



# WINTERTON-ON-SEA PARISH COUNCIL

Tel: 07918 978921. Email: [clerkwinterton@gmail.com](mailto:clerkwinterton@gmail.com)  
Chairman: Mark Bobby, Vice-Chairman: Liam McMahon  
Clerk to the Council: *Jolene Towne*  
Responsible Financial Officer: Jolene Towne

---

## FINAL MINUTES OF THE MEETING

of Winterton-On-Sea Parish Council held  
at the Village Hall at 7pm on Wednesday 27<sup>th</sup> November 2024

**Councillors present:** Liam McMahon, Dawn Clegg, Nigel Coe, John Smithson, Emma Punchard  
**Public present:** 1 member of the public

**Minutes taken by:** J Towne

Vice Chairman Cllr. L. McMahon Chaired in Cllr. M. Bobbys absence and 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. 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 30<sup>th</sup> October 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 27/03/24. 8  | Is Closed as in progress         |
| Action 24/04/24. 4  | Is Closed as Regular Agenda Item |
| Action 25/09/24. 16 | Is Closed as completed.          |
| Action 30/10/24. 1  | Is Closed as completed.          |
| Action 30/10/24. 2  | Is Closed as contact made        |
| Action 30/10/24. 4  | Is Closed as in progress         |
| Action 30/10/24. 5  | Is Closed as in progress         |

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.
- 4.2 To receive a report from Great Yarmouth Borough Councillor Noel Galer if present. NOT PRESENT.
- 4.3 Open forum for members of the public.  
A member of the public raised concerns regarding the removal of approximately 80m of hedging from a village property, replaced with metal fencing. It was

queried as to whether planning permission was required. **ACTION – J. Towne** to enquire with the Planning Department.

- 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. NONE

## 5. Regular Council Business: Reports and updates

### 5.1 Village Hall

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

Fire door obstruction was discussed with “Fire doors must be kept clear at all times” signs added. A note to be added to the Terms and Conditions of Hire documentation.

#### 5.1.2 Preventative Maintenance Plan & status – It was confirmed that the Gutter replacement on the storage sheds is to be completed in December 2024.

#### 5.1.3 The possibility of adding Wi-Fi to the village hall had been investigated and it was AGREED not to pursue at this time.

### 5.2 Recreation Ground

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

1. It was AGREED that the Recreation Ground car park trees required attention. **ACTION – Cllr. D. Clegg to contact a tree service to advise.**

2. The Parish Council wanted to extend their Thanks to Winterton in Bloom and the volunteers who helped with clearing the Recreation Ground Entrance flowerbeds.

#### 5.2.2 Preventative Maintenance Plan status – Nothing else to report.

### 5.3 Allotments

#### 5.3.1 Councillor/s Update/s \*; Nothing to report

### 5.4 Village Maintenance

#### 5.4.1 Councillor/s Update/s \*; NONE

### 5.5 Traffic Management

#### 5.5.1 Councillor/s Update/s \*; Cllr. N. Coe advised that the yellow line proposal is currently advertised. An update should be available in January 2025.

#### 5.5.2 Plan status. Ongoing

### 5.6 Green spaces

#### 5.6.1 Councillor/s Update/s \*; Cllr. D. Clegg conveyed a recent report of dogs fouling being reported in the Children’s Play Area. It is reiterated that NO dogs are permitted in this area at any time. In respect of reporting dog fouling not being cleared by any owner, it should be noted that the Parish Council were advised that photo evidence of actual fouling leaving the dog is required for prosecution to take place.

5.7 Maritime/Beach matters

- 5.7.1 Councillor/s Update/s \*; Following a recent enquiry regarding the steps down to the beach from Bush Rd/ Winterton Valley Estate contact was made with Highways who conveyed that “This route was added to the definitive map after a public inquiry a few years ago and the inspector determined that the publicly maintainable footpath ceases at the top of the steps. The steps are permissive and are the responsibility of the Winterton Valley Estate (WVE) for maintenance and repair. As the steps into the valley are permissive, WVE is liable for their maintenance and can choose to close the steps without notice and/or not replace them going forward. This would mean that the public footpath would effectively be dead-ended and stop at the top of the cliff slope. This footpath also no longer forms part of a promoted NCC circular walk. “ It was AGREED for the Parish Council to investigate a plan of action going forward to cover possible scenarios going forward.
- 5.7.2 *Cllr. E. Punchard* and *Cllr. N. Coe* gave an update on the Coastal Adaptation Meeting. The meeting was positive, with the CPE being keen to engage with the Parish Council. It was confirmed that the money previously agreed was still available. Further meetings are being planned.

6. **Committee / Working Group Reports**

- 6.1 Finance Committee: No Report
- 6.2 Environment Working Group: No Report
- 6.3 Newsletter
- 6.3.1 The date of distribution of the first newsletter of 2025 was CONFIRMED as w/c 3<sup>rd</sup> February 2025. *Cllr. J. Smithson* to assist with arranging the distribution.

7. **Correspondence, Consultations and Administration**

- 7.1 *Cllr J. Bensly* - NCC Updates (3)
- 7.2 Operation Randall Newsletters (1) and other Police newsletters
- 7.3 Correspondence received for council consideration. None

8. **Projects, Proposals and Events**

- 8.1 The proposed “Drop in” session regarding benefits, pension credit and other relevant services was considered and AGREED. *Cllr. D. Clegg* conveyed that a good response to her enquiries had been received. To be held in the Village Hall on 31<sup>st</sup> January 2025 with times to be confirmed. **ACTION – *Cllr. D. Clegg* to arrange.** Assistance will be required from other Parish Councillors.

9. **Planning**

- 9.1 To consider consultee response to applications received from Great Yarmouth Borough Council and the Broads Authority. NONE
- 9.1.1 Applications Received: Five as below
- 9.1.2 Applications Update: *If not shown below, all applications before Aug '24 have been closed.*

Winterton-on-sea Parish Council Meeting FINAL Minutes, 27<sup>th</sup> November 2024.

| Reference                      | Location                                                          | Proposal                                                                                                                                                                                                                                                                                                                                                            | Date PC Informed | Received by GYBC | Type              | Status                                                                           |
|--------------------------------|-------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------------|-------------------|----------------------------------------------------------------------------------|
| <a href="#">06/24/0736/HH</a>  | Sea-clef Bush Road NR29 4BY                                       | Restructuring of roof and gables, minor alterations to existing fenestration details, revisions to internal layout and associated works.                                                                                                                                                                                                                            | 20-11-24         | 17-09-24         | Householder       | Undecided<br><br><b>No Objection by PC.</b>                                      |
| <a href="#">06/24/0855/TCA</a> | Ketch Cottage Marine Crescent, The Lane Winterton-on-sea NR29 4BN | Proposed works to trees in a Conservation Area T1: Hawthorn (Crataegus monogyna). Fell tree due to severe decline from ivy suppression and poor growth habit. T2: Wild Cherry (Prunus avium). Reduce lateral spread by approx. 3 metres from 12 metres to approx. 8 metres to reduce weight loading on bifurcations, Reduce height by 2m from 5 metres to 3 metres. | 20-11-24         | 29-10-24         | Trees in Con.Area | Undecided<br><br><b>No Objection by PC.</b>                                      |
| <a href="#">06/24/0792/VCF</a> | The Ocean Tides The Holway NR29 4BS                               | Variation of Condition 3 (Occupation and use restrictions on restored outbuilding) of planning permission 06/24/0133/HH, to allow The Old Lookout and Chalet outbuildings to be restored and used without restriction of future use as an annex or for visitors' accommodation incidental to the use of the main dwelling                                           | 14-11-24         | 04-10-24         | S.73 app - full   | Undecided<br><br><b>It should be noted that the PC stance remains unchanged.</b> |
| <a href="#">06/24/0744/HH</a>  | Endcot North Market Road NR29 4BH                                 | Demolition of existing porch and replacement with new porch to front elevation. Relocation of rear elevation window and insertion of new rear elevation window to improve amenity.                                                                                                                                                                                  | 20-11-24         | 21-09-24         | Householder       | Undecided<br><br><b>No Objection by PC.</b>                                      |
| <a href="#">06/24/0857/PAE</a> | Westlea King Street Winterton, NR29 4AT                           | Pre-Application advice : Proposed side and rear extension and proposed replacement of windows                                                                                                                                                                                                                                                                       | 20/11/2024       | 21/11/2024       | Householder       | Undecided<br><br><b>PC questioned the access requirement for contractors.</b>    |

- 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 - None
- 9.1.5 Councillor/s Update/s \*; Nothing to add

## 10. Financial Matters

10.1 Receipts to date for November 2024 were NOTED

| <b><u>RECEIPTS</u></b> | <b><u>AMOUNT</u></b> | <b><u>DESCRIPTION</u></b> |
|------------------------|----------------------|---------------------------|
| VH hire                | £310.00              | 26/11                     |
| Recreation Ground      | £500.00              | 26/11                     |
| <b>Total</b>           | <b>£ 810.00</b>      |                           |

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

| <b><u>PAYEE</u></b> | <b><u>AMOUNT</u></b> | <b><u>DESCRIPTION</u></b>              | <b><u>METHOD</u></b> |
|---------------------|----------------------|----------------------------------------|----------------------|
| Anglian Water       | £24.00               | Allotments water                       | DD                   |
| Hugo Fox            | £11.99               | Website                                | DD                   |
| Octopus             | £95.90               | VH Electricity                         | DD                   |
| Plan                | £29.99               | Mobile Phone                           | DD                   |
| Anglian Water       | £38.00               | VH sewerage                            | DD                   |
| Unity Bank          | £5.40                | Bank Charges                           | DD                   |
| Proludic            | £1,544.40            | Deferred from October - Pd 05/11       | BACS                 |
| Maple Tree Service  | £120.00              | VH Tree Works - PD 11/11               | BACS                 |
| Winterton PCC       | £1,300.00            | Churchyard grass (Concu Funds)         | BACS                 |
| East Coast Waste    | £114.00              | Recreation Ground Skip Hire - Pd 19/11 | BACS                 |
| Salaries/HMRC       | £1,548.48            | Salaries                               | BACS                 |
| NLGPS               | £376.83              | Pension                                | BACS                 |
| Rosie Roofing       | £2,600.00            | Changing Room Roof                     | BACS                 |
| Cllr. Clegg         | £24.00               | Reimbursement - Storage B&Q            | BACS                 |
| Cllr. Punchard      | £36.75               | Reimbursement - Newsletter Design      | BACS                 |
| Perfect Pixel Plus  | £70.91               | Newsletter Printing                    | BACS                 |
| Cllr. Smithson      | £77.79               | Reimbursement - VH Xmas Dec            | BACS                 |
| Cllr. Clegg         | £11.97               | Reimbursement - Table Cloths           | BACS                 |
| Cllr. Clegg         | £8.99                | Reimbursement - Laminating Pouches     | BACS                 |
| M. Carr             | £1.59                | Reimbursement - Google One             | BACS                 |
| R. Smith            | £510.00              | Grass Cutting / VH Door                | BACS                 |
| Cllr. Clegg         | £5.96                | Reimbursement - VH Xmas Dec            | BACS                 |
|                     |                      |                                        |                      |
| <b>TOTAL</b>        | <b>£8,556.95</b>     |                                        |                      |

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

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

## 11. Policies and other Calendar Items

11.1 The proposed meeting dates for 2025 were APPROVED

11.2 Cllr. D. Clegg proposed an additional meeting to be held in January for budget setting. It was AGREED for this meeting to take place Wednesday 15<sup>th</sup> January 2024 at 6.30pm in the Village Hall

- 11.3 The Data Protection Policy for this parish council was REVIEWED, AGREED and ADOPTED

**12. Business for Future Meetings**

- 12.1 The date of the next Finance meeting was CONFIRMED for Wednesday 11<sup>th</sup> December 2024 at 6.30 pm in the Village Hall.
- 12.2 The date of the next meeting was CONFIRMED for Wednesday 15<sup>th</sup> January 2025 at 6.30 pm in the Village Hall.
- 12.3 The date of the next meeting was CONFIRMED for Wednesday 29<sup>th</sup> January 2025 at 7 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.**

Meeting Closed 20:09