



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 PARISH COUNCIL MEETING of Winterton-On-Sea Parish Council held at the Village Hall at 7pm on Wednesday 29th January 2025 .

Councillors present: Mark Bobby, Liam McMahon, Dawn Clegg, Nigel Coe, John Smithson
Public present: 5 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 & 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 November 27th, 2024, were an accurate record of that meeting
- 3.2 Councillors AGREED that the minutes of the Council meeting held on Wednesday 15th January 2025 were an accurate record of that meeting
- 3.3 To review the Action Log from that meeting (*where not included in this agenda*)

Action 30/10/24. 10.7 Is Closed as completed

Action 27/11/24. 1 Is Closed as in progress.

Action 27/11/24. 2 Is Closed as completed.

Action 27/11/24. 3 Is Closed as completed.

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).

- 3.4.1. With approval from the Chair and following on from the Budget Meeting (15/01/25). It was AGREED for a replacement lawnmower to be purchased for Duffles Pond up to a value of £350.00

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, no apologies received
- 4.2 To receive a report from Great Yarmouth Borough Councillor Noel Galer if present. NOT PRESENT, no apologies received
- 4.3 The forum was opened for members of the public.
 - One member of the public advised that the SAM sign was currently not working. **ACTION – Cllr. L. McMahon** to investigate.
 - A member of the public reported that the “Ackland Close” street sign had fallen down. To be reported – **ACTION – J. Towne**

- Four members of the public (M.O.P) in attendance wanted to share their concerns about the Allotments.
Initially one M.O.P wished to speak about the allotment inspection procedure which had been implemented. They felt it could be construed as threatening. Was advised that it was certainly not meant in that way with apologies given. It was conveyed that it was a formal way of introducing an expectation of allotment holders' duty of care and responsibility to keep their allotments in good condition. All Parish Councils are audited, and it is deemed good practice to have a procedure in place. It was noted that the majority of allotments are kept to a high standard.
M.O.P asked for clarification on how the inspection would take place and asked whether the Councillor would walk on their plots. It was CONFIRMED by *Cllr. L. McMahon* that there would be a general walkaround and that they would not walk onto anyone's plot.
- The discussion moved onto the water charges to all allotment holders which is at £5 per plot for a year. The M.O.P felt this charge was unfair as they didn't use the water and couldn't see why they should pay for something they didn't use. Another M.O.P added that they had 4 allotments and was therefore charged at £5 per plot and they didn't believe it was fair to charge all plots individually. It should be noted that the M.O.P commented they were encouraged to occupy multiple allotments by a previous parish council.
Cllr. M. Bobby advised that the water is a shared responsibility of the allotment holders, and the number of plots held share the same principle. £5 per year works out at 9p per week which didn't seem excessive however did understand their anger if they weren't using it.
Cllr. M. Bobby asked if they had any suggestions on how to make this charge fair to all allotment holders. One M.O.P suggested turning the water off however this wasn't felt fair. It was AGREED that if they could propose a fair solution, it would be discussed by the Parish Council. However, at this stage *Cllr. M. Bobby* stated that as a Parish Council we weren't inclined to change this charge. The increase in rent was discussed and minuted over one year ago with notice also being added to their 2024 invoices to ensure plenty of notice was given.
Cllr. N. Coe explained that he had had several conversations with one of the M.O.P and also understood their frustration however it is very difficult to be specific with individuals.
A M.O.P raised concern that he felt he wasn't able to grow on 2 of his 4 plots. It was AGREED that this would be investigated for him.
The section was now closed and the M.O.Ps left the meeting.

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 *; *Cllr. D. Clegg* confirmed that the guttering had now been replaced.
- 5.1.2 Preventative Maintenance Plan & status - Ongoing

- 5.1.3 Village Hall sign replacement was discussed and the request to obtain quotes were APPROVED. It was AGREED to replace at same size as the current sign. To be measured with details passed to Parish Clerk – **ACTION – Cllr. R. Tooke**
- 5.1.4 The Village Hall current doors, front and fire were discussed and due to the current conditions, the proposal to replace these were APPROVED. As per conservation officer at GYBC, these would need to be replaced “like for like”. **ACTION – Cllr. D. Clegg** to obtain quotes for final approval at next meeting.
- 5.1.5 The proposal for new lighting and heating in the Village hall was considered. It was AGREED to obtain quotes for costings – **ACTION – Cllr. J. Smithson & J. Towne** to arrange.

5.2 Recreation Ground

- 5.2.1 Councillor/s Update/s *;
- Cllr. M. Bobby confirmed that an electrician (Sparkys) were booked to start work on the electrics in the Changing Rooms as previously approved.
Following completion, the next stages were to work on the plumbing, joinery and decoration of the Changing Rooms.
 - Moles had been reported on the Recreation Ground. These have been caught by an approved supplier.
- 5.2.2 Preventative Maintenance Plan status – Nothing to add
Following consideration it was AGREED to arrange for the cesspit to be
- 5.2.3 emptied at an approximate cost of £140.00. **ACTION – J. Towne**

5.3 Allotments

- 5.3.1 Councillor/s Update/s *; Cllr. L. McMahon confirmed that all allotments have been filled.

5.4 Village Maintenance

- 5.4.1 Councillor/s Update/s *;
- The “Restricted Byway” sign at the bottom of Empsons Loke was reported as rotten. To report to Trails for replacement – **ACTION – J. Towne**

5.5 Traffic Management

- 5.5.1 Councillor/s Update/s *; to include yellow line plan update – Cllr. N. Coe conveyed that a request for an update had been submitted however no response received at present – **ACTION – J. Towne** to make contact with J. Wenn

5.6 Green spaces

- 5.6.1 Councillor/s Update/s *;
- Cllr. D. Clegg conveyed that a walkaround with Winterton In Bloom (W.I.B) had taken place. W.I.B wanted to discuss their proposal to add some planters around the village, namely Bulmer Lane , 2 on George Beck Road either

side of the already sited bench, and 1 or 2 on a verge on The Holway. It was discussed as to whether permission from GYBC would be required –

ACTION – Cllr. D. Clegg

W.I.B had explained during the walkaround that the planters would all be made of wood and be maintained by themselves and volunteers from the proposed areas.

The Parish Council they were in agreement for this proposal to proceed following confirmation regarding approval from GYBC.

Cllr. R. Tooke conveyed that the boat planter on the green by Winner Avenue had started to sag. To be looked into – **ACTION – Cllr. R. Tooke**

5.7 Maritime/Beach matters

- 5.7.1 Councillor/s Update/s *; Cllr. N. Coe gave a brief update on the recent Coastal Adaptation Meeting which took place. The meeting was productive with ideas being put forward. No details to advise as nothing agreed at present. It was advised that further meetings were to take place with dates to be agreed.

5.8 Children's Play Area

- 5.8.1 Councillor/s Update/s *; Cllr. D. Clegg advised that the wilding area had now been cleared and has been added to the regular cutting schedule.
- 5.8.2 The equipment needing swing shackles replaced is owned by GYBC and were noted in the Risk Assessment as “Low Risk - **Action:** Monitor for any further deterioration and replace as 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 It was CONFIRMED that the newsletter was in progress. **ACTION – Cllr. J. Smithson** to speak with Cllr. E. Punchard to confirm distribution date.

7. **Correspondence, Consultations and Administration**

- 7.1 Cllr J. Bensly - NCC Updates (1)
- 7.2 Operation Randall Newsletters (1) and other Police newsletters
- 7.3 Correspondence received for council consideration.
- 7.3.1 WIB – Additional planters and re-siting of barrel (DC) – see 5.6.1

8. **Projects, Proposals and Events**

- 8.1 The proposal for a pickleball / multi-use court on the Recreation Ground was discussed and AGREED to proceed with investigation into pricing and any available grants. Cllr. J. Smithson, Cllr. M. Bobby, Cllr. L. McMahon and Cllr. R. Tunbridge have been allocated to this project with Clerk. J. Towne to investigate any potential grants.

9. **Planning**

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

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9.1.1 Applications Received: None 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
NONE						

9.1.3 To consider consultee response to applications received from Great Yarmouth Borough Council and the Broads Authority after publication of the agenda.

One received after publication of Agenda.

Reference	Location	Proposal	Date PC Informed	Received by GYBC	Type	Status
06/24/0970/HH	4 Empsons Loke Winterton-on-sea NR29 4AR	Single storey rear extension	23-01-2025	17-12-24	Householder	Undecided

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 December 2024 were NOTED

<u>RECEIPTS</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
VH hire	£600.00	31/12/2024
Allotments	£421.63	31/12/2024
Artisan Fayre	£100.00	
<u>TOTAL</u>	£1,121.63	

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

<u>PAYEE</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>METHOD</u>
Anglian Water	£24.00	Allotments water	DD
Hugo Fox	£11.99	Website	DD
Octopus	£105.75	VH Electricity	DD
Plan	£29.99	Mobile Phone	DD
Anglian Water	£38.00	VH sewerage	DD
Unity Bank	£6.00	Bank Charges	DD
Salaries/HMRC	£1,222.01	Salaries	BACS
NLGPS	£278.37	Pension	BACS
Wave	£43.83	VH Water	DD
Viking	£56.02	Cleaning Supplies	BACS
Eddies Gardening	£2,230.00	Grass Cutting	BACS
Wrentham Tress	£124.00	Christmas Tree	BACS
NALC	£224.40	Move to gov.uk website	BACS
Maple Trees	£225.00	Rec Ground Tree Works	BACS
<u>TOTAL</u>	£4,619.36		

10.3 Receipts to date for January 2025 were NOTED

<u>RECEIPTS</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
VH hire	£330.00	27/01/2025
Allotments	£797.39	27/01/2025
VAT Refund	£691.19	
<u>TOTAL</u>	£1,818.58	

10.4 Payments to be made by the end of January 2025 were AGREED

<u>PAYEE</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>METHOD</u>
Anglian Water	£24.00	Allotments water	DD
Hugo Fox	£11.99	Website	DD
EoN	£171.53	CR Electricity Quarterly	DD
Octopus	£182.09	VH Electricity	DD
Plan	£29.99	Mobile Phone	DD
Anglian Water	£38.00	VH sewerage	DD
Unity Bank	£6.00	Bank Charges	DD
Salaries/HMRC	£1,291.01	Salaries	BACS
NLGPS	£274.55	Pension	BACS
L. Nash	£10.00	Allotment overpayment	BACS
CAN Membership	£50.00	Subscription	BACS
Viking	£73.24	Supplies	BACS
Ask Jen	£100.00	Tree Works	BACS
Scribe	£1,175.04	Subscription	BACS
Rowland	£620.00	Guttering Replacement VH	BACS
Cllr Clegg	£172.80	Reimbursement - New ramp VH	BACS
J. Towne	£4.77	Reimbursement - Google One	BACS
SSLC	£190.00	Membership	BACS
Ace & Mole	£125.00	Recreation Ground	BACS
Cllr Clegg	£10.84	Reimbursement – Drop In Event	BACS
<u>TOTAL</u>	£4,560.85		

10.5 It was CONFIRMED that all invoices for hire/rent for January 2025 have been issued

10.6 It was CONFIRMED that all invoices for the allotments had been issued

10.7 The pre-approval to instruct a mole catcher for the Recreation Ground was NOTED.

11. **Co-option to Vacant Positions of Councillors**

11.1 To enable the new Councillors to take part in this meeting, this point took place after 4.4

Both co-opted had completed comprehensive application forms which had been distributed to all Councillors. Both co-opted were given the opportunity to introduce themselves to the public in attendance and the Parish Council.

Richard Tunbridge conveyed that he had moved to Winterton on Sea around 18 months ago and was very passionate about the Village and wanted to be able to contribute. Richard also volunteers for the litter picking Group.

The Parish Council were asked to vote on co-opting Richard Tunbridge – Proposed – *Cllr. L. McMahon* , Seconded – *Cllr. N. Coe* – Unanimously AGREED

Rachel Tooke introduced herself to all conveying how she currently lives in Hemsby however has spent a lot of her life in Winterton on Sea, previously volunteering for Winterton on Sea 901 Troops. Rachel works on farms with her family and would like to be pro-active in contributing to Winterton on Sea.

The Parish Council were asked to vote on co-opting Rachel Tooke – Proposed – *Cllr. D. Clegg* , Seconded – *Cllr. N. Coe* – Unanimously AGREED

The Acceptance of Office Form & Disclosable Pecuniary Interest forms were signed. **ACTION - to be processed by Clerk. J. Towne**

Both Councillors were invited to join the Parish Council at the table for the remainder of the meeting

12. Policies and other Calendar Items

12.1 The Reserves Policy for this parish council was REVIEWED and AGREED.

13. Business for Future Meeting

13.1 The date of the next meeting was CONFIRMED for Wednesday 26th February 2025 at 7 pm in the Village Hall.

13.2 To consider adding bleed kits to the defibrillator stations – Approx. £90 each. – **ACTION – Cllr. D. Clegg to obtain information on life span of kits**

13.3 Cllr. M. Bobby requested for Roles and Responsibilities to be added to the next meeting agenda.

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.

The grass-cutting quotes received were discussed and considered. Pricing, availability, standard of work and equipment owned / used were taken into account . Questions were raised about the possibility of splitting the contract. Further discussion is required therefore it was AGREED that confirmation via email (unanimous) would be acceptable in this case due to timescale.

A Personnel Review took place, and APPROVAL was given to pay overtime worked over the Christmas period.

Meeting Closed 21:02