



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 25th February 2026

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

Public present: 0

Minutes taken by: J. Towne

1. Apologies and Quorum determined.

- 1.1 Apologies received and ACCEPTED from *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. NONE DECLARED
- 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, 28th January 2026, 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 25/06/25.17	Is Closed as in progress
Action 29/10/25. 8	Is Closed as in progress
Action 26/11/25. 6	Is Closed as in progress with a view for <i>Cllr. M. Shepperd</i> to contact Hemsby PC to gather ideas / advice on how theirs works. Planned to commence next Winter
Action 26/11/25. 16	Is Closed as in progress
Action 28/01/26. 1	Is Closed as completed.
Action 28/01/26. 2	Is Closed as completed.
Action 28/01/26. 3	Is Closed as completed.
Action 28/01/26. 4	Is Closed as completed.
Action 28/01/26. 5	Is Closed as completed.
Action 28/01/26. 7	Is Closed as completed
Action 28/01/26. 8	Is Closed as completed.
Action 28/01/26. 9	Is Closed as completed.
Action 28/01/26. 10	Is Closed as completed.
Action 28/01/26. 11	Is Closed as in progress.
Action 28/01/26. 12	Is Closed as in progress.
Action 28/01/26. 13	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 *Great Yarmouth Borough and Norfolk County Councillor James Bensly* shared the following report:

Norfolk County Council also approved their budget & the S bends have been put on the approved highways schedule

Funding of £1,600 had been secured for the Bowls Club to assist on the new wellpoint installation.

A contribution of £1,000 had been secured for the planned hide at Duffles Pond.

Confirmed that the new grit bins were on order.

Hoping to be able to put some sponsorship towards the Winterton on Sea “Warm Hub” plans.

- 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. NONE
- 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. M. Shepperd* advised that he had been approached by a local resident conveying concern over the current condition of Bush Road and Edward Road.
ACTION: - *Cllr. M. Shepperd* to report via the app.
- 4.4.2 *Cllr. N. Coe* advised that Highways had continued to investigate the reported flooding from the Spindrift Close drains and that this shows that the drains are all “flowing” correctly. *Cllr. J. Bensly* advised that he will follow up with the possibility of investigating further using a mini ROV.

5. Regular Council Business: Reports and updates

5.1 Village Hall

- 5.1.1 Councillor/s Update/s *; (DC/RT0) It was CONFIRMED that the VH had been booked for the Polling Station for the County elections on 7th May 2026
- 5.1.2 It was CONFIRMED that PAT Testing has been booked for 17th March 2026.
- 5.1.3 Following discussion, it was APPROVED to compile a disclaimer for a volunteer to repair a small section of the storage shed.
- 5.1.4 *Cllr. R. Burrows* advised that he had approached Doctors Surgery regarding the prescription service due to the church rooms/village hall dispensing service having not taken place recently. Advised that the individual who dispenses the prescriptions was currently on sick leave and there were issues in getting replacements at present. It is being filled when they are able, however the prescriptions can still be collected from Hemsby Doctors surgery.

5.2 Recreation Ground

- 5.2.1 Councillor/s Update/s *; (JS/LM/MB) – It was CONFIRMED that the Changing Room renovation is almost complete with the external painting being completed in the coming weeks, weather dependant.
Cllr. M. Bobby advised that the grass was growing quickly, and it was CONFIRMED that the grass contractor had AGREED to complete the first cut as soon as possible.

5.3 Allotments / Duffles Pond

- 5.3.1 Councillor/s Update/s *; (LM) – *Cllr. L. McMahon* advised that the pathways into the allotments and Duffle Pond could be difficult for wheelchair users / pushchairs etc. **ACTION – Cllr. L. McMahon** to send pin location to Cllr. J Bensly. To investigate possible solutions.

5.4 Village Maintenance

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

5.5 Traffic Management

- 5.5.1 Councillor/s Update/s *; (NC/LM/RT) – *Cllr. N. Coe & Cllr. D. Clegg* CONFIRMED that they had arranged a meeting with *Cllr. J. Bensly* to discuss the proposed second phase on the yellow lines plan.

5.6 Green spaces

- 5.6.1 Councillor/s Update/s *; (DC/NC) - It was CONFIRMED that the annual GYBC Risk Assessment had been completed at the Children's Play Area. **ACTION – Clerk. J. Towne** to ascertain who is responsible for completing any actions on the Parish Council owned equipment.

5.7 Village Matters

- 5.7.1 Councillor/s Update/s *; *Cllr. L. McMahon* conveyed that the proposed Community Speedwatch Scheme was being set up. It was CONSIDERED and the Parish Council gave their blessing. This would be an independent group. Volunteers are always welcome and *Cllr. L. McMahon* can be contacted for further information

5.8 Maritime/Beach matters

- 5.8.1 Councillor/s Update/s *; (NC/MS) – The concerns about the condition of the wooden steps accessing the dunes from Winterton on Sea Valley Estate were DISCUSSED having received comments from residents. It was AGREED to contact James Cole (owner of WoS Valley Estate) to discuss – **ACTION – Cllr. M. Shepperd**
- 5.8.2 It was NOTED that there has been a noticeable change to the shoreline following the recent storms

5.9 Neighbourhood Meeting

- 5.9.1 Councillor/s Update/s *; *Cllr. N. Coe & Cllr. D. Clegg* provided an update on the Neighbourhood meeting held in January. It was conveyed that it was an informative meeting with confirmation of jail sentences being given to shoplifters and continuing to focus on reported anti-social behaviour. The Police went into Winterton Primary school at the request of the school to talk to the children & to monitor parking & speeding near the school. This was well received. The Officers had also attended a primary school at the school's request, and their presence was well received by the youngsters.

- 5.9.2 It was CONFIRMED that the next Neighbourhood Meeting is scheduled for Thursday, 30th April 2026, at 6pm, at The Rabbit Hutch, Allendale Road, Caister, NR30 5ET

6. Committee / Working Group Reports

- 6.1 Finance Committee: No Report
6.2 It was CONFIRMED that the February Newsletter has been distributed and the next newsletter is scheduled for May 2026

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. None
7.3.1 The receipt of resignation from Richard Tunbridge from the position of Parish Councillor was ACKNOWLEDGED with thanks given for his valued contributions. It was CONFIRMED that the notice of vacancy has been published.
7.3.2 Assertion 10 was DISCUSSED with explanation shared by Clerk J. Towne. It was CONFIRMED that the requirements are being worked through and implemented- It applies to the Annual Governance and Accountability Returns (AGAR) for the financial year 1st April 2025. It is a completely new standalone assertion introduced in the 2025 Practitioners Guide for smaller authorities. **ACTION – Clerk. J. Towne**
7.3.3 It was CONFIRMED that further correspondence has been received regarding the condition of the “S Bends” from concerned residents. The condition continues to be reported with *Cllr. J. Bensly* CONFIRMING this has been budgeted (Minute 4.1)

8. Projects, Proposals and Events

- 8.1 Updates on Winterton Village Festival (RT/LM) *Cllr R. Tooke* advised that the proposed Village Festival had been shared with a couple of meetings held with volunteers from the Village. Lots of interest from stallholders etc with further volunteers’ welcome – For more information please contact *Cllr. R. Tooke*.

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 '25 have been closed.*

Reference	Location	Proposal	Date PC Informed	Received by GYBC	Type	Status
06/26/0038/F	Loomes Stores, Market Place Back Road NR29 4BE	Retrospective application for the installation of a freestanding parcel collection and delivery locker unit	10/02/26	14/01/26	Full	Undecided <i>PC – No objection with conditions requested to keep the area clean and clear from hazards</i>

- 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 February 2026 were NOTED.

<u>RECEIPTS</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
Allotments	613.26	
VH hire	595.00	
TOTAL	£1,208.26	

- 10.2 Payments to be made by the end of February 2026 were AGREED.

<u>PAYEE</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>METHOD</u>
Anglian Water	£49.00	Allotments water	DD
Unity Bank	£6.00	Bank Charges	DD
Octopus	£117.40	VH Electricity	DD
Anglian Water	£38.00	VH sewerage	DD
Salaries/HMRC	£1,282.82	Salaries	BACS
NLGPS	£282.32	Pension	BACS
Unity Bank	£50.00	One off corporate Card Charge	DD
Cllr. R. Tunbridge	£189.00	SAM Sign Battery reimbursement	BACS
J. Towne	£35.24	Newsletter Design reimbursement	BACS
Village Hall Hirer	£50.00	Hire deposit refund	BACS
J. Towne	£9.54	Google One 6-month Subscription	
		Reimbursement (sept-Feb)	BACS
Cllr. D. Clegg	£120.30	CR Reimbursements (bins, Shower curtains, paper towel holders, soap dispenser, rails, door mat, fixings)	BACS
Norfolk PTS	£78.00	Councillor Induction Training	BACS
Perfect Pixel	£73.75	Newsletter Printing	BACS
Bowls Club	£3,000.00	Awarded Grant	BACS
Colin Attew	£400.00	Part Payment for materials	BACS
TOTAL	£5,781.37		

- 10.3 Cllr. D. Clegg CONFIRMED that all invoices for hire/rent for February have been issued
- 10.4 It was NOTED that pre-approval was given to purchase a new Clerk Laptop following the failure of the DELL Laptop.
- 10.5 It was CONFIRMED that the Corporate Purchasing Card was APPROVED and RECEIVED.
- 10.6 It was CONFIRMED that the AGREED Grant amount will be paid across to the Bowls Club this month.

11. **Policies and other Calendar Items**

- 11.1 The IT Policy for this Parish Council was REVIEWED, APPROVED and ADOPTED

12. **Business for Future Meeting**

- 12.1 The date of the next Finance Meeting was CONFIRMED for Wednesday, 11th March 2026, at 6.30 p.m. in the Village Hall.
- 12.2 The date of the next Meeting was CONFIRMED for Wednesday, 25th March 2026, 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.

13. The revised grass-cutting quotes were discussed with explanation of the small increase over a two-year contract was AGREED. Proposed – *Cllr. M. Bobby*, Seconder – *Cllr. D. Clegg*
ACTION: Clerk J. Towne to issue contracts

Meeting end 20:31