



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

FINAL MINUTES OF THE MEETING

of Winterton-On-Sea Parish Council held
at the Village Hall at 7.30 pm on Wednesday 31st July 2024

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

Public present: 1 member of the public, Great Yarmouth Borough and Norfolk County Councillor
James Bensly

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 received and ACCEPTED from Cllr. D. Clegg and 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 26th June 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 28/02/24 .8	Is Closed as quotes approved for purchase
Action 27/03/24. 3	Is Closed by agreement of the Council. To revisit this later in the year
Action 24/04/24. 2	Is Closed as costs attained
Action 24/04/24. 5	Is Closed as NALC/gov.uk approved to proceed
Action 26/06/24. 1	Is Closed as completed.
Action 26/06/24. 4	Is Closed as the quote is approved to proceed.

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).
 - 3.3.1 A member of the public has raised concern regarding the quality of the weeding and cutting in Hillview Drive and The Holway by GYS. Images were supplied. It was agreed to contact GYS to convey this issue – **ACTION**
– **J.Towne**

4. Public Participation and Reports

- 4.1 Great Yarmouth Borough and Norfolk County Councillor James Bensly conveyed:
GYBC
1. 10th of August at the Marina Centre there will be a bike security marking session, free of charge.
 2. Heritage walks in the Borough are available throughout August.
 3. Drowning Prevention Day.
- NCC
1. Your Norfolk Newsletter, please sign up.
 2. Norfolk Fostering Service is in desperate need of support and carers.
 3. Stay Safe Driving Campaign.
 4. Recycling Centre Survey, consultation still available online
 5. A new Biodiversity strategy should be implemented soon
- 4.2 To receive a report from Great Yarmouth Borough Councillor Noel Galer if present. NOT PRESENT – Apologies Received
- 4.3 Forum for members of the public was opened
A member of the public raised the following:
1. The SAM sign at The Craft was not working – Thanked for the report and advised this will be investigated. – **ACTION - Cllr. L. McMahon**
 2. Asked about when the traffic cones would be put in place and continued that some people had been moving them. The Council conveyed that this had been reported previously and noted that disruption had been caused by some individuals blocking road entrances with them. The Council continued that some cones have already been distributed and that they would see how to move forward in the future.
 3. Inconsiderate parking in George Beck Road was also reported with some emergency vehicles not being able to access the road. The member of the public was reminded to take photos and report to the police using the channels previously advised.
- 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 raised the matter of an overhanging hedge in The Holway on behalf of a member of the public. It was agreed to report to Highways – **ACTION – Jolene Towne**
- 4.4.2 Cllr. N. Coe raised a report of excessive noise from some family-owned cockerels. Advised to flag to environmental health if it exceeds the legal limit. – **ACTION – Cllr. N. Coe**

5. Regular Council Business: Reports and updates

- 5.1 Village Hall
- 5.1.1 Councillor/s Update/s *; It was confirmed that the Fire Extinguishers have been serviced
- 5.1.2 Preventative Maintenance Plan & status – It was reported that the front door of the VH paint had cracked. To make contact with the original decorator – **ACTION – Cllr. M. Bobby**

5.2 Recreation Ground

5.2.1 Councillor/s Update/s *;

1. *Cllr. J. Smithson* advised that the potential sponsorship for the Changing Rooms Roofing repairs had fallen through. With this in mind, the original businesses who quoted are to be approached for availability and any changes to the original quote – **ACTION – J. Towne**
2. It was reported that the changing room toilet was leaking as was a urinal. Quote for replacement to be obtained. – **ACTION – J. Towne**
3. *Cllr. L. McMahon* advised that the Bench on the Recreation Ground had been reported as damaged. As this was a memorial bench the family were approached and advised that they were unable to maintain. The plaque was removed and returned and the bench will be removed with the space left empty.- **ACTION – Cllr. L. McMahon**

5.2.2 Preventative Maintenance Plan status – Carried forward

5.3 Allotments

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

5.3.2 Duffles Pond Update. It was AGREED to add a page to the website for the Duffles Pond Group. Awaiting content.

5.3.3 Maintenance Plan * *Cllr. L. McMahon* conveyed that the Lane to the Allotments needed cutting back. Both *Cllr. L. McMahon* and *Cllr. J. Smithson* volunteered.

5.4 Village Maintenance

5.4.1 Councillor/s Update/s *; Following the yearly inspection of the Children's Play Area the Council was advised that the bearing on the Proludic sweeping see-saw may need to be repaired or replaced. It was agreed for a quote to be obtained – **ACTION – J. Towne**

5.5 Traffic Management

5.5.1 Councillor/s Update/s *; Nothing to report

5.5.2 Plan status. Nothing to report

5.6 Green spaces

5.6.1 The Parish Council ACKNOWLEDGED and ACCEPTED the potential cost for additional cuts taking place to maintain the green spaces.

5.7 Maritime/Beach matters

5.7.1 Councillor/s Update/s *; to include WoS Valley steps update. Contact has been made with Winterton on Sea Valley Estate who have CONFIRMED that the steps will be maintained shortly with a survey to take place.

5.7.2 Plan to include the end of Beach Road, toilets, signage, and adaptation. *Cllr. J. Bensly* conveyed that Natural England and Highways are being liaised with at present. A meeting will be arranged in due course. CPE have also requested regular update meetings which will be arranged.

6. Committee / Working Group Reports

- 6.1 Finance Committee: No report.
- 6.2 Environment Working Group reported that the Bioblitz work, including the evaluation, had been completed with the Hedgehog Project ongoing. All monies spent on Aviva should be completed by the end of July.
A review of the wilding areas are underway with the support of Winterton in Bloom and Duffles Pond.
- 6.3 Newsletter
 - 6.3.1 It was confirmed that Issue 3 had been produced.
 - 6.3.2 Editorial - Accepted
 - 6.3.3 Batching, Distribution to be arranged.

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 Community Events and newsletters (1)
- 7.4 Correspondence received for council consideration.
 - 1. The Invitation to Bid for Parish Partnership 2025/26 was considered and AGREED to place a bid – **ACTION – J.Towne / Cllr. N. Coe.**
 - 2. Correspondance was received from a resident who conveyed concern regarding ANPR poles and permanent orange cones which had been installed at the local pub. It was agreed to advise them to contact GYBC directly to raise their concerns. **ACTION – J. Towne**

8. Projects, Proposals and Events

- 8.1 Garage Sale Date CONFIRMED as Sunday 25th August 2024. Councillors were asked to assist on the day.

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: NONE
 - 9.1.2 Applications Update: *If not shown below, all applications before Mar '24 have been closed.*

Reference	Location	Proposal	Date PC Informed	Received by GYBC	Type	Status
06/24/0273/TCA	Capri Cottage King Street Winterton NR29 4AU	Proposed works to tree in a conservation area: T1 - Eucalyptus - Sectional fell to approximately 3ft from ground level	Not advised	15-04-24	Trees in Cons Area	APPROVED Council Acknowledged

- 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

9.1.5 Councillor/s Update/s *; NONE

10. Financial Matters

10.1 Receipts to-date for July 2024 were NOTED

<u>RECEIPTS</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
Village Hall	£495.00	Upto 30 th July 24
Recreation Ground	£50.00	Hire
Village Hall	£200.00	Received on 31 st July 24
TOTAL	£745.00	

10.2 Payments to be made by the end of July 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
Sparkys	£60.00	CR Electricity Fault	BACS
Octopus	£55.87	VH Electricity	DD
Plan	£29.99	Mobile phone	DD
Anglian Water	£38.00	VH sewerage	DD
R. Smith	£500.00	Grass cutting	BACS
Cllr.Clegg	£87.74	VH Supplies	BACS
Salaries/HMRC	£1,332.75	Salaries	BACS
NLGPS	£311.77	Pension	BACS
Cllr. Punchard	£95.05	Bioblitz Hedgehog Signs	BACS
Flameskill	192.22	VH / CR Extinguisher Service & Replacement	BACS
M. Watson	£38.00	Bioblitz	BACS
Eddies	£1,855.00	Grass cutting	BACS
Cllr. McMahon	£200.00	Reimbursement – Lawn Mower and Strimmer Repairs	BACS
Cllr Punchard	£169.17	Bioblitz Reimbursement	BACS
TOTAL	£4,992.55		

10.3 It was confirmed that all invoices for hire/rent for July have been issued – JT

10.4 The setting up of a business PayPal account was considered however it was AGREED that further research was required – **ACTION – J. TOWNE**

10.5 To approve D-Day Invoices submitted - Budgeted – *This was discussed after the meeting due to confidential information*

11. Policies and other Calendar Items

- 11.1 The Business Continuity Plan for this parish council was REVIEWED, APPROVED and ADOPTED.
- 11.2 The Allotment Inspection Procedure and inspection form for this parish council; including the Notice to Terminate Tenancy Form was REVIEWED, APPROVED, and ADOPTED.

12. Business for Future Meeting

- 12.1 The date of the next finance meeting was CONFIRMED for Wednesday 11th September 2024 at 6.30 pm in the Village Hall.
- 12.2 The date of the next meeting was CONFIRMED for Wednesday 25th September 2024 at 7.30 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.

The matter as per agenda item 10.5 was discussed at length with further research and clarification required. – **ACTION – J. Towne**

Meeting Closed at 21.22