



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 26th November 2025

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

Public present: 2

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. R. Tooke* declared an interest in a listed planning permission application (see minute 10.1.5)
- 2.2 To consider any dispensation requests received. NONE RECEIVED

3. Co-option to Vacant Positions of Councillors – Voting to take place at commencement of meeting excl. Public and Press

- 3.1 All applicants had submitted comprehensive application forms, which had been distributed to all Councillors. Following discussion, with resolution an anonymous vote took place (paper form) which was counted by *Cllr. M. Bobby*. It was officially confirmed that Mr R Burrows was successful in his application. An Acceptance of Office Form & Disclosable Pecuniary Interest forms were signed and *Cllr. R. Burrows* was invited to join the meeting. **ACTION – Forms to be processed by Clerk. J. Towne**

4. Minutes of previous Meeting

- 4.1 Councillors AGREED that the minutes of the Council meeting held on Wednesday, 29th October 2025, were an accurate record of that meeting & Signed by the Chair
- 4.2 To review the Action Log from that meeting (*where not included in this agenda*)

SEE COMMENTS ON ACTION LOG SHEET

Action 30/07/25. 4	Is Closed as completed.
Action 30/07/25. 8	Is Closed as completed.
Action 24/09/25. 3	Is Closed as completed.
Action 24/09/25. 5	Is Closed as fence repaired.
Action 24/09/25. 7	Is Closed as completed.
Action 24/09/25. 13	Is Closed as completed.
Action 29/10/25. 1	Is Closed as completed.
Action 29/10/25. 1	Is Closed as completed.
Action 29/10/25. 2	Is Closed as contact maintained
Action 29/10/25. 3	Is Closed as completed.
Action 29/10/25. 4	Is Closed as completed.

Action 29/10/25. 5	Is Closed as completed.
Action 29/10/25. 6	Is Closed as completed.
Action 29/10/25. 6	Is Closed as completed.
Action 29/10/25. 9	Is Closed as completed.
Action 29/10/25. 10	Is Closed as completed.
Action 29/10/25. 11	Is Closed as completed.
Action 29/10/25. 12	Is Closed as completed.
Action 29/10/25. 13	Is Closed as completed.
Action 29/10/25. 14	Is Closed as completed.
Action 29/10/25. 15	Is Closed as completed.

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

5. Public Participation and Reports

- 5.1 To receive a report from Great Yarmouth Borough and Norfolk County Councillor James Bensly, if present. NOT PRESENT /APOLOGIES RECEIVED.
- 5.2 To receive a report from Great Yarmouth Borough Councillor Noel Galer if present. NOT PRESENT /APOLOGIES RECEIVED
- 5.3 The forum was opened for members of the public.
- 5.3.1 A member of the public (M.O.P.) raised concern about the leak in the lane leading to Coastguard Cottages off King St. They continued that they had contacted Anglian Water and Essex & Suffolk Water who both told them that there was nothing they could do as it was coming from a private road. *Cllr. N. Coe* advised that this had been reported. See minute 6.4.2
- 5.3.2 An M.O.P. reported that a hedge had been cut by the Children's Playground with the cuttings being left. Advised will look into – **ACTION – Cllr. D. Clegg**
- 5.3.3 An M.O.P. wanted to introduce himself after moving to the Village and to ask whether there were any volunteer positions with hospital transport etc. The PC welcomed him to the village and advised him on potential opportunities.
- 5.4 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 –
- 5.4.1 *Cllr. N. Coe* advised that the matter of flooding in Spindrift Drive, following heavy rain, was raised once more by a resident. **ACTION – Clerk – J. Towne** to follow up with *Cllr. J. Bensly* and J. Le-May
- 5.4.2 *Cllr. J. Smithson* conveyed that he had been contacted by a resident concerned about prescriptions and asked whether there was still a liaison person at Coastal Practices. **ACTION – Cllr. D. Clegg** to make contact.
- 5.4.3 *Cllr. N. Coe* explained that he had received a phone call from a resident in The Lane concerned about whether the Tractor Run will go down The Lane again. This was due to potential damage which could be caused. *Cllr. R. Tooke* advised that the Tractor Run will only use main roads in the future.

6. Regular Council Business: Reports and updates

6.1 Village Hall

- 6.1.1 Councillor/s Update/s *; (DC/RTo) – It was brought to *Cllr. D. Clegg's* attention that there is a leak in the roof of one of the storage sheds. A

contractor came out to look & it appears to be in the gully in the corner, but was unwilling to undertake the work. *Cllr. R. Tooke* is happy to carry out a 'quick fix' with some sealant to the inside of the shed. This was agreed..

- 6.1.2 *Cllr. D. Clegg* CONFIRMED that the Coastal Practices will be using the VH for dispensing on Tuesdays weekly between 11-12.

Mondays & Thursdays will still be in the Church Rooms between 11-12.

- 6.1.3 *Cllr. M. Shepperd* proposed using the Village Hall as a “Warm Hub” during the Winter months. All Councillors agreed that this was a good idea and *Cllr. M. Sheperd* will take the lead with a view to commence in January, once a fortnight between 10am to 2pm. This will offer residents a place of warmth, an opportunity to socialize with activities taking place. This will be of no charge to the residents. **ACTION – Cllr. M. Shepperd**

6.2 Recreation Ground

- 6.2.1 Mrs. Neve was approached to get approval for a dedication plaque for her husband to be placed on a new bench in the Recreation Ground. Mrs. Neve gave permission and was thankful to the Parish Council for remembering her husband. *Cllr. D. Clegg* CONFIRMED that the new bench and dedication plaque for Mr. D. Neve has been ordered (DC)

6.3 Allotments / Duffles Pond

- 6.3.1 Councillor/s Update/s *; (LM) – *Cllr. L. McMahon* advised that Duffles Pond would now be closed throughout the Winter (Dec/Jan), opening at the weekend. Confirmed he will publicize.
The 2027 Allotment rent increase was DISCUSSED and an increase of 2% was CONFIRMED.

6.4 Village Maintenance

- 6.4.1 Councillor/s Update/s *; (LM/RTto/LM) *Cllr. D. Clegg* advised that the condition of the S Bend continues to deteriorate, with updates requested.
ACTION - Clerk J. Towne
- 6.4.2 A M.O.P also raised concern regarding the water leak in the lane leading to Coastguard Cottages. See minute 5.3.1

6.5 Traffic Management

- 6.5.1 Councillor/s Update/s *; (NC/LM/RT) *Cllr. N. Coe* advised that the Councillors completed a Village walk-around to identify where yellow lines and “H” bars may be beneficial to the village. **ACTION – Cllr. N. Coe** to contact Cllr. J. Bensly and J. Le-May to arrange a meet up for advice/opinions
- 6.5.2 *Cllr. D. Clegg* advised she had received complaints regarding unsafe parking on the Winner Ave corners and requested use of traffic cones on the Winner Ave corners for safety reasons. Following discussion, it was AGREED for cones to be used in this area at weekends and busy times. It should be noted that 2 x Councillors were against. **ACTION – Cllr. D. Clegg** to arrange.
- 6.5.3 Added with agreement from the Chair. *Cllr. R. Tunbridge* CONFIRMED moving the SAM Sign from The Craft to Bulmer Lane. 2 x new batteries be purchased. APPROVED – **ACTION – Cllr. R. Tunbridge** to purchase

6.6 Green spaces

- 6.6.1 Councillor/s Update/s *; (DC/NC) The proposal and estimated costs to complete the proposed pathway on the village green on Black Street were discussed. The implications of cost, health and safety and positives/negatives to the Village were CONSIDERED. A vote took place with 5 For, 3 Against and 1 Abstain – It was therefore APPROVED to submit – **ACTION – Clerk J. Towne**
- 6.6.2 It was CONFIRMED that the additional grass cuts had been APPROVED

6.7 Maritime/Beach matters

- 6.7.1 Councillor/s Update/s *; (MS/NC) *Cllr. M. Shepperd* CONFIRMED that a meeting took place on 6th November 2025 with G. Bloomfield. Outcome - Regarding the £1.6m committed to schemes affecting Hemsby. G. Bloomfield advised that a small amount of money is available for a local engagement event if we want one. Consensus of those meeting with G. Bloomfield was such an event is unlikely to add value. G. Bloomfield will provide us with an up-to-date assessment of current risk plus access to Environment Agency tools to review flooding projections. Essentially, even a repeat of the 1953 floods would not see the village at risk

6.8 Community Payback Scheme

- 6.8.1 Councillor/s Update/s *; (DC/JS) It was CONFIRMED that the Community Payback Scheme has finished for 2025. New tasks to be proposed for 2026

7. **Committee / Working Group Reports**

- 7.1 Finance Committee: No Report
- 7.2 Environment Working Group: No Report
- 7.3 Newsletter Update – *Cllr. M. Shepperd* CONFIRMED that the last Newsletter of 2025 is being distributed.

8. **Correspondence, Consultations and Administration**

- 8.1 Cllr J. Bensly - NCC Updates (1)
- 8.2 Operation Randall Newsletters (0) and other Police newsletters
- 8.3 Correspondence received for council consideration.
- 8.3.1 Correspondence received regarding a fallen fence from the Recreation Ground and concern that the trees by the Changing Rooms could cause damage to the communication lines was DISCUSSED. Advise resident to report to BT, PC has already reported.

9. **Projects, Proposals and Events**

- 9.1 *Cllr R. Tooke* provided a presentation on the planned Winterton Village Festival .It was CONFIRMED that the cricket Field would not be used during this event and that there would be no parking on the grass. A Working Group was CONFIRMED with *Cllr. R. Tooke, Cllr. L. McMahon and Cllr. M. Shepperd*. More volunteers will be required.
- To add an earmarked reserve for events at £2000 – **ACTION – Clerk J Towne**

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: 1

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
06/25/0925/TEL	Manor Farm Road (land on the east verge) Winterton NR29 4DY	Installation of a 8m tall light wooden pole as fixed line broadband apparatus.	30/10/2025	Not Received	Telecom2 8 day not.	Undecided No Objection from PC

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. R. Tooke* abstained from vote due to pole being at the end of their land.

11. Financial Matters

11.1 To note receipts to date for November 2025 were NOTED.

<u>RECEIPTS</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
VH hire	£530.00	to 26/11
TOTAL	£530.00	

Monies received following the Full Parish Council Meeting:

<u>RECEIPTS</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
VH hire	£200.00	from 26/11 to 30/11
TOTAL inc previous	£730.00	

11.2 Payments to be made by the end of November 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	£81.27	VH Electricity	DD
Anglian Water	£38.00	VH sewerage	DD
Salaries/HMRC	£1,082.42	Salaries	BACS
NLGPS	£282.32	Pension	BACS
J. Towne	£92.00	Reimbursement-brown bin	BACS
J. Towne	£36.44	Reimbursement - Newsletter design	BACS
Cllr. J. Smithson	£199.98	Reimbursement - Xmas Tree Lights	BACS
Cllr. J. Smithson	£20.98	Extension Lead for Lights	BACS
Cllr. J. Smithson	£7.98	Cement for Kitchen Floor	BACS
Cllr. D. Clegg	£378.97	Reimbursement - dishwasher	BACS

Perfect Pixel	£70.91	Newsletter Printing	BACS
C. Massey	£150.00	Rec Ground Fence Repairs	BACS
R. Smith	£280.00	Grass Cutting	BACS
DS Carpentry	£1,520.00	4 x invoices for CR doors	BACS

TOTAL £4,277.27

- 11.3 *Cllr. D. Clegg* CONFIRMED that all invoices for hire/rent for November have been issued.
- 11.4 The quotes received for decorating the Changing Rooms were discussed, taking into account cost, availability and recommendations. Quote at £1,460.00 inclusive of labour and materials was APPROVED. – **ACTION – Cllr. D. Clegg** to advise Westcott Painting and Decorating.
- 11.5 It was CONFIRMED that new Christmas Lights have been purchased for £199.98. The extra £49.98 spent was with approval from RFO.
- 11.6 Following discussion and requirement, it was APPROVED to purchase of a floor polisher for the Village Hall, at an approximate cost of £100 - **ACTION – Cllr. D. Clegg** to purchase
- 11.7 Added with agreement from the Chair. *Cllr. R. Tunbridge* has requested 2 x new batteries for the SAM Machine. This was APPROVED. **ACTION – Cllr. R. Tunbridge** to purchase

12. Policies and other Calendar Items

- 12.1 The Village Hall Health and Safety Assessment was considered, and it was AGREED to defer - **ACTION Cllr. M. Bobby & Cllr. M. Shepperd** to review and resubmit
- 12.2 The Health and Safety Policy for the Village Hall were considered, and it was agreed to defer – **ACTION Cllr. M. Bobby & Cllr. M. Shepperd** to review and resubmit
- 12.3 The Work Plan for 2026 including a review of the emergency plan was considered and it was agreed to defer. **ACTION Cllr. M. Bobby & Cllr. M. Shepperd** to review and resubmit

13. Business for Future Meeting

- 13.1 The date of the next Finance Meeting is set for Wednesday, 10th December 2025, at 6.30 p.m. in the Village Hall.
- 13.2 The date of the next Meeting is set for Wednesday, 28th January 2026, at 7 p.m. in the Village Hall.
- 13.3 It was agreed to fix 4 x “Operational Meeting” Dates for 2026 – **ACTION – Cllr. M. Bobby** to request agreeable dates with all Councillors

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.

As per 3.1

Meeting ends: 21:11