



WINTERTON-ON-SEA PARISH COUNCIL

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Chairman: Mark Bobby, Vice-Chairman: *Vacant*

Clerk to the Council: *Jolene Towne*

Interim Responsible Financial Officer: Cllr. D. Clegg.

MINUTES OF THE MEETING

of Winterton-On-Sea Parish Council held
at the Village Hall at 7.30 pm on Wednesday 24th April 2024.

Councillors present: Mark Bobby, Marina Carr, Dawn Clegg, Emma Punchard,
John Smithson, Liam McMahon

Public present: 0 members of the public, Great Yarmouth Borough and Norfolk County Councillor
James Bensly, East Flegg Ward Councillor Noel Galer

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. R. Henwood and Cllr. N. Coe
- 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 27th March 2024 were an accurate record of that meeting.
 - 3.2. To review the Action Log from that meeting (*where not included in the agenda*). When reviewing the action log, it was AGREED:
 - Action 27-09-2023.5 Is Closed as the proposal is in progress
 - Action 29-11-2023.2 Is Closed by agreement of the Council
 - Action 24-01-2024.3 Is Closed by agreement of the Council
 - Action 24-01-2024.5 Is Closed by agreement of the Council
 - Action 24-01-2024.6 This action has been reassigned to Cllr. M. Bobby
 - Action 28-02-2024.4 Is Closed by agreement of the Council
 - Action 28-02-2024.5 Is Closed as bin locations uploaded to PC Website
 - Action 28-02-2024.6 Is Closed as correspondence submitted to WoS School regarding the village speed limit
 - Action 28-02-2024.11 Is Closed as Caister Men's Club approached and repaired/updated the Noticeboard at Poppys
 - Action 27-03-2024.2 Is Closed as reported to Environmental Health
 - Action 27-03-2024.4 Is Closed as Statement of Internal Control has been published on the PC website,
 - Action 27-03-2024.5 Is Closed as the statement regarding Duffles Pond has been uploaded to the PC website
 - Action 27-03-2024.7 Is Closed as resident advised re: Planning Issue
- 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. Great Yarmouth Borough and Norfolk County Councillor James Bensly gave a report covering:

Under the 1 million trees planted scheme, over 465,000 trees have been planted.

Advised a workshop on Master Composters is taking place in Martham Village Hall on 8th May 2024 between 2 pm – 4 pm. To book your free place please call Joanne on 07508 335 978 or email marthamvillagehall@outlook.com.

Advised People are being invited to attend a wreath-laying ceremony in Great Yarmouth, St Georges Park to mark VE Day on Wednesday, May 8th, 2024.

Conveyed that Great Yarmouth Borough Council has commenced the use of fully electric refuse collection vehicles as part of its Net Zero strategy.

Progress at £17m The Place in Great Yarmouth was celebrated with a topping-out event.

Great Yarmouth Borough Council has been awarded £1.378m by the Government to upgrade the energy efficiency of its housing stock (173 properties)

Great Yarmouth Lions Club has been granted the Freedom of the Borough in recognition of its charitable work.

Advised that there are several childminder opportunities available at present and can be found on the NCC website.

Conveyed that a TRO has been compiled and is now in the hands of the Legal Team. It was noted that these can take between 5 – 7 years and that all steps that could be taken by the PC and Cllr. J. Bensley has been completed.

Confirmed that the Police elections will take place on 2nd May 2024.

Cllr. J. Bensley spoke about Beach Road Toilets and how a long-term and short-term solution needs to be put in place and how he is in contact with the owner of the car park. Proposed options are being discussed internally.

Grass Cutting was discussed as WoS had appeared to be missed with no consistency apparent. A program will be issued.

- 4.2. Great Yarmouth Borough Councillor Noel Galer gave a report covering:
Cllr. N. Galer advised that the First Draft Local Plan Consultation workshop had taken place. Continued this conveyed plan of houses to be built in surrounding areas and the knock-on effect which could occur on the current facilities.
Advised he had not had much interaction with CPE. Cllr. E. Punchard advised that a Teams Meeting for further discussion is being set up and that an invite would be issued to Cllr. N. Galer when confirmed.

- 4.3. Open forum for members of the public. NONE PRESENT

4.4. Councillor Raised Items on Behalf of Public

4.4.1 Cllr. J. Smithson advised that the Bowls Club had expressed their thoughts on the PC no longer advertising on their noticeboard which therefore reduced their income.

Advised for The Bowls Club to apply for a grant using the correct procedure for consideration – **ACTION – Cllr. J. Smithson** to converse with The Bowls Club.

4.4.2 Cllr. M. Bobby advised he had been approached by a resident concerning the plastic fencing around the VH Car Park area. **ACTION – Cllr. D. Clegg** will email the In-Bloom group to discuss.

5. Regular Council Business: Reports and updates

5.1. Village Hall

5.1.1. Councillor/s Update/s – Re: Action Point 24/01/24.5 – Cllr. D. Clegg advised that a quote had been received to resolve the current leak in the VH ladies' toilet. Spend approved at 24/01/24 meeting, minute 5.3.

5.1.2. Preventative Maintenance Plan & status – It was agreed for an action plan/list to be compiled. ACTION – **Cllr. M. Bobby & Cllr. J. Smithson**

5.2. Recreation ground

5.2.1. Changing Rooms - Cllr. J. Smithson advised that the provider of the materials has agreed to 2 days of free installation with a roofing Contractor. There is some remedial work required on the deck which may require additional costs approved. To be confirmed. ACTION – **Cllr. J. Smithson**.

5.2.1.1 – A question was raised about dogs on the Recreation Ground off-lead when scheduled activities were taking place, i.e. bowls. It was agreed to investigate the possibility of installing signs asking for dogs to be kept on lead and keep to the boundary of the Recreation Ground when these activities were taking place. ACTION – **Cllr. D. Clegg** to contact GYBC to get clarification.

5.2.2. Preventative Maintenance Plan status - It was agreed for an action plan/list to be compiled. ACTION – **Cllr. M. Bobby & Cllr. J. Smithson**

5.3. Allotments

5.3.1. Cllr. L. McMahon advised that three plots had been rented and that further applications have been added to the waiting list.

5.3.1.1 – Re: Action Point 27/03/24.3, overflow drain. Cllr. L. McMahon conveyed that contact had been made with the owner of the adjacent field and a meeting is being arranged to discuss where the problem lies and what solutions could be put in place.

5.3.2. Maintenance Plan required – To be carried over to the next meeting.

5.3.3. Cllr. L. McMahon thanked the village for the support at the recent Duffles Pond Event where £958 was raised.

5.3.3.1 – Cllr. L. McMahon advised that anti-social behaviour and vandalism at Duffles Pond is continuing to be reported and has now been reported to the police. There has been a kind offer of a potential donation of CCTV to be installed. Currently looking into viability.

5.4. Village Maintenance

5.4.1. Cllr. D. Clegg confirmed that the Noticeboard situated at Poppys has now been refurbished and will be installed when Poppys is ready.

5.4.1.2. Re: Action 27/03/24.1 – A letter to be sent regarding potential fly tipping in Low Road. ACTION – **Clerk. J Towne**

5.4.2. The location of the bins in the Village has been uploaded to social media and the PC Website for information.

5.4.2.1 New bins have been investigated, however, the cost would be incurred by the PC and as it stands one bin is costed at £500 prior to the cost of additional collections from GYS.

5.4.2.2. Dog Fouling Signs have been acquired from GYBC which the PC will install in problem areas.

5.5. Traffic Management

5.5.1. Councillor/s Update/s – As per Cllr. J. Bensly Report (4.1)

5.5.2. Plan status - Ongoing.

5.6. Green spaces

5.6.1. Grass-cutting update given by Cllr. D. Clegg who advised the grass will be cut starting from 25/04/24 on a 21-day rotation

5.7. Maritime/Beach matters

5.7.1. Cllr. M. Bobby advised following conversations with Outreach, the emergency phone situated in the dunes has been restored. Outreach conveyed that this may be the last time they would be able to repair it.

5.7.1.1 – It was AGREED for a plan to be compiled with regards to the Southern Valley steps. **ACTION – Cllr. M. Bobby & Cllr. E. Punchard**

5.7.2. The above-mentioned Plan will include the end of Beach Road, toilets, signage, and adaptation as referenced in Minute 4.1

6. Committee / Working group Reports.

6.1. Finance Committee: No report.

6.2. Environment Working Group. – Cllr. E. Punchard confirmed that the Hedgehog event had taken place and was well-attended.

6.3. Newsletter

6.3.1. Frequency was AGREED as Quarterly

6.3.2. Publication dates/ submission dates were CONFIRMED as:

May 2024, August 2024, November 2024, February 2025.

6.3.3. Sponsorship has been received from Seal View, Winterton Fish and Chip Bar plus one anonymous donor. Thanks given.

6.3.4. Editorial was discussed and AGREED to allocate Cllr. M. Bobby & Cllr. E. Punchard with all articles to be submitted to them in the first instance for approval. To be received no later than 14 days before printing.

6.3.5. Batching and distribution of Newsletter to be organised by Cllr. M. Carr

7. Correspondence, Consultations and Administration

7.1. Cllr J. Bensly - NCC Updates (3) available on the website – No action

7.2. Operation Randall Newsletters (2) and other Police newsletters available on the website. No action

7.3. Community Events and newsletters – No action

7.4. Correspondence received for council consideration:

7.4.1. It was considered and AGREED to attain costs implicated in the move to a new Gov.uk domain inclusive of porting information from the current platform.

ACTION – Cllr. M. Carr

8. Projects, Proposals and Events

8.1. Annual Parish Meeting, Thursday 16th May 2024. It was CONFIRMED that refreshments had been ordered as previously agreed and that the relevant adverts/invitations had been placed/sent.

8.2. D-Day proposal – Cllr. M. Carr conveyed that preparations are moving ahead with the assistance of T. Byrne. The Beacons (previously approved) have been ordered. Costings to be ascertained for further supplies, i.e. bunting – **ACTION – Cllr. M. Carr**

8.2.1 – Insurance requirements to be confirmed – **ACTION – Cllr. M. Carr**

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
06/23/0532/F	Mill Farm House Hemsby Road NR29 4AE	Proposed installation of 12no. ground based solar panels, storage shed, storage battery and invertor	24-04-24	19-06-23 reapplied 24-04-24	Full	Undecided No objection from PC
06/23/0512/F	Land to the north of 36 Bulmer Lane Winterton NR29 4AF	Proposed construction of a 3-bedroom detached bungalow, and associated works including new access onto Lavender Court.		30-06-23	Full	APPROVED 19-04-24
06/23/0905/TRE	Land to the east of 12 The Cobbleways Winterton NR29 4AG	Proposed works to protected Grey Alder tree (Tree Preservation Order ref: TPO. 15 2023) - Crown reduction / canopy spread pruning by 1.5m and thin the canopy by 20%.	12/03/24	07-12-23	Works to TPO trees	APPROVE Closed
06/24/0098/TCA	The Lighthouse The Holway Winterton NR29 4BS	Notice of proposed works to trees in a Conservation Area - Removal of dead tree that has fallen; 1x Ash tree to be crown thinned; 1x Sycamore to be crown thinned; 1x Sycamore to be crown thinned	13/03/24	08-02-24	Trees in Con. Area	NO OBJECTION Closed

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

9.3. To receive notification of planning decisions taken by Great Yarmouth Borough Council and the Broads Authority, where applicable. NONE APPLICABLE

9.4. Councillor/s Update/s – NONE.

10. Financial Matters

10.1. Receipts to-date for April 2024 were NOTED.

<u>RECEIPTS</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
Village hall	£472.40	Hire up to 24/04
GYBC	£23,657.50	precept
Allotments	£26.65	Rent
TOTAL	£24,156.65	

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

<u>PAYEE</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>METHOD</u>
Anglian Water	£31.00	VH sewerage	DD
Anglian Water	£15.00	Allotments water	DD
Hugo Fox	£11.99	Website	DD
Plan	£29.99	Mobile phone	DD
NALC	£322.79	Subscription	BACS
Salaries/HMRC	£1,021.36	Salaries	BACS
NLGPS	£221.67	Pension	BACS
R. Smith	£570.00	Grass Cutting	BACS
E. Oxborough	£66.00	APM cakes	BACS
Caister Men's Shed	£240	Noticeboard	BACS
Cllr. McMahon	£55.00	Allotments	BACS
TOTAL	£2,584.80		

10.3. Cllr. D. Clegg CONFIRMED that all invoices for hire/rent for April have been issued.

10.4. It was CONFIRMED that the first half of the precept payment for 2024-25 had been received.

10.5. Cllr. D. Clegg gave an update on the Accounting & Governance Annual Return & audits 2023-24. It was CONFIRMED that the cashbook had been issued to the nominated auditor, Mr D Futter. It was discussed that the AGAR and Internal Report would need to be signed off by the PC by a date to be confirmed. This may be in the form of a Teams meeting due to time constraints. To be confirmed in writing.

10.6. The proposal for the grant application from Aviva Nature was AGREED.

10.7. Council APPROVED, Subject to the successful application of the above grant, the expenditure detailed in the proposal: payments are to be made following councils described and standard process when monies are received.

10.8. Council APPROVED an additional £80 spend to finish painting and replacing VH dormer windows using Fin. Reg 5.5

10.9. It was considered and AGREED to increase access to Scribe for Clerk J. Towne in anticipation of taking over the RFO role.

- 10.10 Added at the discretion of the chair – It was AGREED for the Financial Risk Assessment to be reviewed by the PC with approval via email for record. – ACTION – *Cllr. M. Carr*

11. Policies and other Calendar Items

- 11.1. The Standing Orders for this parish council were reviewed, adopted, and APPROVED. To be uploaded to the PC website. – **ACTION – Clerk J. Towne**
- 11.2. The Co-option policy for this council was reviewed, adopted, and APPROVED. To be uploaded to the PC website. – **ACTION – Clerk J. Towne**
- 11.3. Note AGM next meeting, councillors are to consider the yearly action plan, roles and responsibilities, and resources to support that. **ACTION – Cllr. M. Carr** to distribute to PC.

12. Business for Future Meeting

- 12.1. Date of the next meeting CONFIRMED for Wednesday 29th May 2024: this will be the council's AGM.
- 12.2. The Annual Parish Meeting is set for Thursday 16th May 2024
- 12.3. Items for the next meeting to include the below were CONFIRMED:
- 12.3.1. Explain the process for application for grants and/or joint-funded projects with existing policies;
- 12.3.2. Resolutions for Committees and Working Groups (Advisory Committees)

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 Closed 9.39 pm