



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 pm on
Wednesday 28th January 2026

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

Public present: 8

Minutes taken by: J. Towne

Vice Chairman Cllr. L. McMahon Chaired in Cllr. M. Bobbys absence and welcomed everyone to the meeting & thanked them for their support

1. Apologies and Quorum determined.

- 1.1 Apologies received and ACCEPTED from *Cllr. M. Bobby, PC C. Ball 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.
Interests declared regarding Agenda Item 14
Cllr. M. Shepperd declared he is the social Secretary of The Bowls Club.
Cllr. R. Tunbridge declared that he is a member of The Bowls Club
- 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 November 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 29/10/25. 7	Is Closed as completed.
Action 26/11/25. 1	Is Closed as completed.
Action 26/11/25. 2	Is Closed as completed.
Action 26/11/25. 3	Is Closed as completed.
Action 26/11/25. 4	Is Closed as completed.
Action 26/11/25. 6	Is Closed as completed.
Action 26/11/25. 7	Is Closed as completed.
Action 26/11/25. 8	Is Closed as completed.
Action 26/11/25. 9	Is Closed as completed.
Action 26/11/25. 10	Is Closed as completed
Action 29/11/25. 11	Is Closed as completed.
Action 29/11/25. 12	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

- 3.4 Councillors AGREED that the minutes of the Extraordinary Council meeting held on Wednesday 7th January 2026 were an accurate record of that meeting & Signed by the Chair

4. Public Participation and Reports

- 4.1 *Great Yarmouth Borough and Norfolk County Councillor James Bensly* firstly welcomed the new *Cllr. R. Burrows* and shared the following report:

Environment Agency's coastal adaptation pilot - funding for Norfolk

The Environment Agency has announced funding to support new coastal adaptation pilots to help England's most at risk coastal areas prepare for climate change.

£18 million will be shared between coastal projects across the East Riding of Yorkshire, Norfolk and Suffolk to continue advanced coastal adaptation work. These areas have been at the forefront of developing innovative approaches to coastal transition and will help fund new long-term adaptation approaches. An additional £12 million will also be made available to Regional Flood and Coastal Committees (RFCCs) to select projects that can deliver smaller scale actions.

Winter Gardens

GYBC report "Behind the hoarding's, exciting progress is taking shape. Careful strip-out works and specialist piling and substructure improvements are laying the groundwork, designed to secure the Winter Gardens for generations to come."

82 new homes approved for The Conge, Great Yarmouth

Cllr. J. Bensly shared "that councillors have given the green light for the first phase of an exciting new housing development at The Conge, delivering 82 high-quality, energy-efficient homes in the heart of Great Yarmouth."

Elections

Cllr. J. Bensly confirmed that due to the Local Government Changes taking place that the mayoral election had been moved to 2028.

- 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 Bowls Club used this time to share further information in support of their Grant application. They conveyed, like all groups, Covid did have an impact on their club. Since then, the member numbers have increased to approx. 50 with new members always welcome. Major work had been completed since 2022 inclusive of a removeable ramp to create easier access, re-roofing the veranda and sheds, major structural repair to the green surround and replacement of perished astro-turf. The grant application would assist in installing a replacement well point.

- 4.3.2 2 M.O.P shared concerns regarding Duffles Pond whereby they noted that all the ivy had appeared to be killed. Felt that this was detrimental to the wildlife haven which Duffles Pond is known as. Requested an answer as to why this had taken place. *Cllr. L. McMahon* noted that the trees in question are on the allotment boundary and not within Duffles and the trees while covered in ivy cause a sailing effect and are potentially dangerous and the work was necessary in order to carry out a full inspection of the trees ahead of any potential future work, which is currently not possible due to excess ivy cover. *Cllr. L. McMahon* further advised that this was done to increase the light into the area to aid biodiversity. Frustration was shown and understandable with reminder to remain polite. To try and ensure better communication in future – **ACTION – Cllr. L. McMahon**
- 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* updated on the reported flooding in Spindrift Close. Justin Le-May had visited the area and looked at the drains with further investigation required.

5. Regular Council Business: Reports and updates

5.1 Village Hall

- 5.1.1 It was CONFIRMED that the PAT Testing is due February 2026 – **ACTION – Clerk. J. Towne to arrange.**
- 5.1.2 It was CONFIRMED that new insulation has been added to the Village Hall

5.2 Recreation Ground

- 5.2.1 Councillor/s Update/s *; (JS/LM/MB) – It was CONFIRMED that the new dedicated bench for David Neve has now been installed. Thanks, given to *Cllr. James Bensly* for arranging & funding this

5.3 Allotments / Duffles Pond

- 5.3.1 Councillor/s Update/s *; (LM) – *Cllr. L. McMahon* advised that *Cllr. J. Bensly* had provided £1000 towards the planned Duffles Pond Hide from the ward budget. Thanks given.

5.4 Village Maintenance

- 5.4.1 Councillor/s Update/s *; (LM/RTo/LM) – The request for an additional gritting bin at George Beck Road / Ackland Close was discussed. *Cllr. J. Bensly* advised that they should be able to provide one. **ACTION – Clerk, J. Towne / Cllr. M. Shepperd to request.**
- 5.4.2 The reported rain ingress to Gritting Bins on the Holway and adjacent to the Village Hall was discussed and CONFIRMED that these can be reported through the NCC website – **ACTION – Cllr. M. Shepperd to report.**

5.5 Traffic Management

- 5.5.1 Councillor/s Update/s *; (NC/LM/RT) – An update on the reported condition of the S-Bend into Winterton on Sea, Hemsby Road, was discussed. Noted that potential dates for repair had been

given several times, however it has now been recorded as October 2026.

ACTION – Clerk. J. Towne to contact Cllr. J. Bensly for further updates.

Cllr. N. Coe reported that phase II of the yellow line plan commenced, considering that the first phase too approximately 4 years. Cllr. N. Coe, Cllr. D. Clegg and Justin Le-May (Highways) completed a walk around to identify potential yellow line locations this also included A bus stop marking on Black St. & 'H' bars where appropriate to aid access. Plans / ideas will be published for residents when available. **ACTION -Cllr. N. Coe & Cllr. D. Clegg**

5.6 Green spaces

- 5.6.1 Councillor/s Update/s *; (DC/NC) It was CONFIRMED that the application for funding through the Parish Partnership Scheme for the proposed pathway on the village green on Black Street has been submitted
- 5.6.2 Concerns raised about children climbing on a tree which previously had a warning notice “not to climb” was discussed. After discussion it was decided no further action as the Parish Council did not feel signs are necessary.
- 5.6.3 The proposal for a live Christmas Tree in the future was discussed. A positive response was received, however concern from Highways was shared regarding electrics in this location and it was felt that the placing of the Christmas Tree was a community event. At this time, it was AGREED to continue to purchase a Christmas Tree yearly.
- 5.6.4 Added with permission from the Chair. Cllr. R. Tooke reported that the visibility from Bulmer Lane (pond side) was obscured by overgrown brambles. Advised to report – **ACTION – Clerk. J. Towne**

6. **Committee / Working Group Reports**

- 6.1 Finance Committee: No Report
- 6.2 Newsletter Update – It was CONFIRMED that the first Newsletter of 2026 is in progress and will be distributed in February 2026

7. **Correspondence, Consultations and Administration**

- 7.1 Cllr J. Bensly - NCC Updates (3) – Dec/Jan
- 7.2 Operation Randall Newsletters (1) and other Police newsletters – Dec/Jan
- 7.3 Correspondence received for council consideration. None

8. **Projects, Proposals and Events**

- 8.1 Cllr. D. Clegg gave an update on the Changing Room Refurbishment conveying good progress being made with the internal refurb almost complete, just some finishing touches required. The external painting is scheduled to commence during Spring (weather dependant)

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: 1
 - 9.1.2 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
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06/25/1063/TEL	Land opposite Jubilee House The Loke Winterton-on-Sea	Installation of a 9m extra light wooden pole as fixed line broadband apparatus	11/12/2025	Not Received	Telecoms 28 day not.	No Objection
06/25/0891/TRE	Cornercroft Back Road Winterton NR29 4BG	Works to trees protected by Tree Preservation Order (TPO No. 6 1990) - T1 (Sycamore) Crown reduction to approx. 5.5m spread; T2 (Oak) Crown reduction to approx. 7m spread; T3 (Blue Cedar) Crown reduction to approx. 5m spread; T4 (Hazelnut) Crown reduction to approx. 5m spread.	27/11/2025	27/10/2025	Works to Trees	Undecided No objection

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. None

9.1.5 Councillor/s Update/s ***; *None*

10. Financial Matters

10.1 Receipts to date for December 2025 were NOTED.

<u>RECEIPTS</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
Artisan Fayre	£110.00	To 31/12
VH hire	£400.00	To 31/12
TOTAL	£510.00	

10.2 Payments to be made by the end of December 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	£91.07	VH Electricity	DD
Anglian Water	£38.00	VH sewerage	DD
Anglian Water	£82.39	VH Water	DD
eon	£129.51	CR Quarterly Electricity	DD
Salaries/HMRC	£1,197.96	Salaries	BACS
NLGPS	£328.86	Pension	BACS
Winterton PCC	£1,300.00	Conc Functions - churchyard grass	BACS
Viking	£38.91	VH Cleaning supplies	BACS
Cllr. D. Clegg	£36.82	Direct365 VH Paper Towels	BACS
DS Carpentry	£540.00	CR Doors splicing	BACS
Eddies Gardening	£660.00	Grass Cutting - Playground	BACS
Eddies Gardening	£2,075.00	Grass Cutting - Recreation Ground	BACS
Nettys	£295.00	Deep Clean – CR	BACS
Cllr. D. Clegg	£94.47	Floor Polisher	BACS
R. Smith	£80.00	Grass Cutting	BACS
Westcott	£1,060.00	CR Decorating (o/s paid)	BACs
Cllr. D. Clegg	£10.50	Beach Cleaning	BACs

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Cllr. D. Clegg £13.00 CR Padlock BACs

TOTAL £8,083.99

10.3 Receipts to date for January 2026 were NOTED.

<u>RECEIPTS</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
VH hire	£260.00	To 27/01
Allotments	£1,195.44	To 27/01
TOTAL	£1,455.00	

10.4 Payments to be made by the end of January 2026 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	£134.41	VH Electricity	DD
Anglian Water	£38.00	VH sewerage	DD
Salaries/HMRC	£1,277.82	Salaries	BACS
NLGPS	£282.32	Pension	BACS
Zurich Insurance	£1,896.70	Insurance	BACS
SLCC	£200.00	Subscription	BACS
Cllr Clegg	£4.85	Amazon - Laminating Pouches	BACS
Cllr Clegg	£22.77	Amazon - Ink	BACS
Cllr Clegg	£12.56	Screwfix - reimbursement	BACS
Cllr Clegg	£12.99	Amazon - Toilet Brushes	BACS
Cllr Clegg	£13.18	Amazon - Drain Cover x 2	BACS
Brewers	£89.40	Allotment Supplies	BACS
Wrentham Xmas Trees	£220.00	Village Xmas Tree	BACS
Cllr Tooke	£23.76	SLS Rock Salt reimbursement	BACS
Scribe	£1,175.04	Subscription	BACS
CAN Membership	£50.00	Subscription	BACS
Winterton's	£200.00	VH Door Supplies - J. Bell	BACS
Winterton's	£475.00	VH door repairs - J. Bell	BACS
AZ Property Maintenance	£400.00	VH Insulation	BACS
AZ Property Maintenance	£450.00	VH Insulation Materials	BACS
C. Massey	£150.00	Duffle Pond Tree Works	BACS
Cllr Smithson	£32.26	CR - Shower Head brackets	BACS
TOTAL	£7,197.06		

10.5 *Cllr. D. Clegg* CONFIRMED that all invoices for hire/rent for January have been issued

10.6 The request to purchase of a number of items for the Changing Rooms at a cost of Approx. £200 was APPROVED

10.7 The request for a new "Do not Climb" sign on the Village Hall green was declined.

10.8 *Cllr. D. Clegg* CONFIRMED that all invoices for allotments have been issued

- 10.9 The request to replace a soap dispenser in the urinals (VH) was APPROVED
- 10.10 It was ACKNOWLEDGED that the insurance is due to renew on 28th February 2026. Year 2 of a 3-year contract
- 10.11 APPROVAL was given for 1x online training for “Induction for Councillors” through Norfolk PTS @£65 + VAT

11. Policies and other Calendar Items

- 11.1 The Reserves Policy for this Parish Council was REVIEWED and APPROVED

12. For Approval Following Finance Meeting Held 10-12-25

- 12.1 The Bank Reconciliation to end December 2025 was APPROVED.
- 12.2 It was APPROVED that all banking arrangements remain unchanged, including signatories as *Cllr. D. Clegg*, *Cllr. L. McMahon* and *Cllr. N. Coe*
- 12.3 The updated asset register was REVIEWED and APPROVED with one damaged wheelchair and barrow to be scrapped. **ACTION – Clerk. J. Towne**

13. Business for Future Meeting

- 13.1 The date of the next Meeting is CONFIRMED for Wednesday, 25th February, 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.

- 14. *Cllr. R. Tunbridge* and *Cllr. M. Shepperd* left the meeting following declarations of interest.
Additional information on the Bowls Grant Application had been issued and reviewed. Proposed – *Cllr. L. McMahon*, Seconded – *Cllr. D. Clegg*.
It was RESOLVED with all Cllrs in APPROVAL and felt this is beneficial to the Village. The budget was addressed and agreement of a fair amount AGREED to underwrite a grant of £3,000 towards the application.
- 15. The grass-cutting quotes received for specific areas were REVIEWED and CONSIDERED. Proposer – *Cllr. D. Clegg*, Seconder – *Cllr. L. McMahon*
It was RESOLVED with all Cllrs in agreement to APPROVE the quote received by Eddies Gardening Services and a Contract will be issued. **ACTION – Clerk. J. Towne**
Further information has been requested for the second area of grass cutting. **ACTION – Clerk. J. Towne to acquire.**
- 16. Proposer – *Cllr. D. Clegg*, Seconder – *Cllr. L. McMahon*
The proposal to include the Changing Rooms on the cleaning schedule throughout the Season was CONSIDERED. Cost implications conveyed with budget reviewed. It was RESOLVED to include this proposal with contract amendments to be completed. A one-off Deep Clean was additionally APPROVED to complete prior to the Season starting. **ACTION – Clerk J. Towne to complete documentation. Cllr. D. Clegg to compile schedule/timetable.**
- 17. Proposer – *Cllr. D. Clegg*, Seconder – *Cllr. L. McMahon*

The quotes received were CONSIDERED for the exterior painting of the Changing Rooms. Cost and reviews compared and it was RESOLVED to use Westcott Painting and Decorating – **ACTION – Cllr. D. Clegg to advise**

Meeting ends: 20:55