



WINTERTON-ON-SEA PARISH COUNCIL

Tel: 07918 978921. Email: clerk@wintertononsea-pc.gov.uk

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 29th October 2025

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

Public present: 3

Minutes taken by: J. Towne

1. Apologies and Quorum determined.

- 1.1 Apologies received and ACCEPTED from *Cllr. J. Bensly and Cllr. N. Galer*
- 1.2 Quorum was determined

2. Declarations of Interest

- 2.1 Councillors should declare any pecuniary or non-pecuniary interest on any agenda item. *Cllr. M. Bobby* declared an interest in an updated planning permission application (see minute 10.1.5)
- 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, 24th September 2025, were an accurate record of that meeting & Signed by the Chair
- 3.2 To review the Action Log from that meeting (*where not included in this agenda*)

SEE COMMENTS ON ACTION LOG SHEET

Action 25/06/25. 7	Is Closed as completed.
Action 25/06/25. 9	Is Closed as completed.
Action 30/07/25. 6	Is Closed as no longer required.
Action 24/09/25. 1	Is Closed as completed.
Action 24/09/25. 2	Is Closed as completed.
Action 24/09/25. 4	Is Closed as completed.
Action 24/09/25. 8	Is Closed as completed.
Action 24/09/25. 9	Is Closed as completed.
Action 24/09/25. 10	Is Closed as completed.
Action 24/09/25. 11	Is Closed as completed.
Action 24/09/25. 12	Is Closed as completed.
Action 24/09/25. 14	Is Closed as completed.
Action 24/09/25. 15	Is Closed as completed.

- 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 /APOLOGIES RECEIVED.

It should be noted that the latest report received from Cllr. J. Bensly covered a **Devolution update**

“Following a discussion at full council on 16 October, Norfolk County Council's cabinet have voted in favour of proceeding with devolution.

Devolution will bring new powers and funding to boost jobs, transport, housing and growth in Norfolk and Suffolk. Under the Government's devolution priority programme, Norfolk and Suffolk have been offered:

- The transfer of powers and funding from Whitehall, to enable decisions on jobs, skills, transport, and housing to be taken in Norfolk and Suffolk.
- A multi-million-pound investment fund for 30 years, to spend on local priorities.

The new devolved powers and funding would be overseen by a mayor, elected by voters in May 2026, to lead a new combined authority.

Further details are available in our news release [here](#).

You can find out more about devolution at www.norfolk.gov.uk/devolution.”

4.2 To receive a report from Great Yarmouth Borough Councillor Noel Galer if present. NOT PRESENT /APOLOGIES RECEIVED

4.3 The forum was opened for members of the public.

4.3.1 A member of the public (M.O.P.) raised concern about the condition of the S Bend coming into Winterton from Hemsby. It was conveyed that this had been reported a number of times, and the last update received was during the September meeting, whereby *Cllr. J. Bensly* advised that the road is scheduled for repair, with the delays being due to different contractors / surfacing material being required.

ACTION: To request an update – Cllr. D. Clegg

4.3.2 An M.O.P. asked whether the 30mph sign on the way into Winterton on Sea by the S Bend could be moved to just before Edward Road. Advised that this would be part of Highways’ remit.

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* conveyed that he had been approached regarding flooding at the end of Spindrift Close during heavy rain. The rainwater rises above the pathway and can reach into the garages. *Cllr. N. Coe* spoke with *Cllr. J. Bensly*, who took the time to speak with the affected residents and will look into this matter further. **ACTION – Cllr. N. Coe to monitor**

4.4.2 *Cllr. M. Bobby* conveyed he had been in conversation with Jan Bowles regarding the notable footfall erosion on the beach access (public toilet area). Currently trying to find a solution and has been speaking with the Hermanus Owners for any help they could provide.

5. Regular Council Business: Reports and updates

5.1 Village Hall

5.1.1 Councillor/s Update/s *; (DC/RTo) – *Cllr. D. Clegg* CONFIRMED that the Covid & Flu Vaccination Clinics went very well, with 304 people attending. Coastal Partnership were happy with the turnout and is considering additional services which could be offered.

5.1.2 Added with the agreement of the Chair, *Cllr. M. Bobby* – *Cllr. D. Clegg* advised that the Village Hall had been booked for Christmas Day. With this in

mind, and following research of local Parish Council Hiring terms, the question of deposits to be taken for casual hirers be implemented. Following discussion, it was unanimously AGREED to include a refundable £50 deposit be taken from casual hires from 01/12/2025. **ACTION – J. Towne & Cllr. D. Clegg** to update terms and conditions and the invoice template. To ensure GDPR is covered.

5.2 Recreation Ground

- 5.2.1 Councillor/s Update/s *; (JS/LM/MB). Following consideration to approve obtaining quotes to decorate the Changing Rooms, it was PROPOSED by Cllr. R. Tunbridge and SECONDED by Cllr. R. Tooke to do so. **ACTION – Cllr. D. Clegg**
- 5.2.2 It was noted that due to the security and safety of the changing rooms, it was AGREED prior to the meeting to obtain quotes to fix/replace/repair the current doors. Quotes were sought with one Contractor attending; however declined to quote. An additional Contractor submitted quotes which were CONSIDERED, taking into account the urgency of the works required, the price and reviews of the Contractor. It was AGREED to proceed – PROPOSED – Cllr. J. Smithson, SECONDED – Cllr. M. Shepherd. **ACTION – Advise Contractor DS Carpentry of successful quote.**
- 5.2.3 The dedication plaque for the new bench in The Recreation Ground was discussed. It was PROPOSED by Cllr. D. Clegg to dedicate the plaque to Mr David Neve in acknowledgement for all the hard work completed. as Chairman for the Parish Council. This was SECONDED by Cllr. M. Shepherd. **ACTION – Cllr. D. Clegg** to make contact with Mrs Neve to gather some wording for the plaque.

5.3 Allotments / Duffles Pond

- 5.3.1 Councillor/s Update/s *; (LM) – Cllr. L. McMahon CONFIRMED that the water had been turned off. Cllr. J. Smithson asked if the water tanks required preservatives as yet. **ACTION: Cllr. L. McMahon** to investigate if we have any in storage. If not, to replace,

5.4 Village Maintenance

- 5.4.1 Councillor/s Update/s *; (LM/RTo/DC) – Nothing to report

5.5 Traffic Management

- 5.5.1 Councillor/s Update/s *; (NC/LM/RT) Cllr. N. Coe conveyed that a request to put cones out on Winner Avenue had been received. It was felt that following on from Phase I of the yellow line project, it was always believed that the cones would not be required. As the cones aren't enforceable, it was AGREED to include the "question" in the next survey for Phase II of the yellow line project, **ACTION – J. Towne / Cllr. N. Coe**

5.6 Green spaces

- 5.6.1 Councillor/s Update/s *; The proposed pathway on the village green on Black Street was updated by Cllr. N. Coe, who conveyed Cllr. J. Bensly and Highways have been contacted to ascertain the possibility of this proposal.

Both were positive, recommending material suggestions. **ACTION – J. Towne** to commence application for the Parish Partnership Scheme and request a quote

5.7 Maritime/Beach matters

- 5.7.1 Councillor/s Update/s *****; (MS/NC) *Cllr. N. Coe* CONFIRMED that the missing posts/bollards were being replaced; however, more now appear to be missing. **ACTION – Cllr. N. Coe** to report
- 5.7.2 *Cllr. N. Coe* CONFIRMED that the new 'restricted parking zone' signs were in place on Beach Road and the reg order was confirmed for 13/10/25.
- 5.7.3 Added with agreement from Chair *Cllr. M. Bobby*. Jan Bowles had advised that 3 x tank traps had been given approval to move in line with the others, with work taking place imminently.
Jan Bowles also conveyed that a report had been published stating the beach toilets would be closed from November until 31st March 26. This was published in error, and confirmed that the toilets would be open

5.8 Neighbourhood Meeting

- 5.8.1 Councillor/s Update/s *****; (NC/DC) *Cllr. D. Clegg* conveyed that the Police were promoting their new website - <https://www.myneighbourhoodupdates.co.uk/> and encouraging residents to register to see local updates.
Following the Summer break and the Police prioritising their workload, the village should now see more police presence.
The next Neighbourhood meeting (with Rural Flegg villages) will be held at Rabbit Hutch, Allendale Road, Caister, 6:00 PM, Thu 29th January 2026.

5.9 Community Payback Scheme

- 5.9.1 Councillor/s Update/s *****; (DC/JS) *Cllr. D. Clegg* CONFIRMED that the Community Payback Team will start clearing the vegetation from the Recreation Ground Car Park and cutting back the flowerbeds at the entrance shortly. This will be the last visit for 2025. A new task has been proposed to start clearing the village walkways in 2026. To investigate during a walk around.

6. **Committee / Working Group Reports**

- 6.1 Finance Committee: No Report
- 6.2 Environment Working Group: No Report
- 6.3 Newsletter Update – It was CONFIRMED that the newsletter is in progress with *Cllr. M. Shepperd* to arrange 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.
 - 7.3.1 It was CONFIRMED that the completion of the Limited Assurance Review for the year ended 31/03/25 has been received.

- 7.3.2 Summer Fayre & Fun Dog Show 2026 Suggestion. The residents were present and spoke of their idea to possibly hold a 2-day event in 2026. It was conveyed that the PC were also in the process of planning an event for 2026. Further discussion required. **ACTION – Cllr. M. Bobby**

8. Co-option to Vacant Positions of Councillors

- 8.1 It was CONFIRMED that the co-opt of one vacancy from applications received at the next planned PC Meeting, Wednesday 26th November. **ACTION – J. TOWNE** - To confirm with applicants.

9. Projects, Proposals and Events

- 9.1 It was CONFIRMED that the Harmony Belles will be singing around the Christmas Tree at 6 pm on Tuesday, 16th December 2025.

10. Planning

- 10.1 To consider consultee response to applications received from Great Yarmouth Borough Council and the Broads Authority.

- 10.1.1 Applications Received: 2

- 10.1.2 Applications Update: *If not shown below, all applications before Nov '24 have been closed.*

Reference	Location	Proposal	Date PC Informed	Received by GYBC	Type	Status
06/25/0658/F	Long Beach Park Kings Loke NR29 4JD	Variation of Condition 2 of the deemed planning permission granted by virtue of Caravan Sites and Control of Development Act 1960 and the existing Site Licence dated 16th January 1980, ref: BF116155700, to remove the existing seasonal-occupancy period restriction which limits occupation to use only by caravans for holiday purposes from the 20th March to 31st October in any year, and instead allow year-long occupation of caravans for holiday purposes.	09/10/2025	08/08/2025	Full	Undecided <i>Objection – Concern that this could lead to people living there permanently & not having a main home elsewhere.</i>
06/25/0659/F	Beach Estate & Sandsgate Caravan Parks (trading as Sandsgate St Thomas's Road NR29 4JE	Variation of Condition 1(a) of the deemed planning permission granted by virtue of Caravan Sites and Control of Development Act 1960 and the existing Site Licence dated 25th June 2013, ref: HE/0077/00004/00000/CA R/RF/conditions, to remove the existing seasonal-occupancy period restriction which limits site occupation to use only by	09/10/2025	08/08/2025	Full	Undecided <i>Objection – Concern that this could lead to people living there permanently & not having a main home elsewhere.</i>

Winterton-on-Sea Parish Council Meeting Minutes, 29th October 2025

		caravans for holiday purposes between 20th March and 31st October in any year, and instead allow year-long occupation of caravans for holiday purposes.				
--	--	---	--	--	--	--

- 10.1.3 To consider consultee response to applications received from Great Yarmouth Borough Council and the Broads Authority after publication of the agenda. NONE.
- 10.1.4 To receive notification of planning decisions taken by Great Yarmouth Borough Council and the Broads Authority, where applicable. None
- 10.1.5 Councillor/s Update/s ***; *Cllr. M. Bobby* conveyed that planning application 06/25/0177/F (3 The Bungalow, North Market Road, Winterton-on-Sea, NR29 4BL) has been withdrawn.

11. Financial Matters

- 11.1 To note receipts to date for October 2025 were NOTED.

<u>RECEIPTS</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
VH hire	£405.00	to 31/10
Recreation ground	£500.00	To 31/10
TOTAL	£905.00	

- 11.2 Payments to be made by the end of October 2025 were AGREED.

<u>PAYEE</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>METHOD</u>
Anglian Water	£30.00	Allotments water	DD
Unity Bank	£6.00	Bank Charges	DD
Octopus	£46.44	VH Electricity	DD
Plan	£29.99	Mobile Phone	DD
Anglian Water	£38.00	VH sewerage	DD
ICO	£47.00	Information Commissioner's Office	DD
Salaries/HMRC	£1,277.82	Salaries	BACS
NLGPS	£282.32	Pension	BACS
J. Towne	£21.50	Reimbursement-poppy wreath	BACS
Cllr. J. Smithson	£29.95	Reimbursement - Ext Lead, brushes, light switch	BACS
Cllr. D. Clegg	£11.04	Amazon - dustpan and brush	BACS
Cllr. D. Clegg	£79.00	Hughes - Microwave	BACS
Cllr. D. Clegg	£47.65	Amazon - Ink Cartridges	BACS
Cllr. D. Clegg	£49.69	Amazon - Ink Cartridges	BACS
Cllr. D. Clegg	£23.64	Amazon - Ink Cartridges	BACS
Cllr. D. Clegg	£4.90	Food Warehouse - Comm Payback	BACS
Cllr. D. Clegg	£48.00	B & Q - Comm Payback	BACS
Cllr. D. Clegg	£17.17	Amazon VH Mop	BACS
East Coast Waste	£248.23	Skip Hire	BACS
R. Smith	£200.00	Grass Cutting	BACS
TOTAL	£2,548.34		

- 11.3 *Cllr. D. Clegg* CONFIRMED that all invoices for hire/rent for October have been issued.
- 11.4 It was CONFIRMED that pre-approval had been given to replace the VH Microwave
- 11.5 It was CONFIRMED that the pre-approval request to purchase the yearly poppy wreath to ensure delivered in time was given.
- 11.6 Following consideration, the request to purchase the Village Christmas Tree was APPROVED up to £220 and new Christmas Tree lights APPROVED up to £150 .
- **ACTION – Cllr. J. Smithson**
- 11.7 The cancellation of an event at the VH was noted, with the booking fee of £60 donated. Thanks given.
- 11.8 It was CONFIRMED that an account had been opened with Brewers with approved purchasers added.
- 11.9 Following consideration and comparison of options, it was AGREED to apply for a Purchasing Card to reduce the number of purchases being made using Cllr monies. **ACTION – J. Towne to apply.**
- 11.10 The quotes received to repair or replace the VH door were considered and compared, taking into account value, reviews and timescale with the quote received from J. Bell being APPROVED. A contingency of £500 was AGREED in case of any unforeseen issues. Proposer – *Cllr. D. Clegg* seconded – *Cllr. M. Bobby* – **ACTION- Cllr. D. Clegg to inform.**

12. Policies and other Calendar Items

- 12.1 Co-option Policy – Minor amendment was REVIEWED, APPROVED, and ADOPTED

13. Business for Future Meeting

- 13.1 The date of the next Meeting is CONFIRMED for Wednesday, 26th November 2025, at 7 p.m. 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.

None

Meeting ends: 20:58