new agreed time of **7pm** 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. Co-Option applications were discussed with all criteria required met. To display Notice of Vacancies on the Village noticeboards.
- 14. The quotes received to replace Village Hall Storage Sheds guttering were discussed and considered. Upon a vote it was unanimous to nominate “Row Mows & More” to undertake this work. J. Towne to inform.

Meeting Closed 20:49