



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

FULL MINUTES OF THE MEETING

of Winterton-On-Sea Parish Council held at the Village Hall at 7 pm on
Wednesday 28th May 2025

Councillors present: Mark Bobby, Liam McMahon, Dawn Clegg, Nigel Coe, John Smithson,
Richard Tunbridge, Mark Shepperd

Public present: 0

Minutes taken by: J. Towne

Cllr. M. Bobby welcomed everyone to the meeting & thanked them for their support.

1. To elect a chair of the council for the forthcoming year

- 1.1 Cllr. N. Coe proposed Cllr. M. Bobby for the role of Chair, which was seconded by Cllr. L. McMahon. There were no other nominations and CLLR. M. BOBBY WAS UNANIMOUSLY ELECTED by all members present. Cllr. M. Bobby accepted the position

2. Apologies and Quorum determined.

- 2.1 Apologies received and ACCEPTED from Cllr. E. Punchard and PC. C. Ball
2.2 Quorum was determined

3. To elect a Vice-Chair for the council for the forthcoming year.

- 3.1 Cllr. M. Bobby proposed Cllr. L. McMahon for the role of Vice-Chair, which was seconded by Cllr. N. Coe. There were no other nominations and CLLR. L. McMAHON WAS UNANIMOUSLY ELECTED by all members present. Cllr. L. McMahon accepted the position

4. Declarations of Interest

- 4.1 Councillors should declare any pecuniary or non-pecuniary interest on any agenda item. Cllr. M. Bobby expressed an interest in North Market Road's current situation regarding notice received. Please see 11.1.5
4.2 To consider any dispensation requests received. NONE RECEIVED

5. Minutes of previous Meeting

- 5.1 Councillors AGREED that the minutes of the Council meeting held on Wednesday 30th April 2025, were an accurate record of that meeting & signed by the Chair
5.2 To review the Action Log from that meeting (*where not included in this agenda*)

SEE COMMENTS ON ACTION LOG SHEET

Action 26/06/24. 2	Is Closed as in progress
Action 30/04/25. 1	Is Closed as in progress
Action 30/04/25. 2	Is Closed as in progress
Action 30/04/25. 3	Is Closed as completed.
Action 30/04/25. 4	Is Closed as completed.
Action 30/04/25. 5	Is Closed as completed.
Action 30/04/25. 7	Is Closed as completed.

Action 30/04/25. 8 Is Closed as completed.
Action 30/04/25. 9 Is Closed as completed.
All other actions remain ongoing.

- 5.3 Any matters arising from those minutes/actions not covered in this agenda, must be tabled for discussion (at the discretion of the Chair). NONE

6. Public Participation and Reports

- 6.1 To receive a report from Great Yarmouth Borough and Norfolk County Councillor James Bensly, if present. NOT PRESENT. Apologies received
- 6.2 To receive a report from Great Yarmouth Borough Councillor Noel Galer, if present. NOT PRESENT.
- 6.3 The forum was opened for members of the public. NONE PRESENT
- 6.4 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
- 6.4.1 *Cllr. D. Clegg* conveyed that an M.O.P had spoken about yellow lines outside their property and is currently in conversation with *Cllr. J. Bensly*. They wanted to advise that they had received permission from the property next door to install wooden posts on their land to assist with parking obstruction
- 6.4.2 *Cllr. R. Tunbridge* advised that the Bowls Club had advised that the borehole has dried up, so they have been using the metered water. They wanted to ensure the Parish Council was aware that they were monitoring their usage.
- 6.4.3 *Cllr. M. Bobby* conveyed that they had received an email asking for permission to camp on the beach. *Cllr. M. Bobby* stated that he had responded to advise that camping on the beach was not permitted.

7. Regular Council Business: Reports and updates

7.1 Village Hall

- 7.1.1 Councillor/s Update/s *; to include – It was ACKNOWLEDGED that one cancellation of regular hire of Village Hall was received.
- 7.1.2 *Cllr. D. Clegg* advised that the VH Front gate needs repairing as it has dropped. To be arranged – **ACTION – Cllr. J. Smithson**
- 7.1.3 Following discussion it was APPROVED to obtain a quote to install hard-wired fire alarms – **ACTION – Cllr. D. Clegg**
- 7.1.4 VH Lights – It was AGREED to confirm quote is still valid and if so, it is APPROVED to commence works – **ACTION – J. Towne**
- 7.1.5 To adhere to legislation and insurance obligations it was AGREED to obtain a quote for full electrical testing and to book in. – **ACTION – Cllr. D. Clegg**
- 7.1.6 Preventative Maintenance Plan & status – Nothing further to Report

7.2 Recreation Ground

- 7.2.1 Councillor/s Update/s *; to include CR Update *Cllr. J. Smithson* confirmed that the plumbing works were taking place and due to be completed shortly. The third phase will proceed in due course. Quotes for Carpentry / Joinery to be obtained - **ACTION – Cllr. J. Smithson**

7.3 Allotments / Duffles Pond

- 7.3.1 Councillor/s Update/s *; *Cllr. L. McMahon* reported that 2 x the water tank padlocks had been removed. To replace – **ACTION - Cllr. L. McMahon**
- 7.3.2 *Cllr. L. McMahon* reported that water samples had been taken by Anglian Water from Duffles Pond and a nearby dyke following concerns. Whilst recent ammonia readings are now showing as 1.6 – 1.7, which is within safe limits, it was AGREED for a map of Anglian Water Wastepipes to be purchased and for monitoring to continue – **ACTION - Cllr. L. McMahon**

7.4 Village Maintenance

- 7.4.1 Councillor/s Update/s *, *Cllr. L. McMahon* confirmed that following assessment the SAM Sign has now been repaired.
- 7.4.2 It was unanimously AGREED for the Community Payback Scheme to commence work on Monday, 2nd June 2025
- 7.4.3 *Cllr. D. Clegg* conveyed reports of speeding had been received down Low Road. *Cllr. D. Clegg* confirmed that Cllr. J. Bensly has been contacted who has advised someone would attend the location with a view to place improved signage.

7.5 Traffic Management

- 7.5.1 Councillor/s Update/s *; *Cllr. N. Coe* advised that the latest timescale received to commence work on the Yellow Line Plan was given as two months.

7.6 Green spaces

- 7.6.1 Councillor/s Update/s *; *Cllr. D. Clegg* expressed that compliments are continuing to be received regarding the grass cutting of the Village and the work being completed by Winterton In Bloom

7.7 Maritime/Beach matters

- 7.7.1 Councillor/s Update/s *; The possibility of placing signage on the Barrier at end of Beach Road was discussed and dismissed due to the equipment not being owned by the Parish Council. It was however, AGREED, to speak with GYBC to request a wider barrier (to stop people driving/walking around it) and to move it closer to the edge for safety. **ACTION – J. Towne**
- 7.7.2 *Cllr. N. Coe* advised a new point of contact has been allocated to cover maternity leave with Coastal Partnership East

8. **Committee / Working Group Reports**

- 8.1 Finance Committee: No Report
- 8.2 Environment Working Group: It was noted that the current Group had dissolved
- 8.3 Newsletter Update – It was confirmed that the newsletter had been printed with delivery to take place shortly.

9. **Correspondence, Consultations and Administration**

- 9.1 Cllr J. Bensly - NCC Updates (4)
- 9.2 Operation Randall Newsletters (1) and other Police newsletters

9.3 Correspondence received for council consideration.

- 9.3.1 It was NOTED that a request for a memorial bench on the dunes had been received with advice given.
- 9.3.2 It was NOTED that the funding had been confirmed to complete road works required on Hemsby Road with thanks to *Cllr. J. Bensley*.
- 9.3.3 It was CONFIRMED that the Internal Audit had successfully taken place, with the AGAR meeting booked for 11-06-25 (Finance Meeting)
- 9.3.4 It was CONFIRMED that the Community Payback M.O.U. has been submitted
- 9.3.5 Correspondence received regarding the new bus service 717, which does not include a pick-up at Winterton on Sea. Following discussion, it was agreed for contact to be made with *Cllr. J. Bensley* to see whether he is able to assist.
- 9.3.6 The anonymous complaint received was discussed and it was AGREED that the individual concerned has no affiliation with the parish council and therefore we are unable to respond further.

10. Projects, Proposals and Events

- 10.1 Discuss the potential of a Farmers Market on the Recreation Ground (RT). To be discussed at next Full Council Meeting due to absence of *Cllr. R. Tooke*

11. Planning

- 11.1 To consider consultee response to applications received from Great Yarmouth Borough Council and the Broads Authority.
 - 11.1.1 Applications Received: One
 - 11.1.2 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
06/25/0264/HH	Stone's Throw Cottage North Market Road NR29 4BH	Single storey front extension.	27/03/25	01/05/25	Householder	Undecided <i>No objection from PC</i>

- 11.1.3 To consider consultee response to applications received from Great Yarmouth Borough Council and the Broads Authority after publication of the agenda. None
- 11.1.4 To receive notification of planning decisions taken by Great Yarmouth Borough Council and the Broads Authority, where applicable - None
- 11.1.5 Councillor/s Update/s ***; As per 4.1 – *Cllr. M. Bobby* advised a planning notice from an independent company had been delivered to his address regarding permission to build a summerhouse in North Market Road. The Planning submission did not present as professional with no real details shared. It was agreed to contact Planning at GYBC for advice and to ascertain if any other information was available as yet – **ACTION – J. Towne**

12. Financial Matters

12.1 Receipts to date for May 2025 were NOTED

<u>RECEIPTS</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
VH hire	£315.00	
Allotments	£12.07	
Recreation Ground	£520.00	
TOTAL	£847.07	

12.2 Payments to be made by the end of May 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
Octopus	£81.13	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	£1,248.01	Salaries	BACS
NLGPS	£273.48	Pension	BACS
Nettys'	£31.00	VH Temporary Cleaner	BACS
Kiah's Homebakes	£58.00	APM Cakes	BACS
DS Carpentry	£820.00	Replace VH Fire doors	BACS
Sparkys	£234.00	VH Replacement Heater	BACS
Fiverr (Cllr Punchard)	£35.95	Newsletter Design	BACS
Perfect Pixel Plus	£70.91	Newsletter Printing	BACS
Cllr. D. Clegg	£107.94	Reimbursement – Bin/Inks/Batteries/T-Towels	BACS
R. Smith	£280.00	Grass Cutting	BACS
Cllr. N. Coe	£10.00	Spare Recreation Ground Keys	BACS
T. Newby	£130.00	Internal Audit	BACS
Yarmouth Heat & Plumb	£1,100.00	Deposit towards CR works	BACS
Westcotec	£519.60	SAM Sign Repair	BACS
TOTAL	£5,110.00		

- 12.3 Cllr. D. Clegg CONFIRMED that all invoices for hire/rent for May 2025 have been issued.
- 12.4 RFO J. Towne CONFIRMED the required deposit has been paid to proceed with plumbing works at the Changing Rooms
- 12.5 It was AGREED to pre-approve a budget for the Community payback materials of £700.
- 12.6 The request to obtain a quote to get a new door frame for the Cadets Store was APPROVED – **Action: Cllr. D. Clegg**
- 12.7 The request to obtain a quote to repair the ladies toilet ceiling in the Village Hall was APPROVED. – **Action: Cllr. D. Clegg**
- 12.8 The request to obtain a quote to potentially replace 4 x parking prevention wooden posts on North Market Road and 4/5 x larger posts on Beach Road,

which have rotted at the base was APPROVED – **ACTION – J. Towne**. To see if any update received from Highways before commencing work.

13. Policies and other Calendar Items

13.1 The Co-option Procedure was REVIEWED, APPROVED, and ADOPTED.

14. Confirm Committees of The Council By Resolution

14.1 *Cllr. D. Clegg* was reappointed as Chair of the Finance Committee. Proposed *Cllr. M. Bobby*, Seconded *Cllr. N. Coe* and *Cllr. D. Clegg* accepted the role to be confirmed at the next Finance Committee.

As per the Roles and Responsibilities, the following Councillors Finance Committee membership was AGREED – Chair – *Cllr. D. Clegg*, *Cllr. M. Bobby*, *Cllr. N. Coe*, *Cllr. M. Shepperd* and *Cllr. R. Tunbridge*

Cllr. M. Shepperd was appointed as Chair of the Personnel Committee. Proposed *Cllr. M. Bobby*, Seconded *Cllr. L. McMahon*. *Cllr. M. Shepperd* accepted the role.

As per the Roles and Responsibilities, the following Councillors Personnel Committee membership was AGREED – Chair *Cllr. M. Shepperd*, *Cllr. D. Clegg*, and *Cllr. M. Bobby*

14.2 Terms of Reference per Committee will be presented at the next meeting

15. Confirm Advisory Committees of The Council by Resolution

15.1 Following discussion, it was CONFIRMED that no Advisory Committees were necessary at present.

15.2 Terms of Reference to be presented at the next meeting. NOT APPLICABLE

16. Business for Future Meeting

16.1 The date of the next meeting is set for Wednesday, 25th June 2025, at 7 p.m. in the Village Hall.

16.2 The date of the Finance Meeting is set for Wednesday, 11th June 2025 at 6.30 pm in the Village Hall.

16.3 Items for the next meeting to include:
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

Meeting Closed: 20:35