



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 25th March 2026

Councillors present: Mark Bobby (Chair), Liam McMahon, Dawn Clegg, Nigel Coe, Rachel Tooke, Mark Shepperd, Roy Burrows

Public present: 3

Minutes taken by: Cllr. M. Shepperd

1. Apologies and Quorum determined.

- 1.1 Apologies received and ACCEPTED from *J. Towne, Cllr. J. Smithson and Cllr. J. Bensly*
- 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 Burrows declared an interest in item 8.2, 'music festival' where the church is a beneficiary
- 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, 25th February 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 25/02/26. 1 Is Closed as in progress
Action 25/02/26. 4 Is Closed as in progress
Action 25/02/26. 6 Is Closed as contract has commenced

- 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. *Cllr Bensly* sent his apologies and had sent an NCC update by email to councillors
- 4.2 To receive a report from Great Yarmouth Borough Councillor Noel Galer if present. Cllr Galer was not present and no report was submitted.
- 4.3 The forum was opened for members of the public. NONE
 - 4.3.1 Jason Hughes, Great Yarmouth First Candidate for The Fleggs, introduced himself to the PC and gave a commitment to attend the PC meeting regularly. He lives in Filby. He advised; Rupert Lowe MP wishes to be proactive on local issues. They have concerns about social care, particularly dementia services, where there is lots of feedback that people are not showered, not appropriate clothing, if we become aware of any problems, he would like to have these shared with him.

- 4.3.2 John Nicholas (permission granted to minute his name), resident, is happy to provide a car service to residents needing transport and would just charge a fee to cover the cost of fuel.
 - 4.3.3 *Cllr Clegg* – Coastal Villages surgery will provide COVID boosters at Martham, Caister, Ormesby Surgeries or Well Pharmacy at Hemsby. Unfortunately, there are insufficient resources to provide a session at the village hall this time.
 - 4.3.4 *Cllr Burrows*, Festival - Church want to increase range of musical activities in the village, a series of 4 concerts are planned this summer (June to Sept), Sheringham Shanty Men, a Classical (trio or quartet), a professional soprano, and Come and Sing anyone any ability. The Church request use of recreation ground car park for these events. Most concerts finish around 9 so an hour extension on those nights was agreed. AGREED - Car park Key to be given to *Cllr. Burrows* to take responsibility for locking up on those nights. The Church music director also request to speak at the Annual Parish Meeting, agreed.
 - 4.3.5 *Cllr Shepperd* confirmed that sufficient funds had been raised to purchase a new automated sprinkler system for the bowls club and that Panks had agreed to install a new bore hole rather than a well point within the existing budget. It is hoped all work will be completed in Early April.
 - 4.3.6 *Cllr Bobby*, talked about how we ensure parishioners can identify the councillors and know we are who we say we are should we knock on their door with council business. Parish Clerk asked to investigate how this is done elsewhere and to consider putting our photographs on the council website and consider use ID badges, and / or using QR code on a business card.
 - 4.3.7 *Cllr Bobby*, Recreation Ground Changing Room, Adverts, should the income come to parish council or cricket club. To be an Agenda item at a future meeting.
- 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 – NONE

5. Regular Council Business: Reports and updates

5.1 Village Hall

- 5.1.1 Councillor/s Update/s *; (DC/RTo) – To discuss cavity in the floor under dishwasher – possible leaking drain which is, undermining the concrete – Deferred to next meeting (JS)
- 5.1.2 It was CONFIRMED that the PAT Testing had been completed.
- 5.1.3 Discussion concerning the charity status of village hall, this group stopped functioning a few years ago there we need to get this status removed.
ACTION: Cllr Burrows to contact Charity Commission and update Clerk.
- 5.1.4 Warm Hub Update – **ACTION - Cllr Shepperd** will work with Church committee on establishing the ‘Warm Hub’ which would run on Fridays 10 – 2 from (1 October – 31 March) We should start advertising for Volunteers in the next Newsletter.

5.2 Recreation Ground

- 5.2.1 *Cllr Clegg* reported ongoing work to decorate the outside of the changing rooms including, door frames and fascia boards. This aims to be completed before cricket season commences. The Cricket club putting up new home and away signs. The dangerous Tree has been removed; 2 gaps now need filling. Consideration as to how to fill these 2 gaps to be delayed until after festival. **ACTION: Clerk J Towne** to put on action log for October 2026.

5.3 Allotments / Duffles Pond

- 5.3.1 *Cllr. L. McMahon* Cllr McMahon confirmed water to be switched on this weekend; an Easter event is planned.

5.4 Village Maintenance

- 5.4.1 Cllr Bobby reported Loose bricks x 2 on fishermen's garden, able to take one brick out, this needs action, we need a quote for repair, and to be more careful about what is being planted. **ACTION: Cllr Bobby**
- 5.4.2 *Cllr Clegg* CONFIRMED that the reported overgrown hedge on Bulmer Lane has been cut back
- 5.4.3 Added with permission from the Chair - *Cllr Burrows* raised concerns that Defib outside the primary school. No lights on does this mean it is not working – Cllr Clegg will check with Steve Rose what the status is. Do we need to publish not working? **ACTION: Cllr Clegg** it was AGREED to put a Facebook message out this evening.

5.5 Traffic Management

- 5.5.1 *Cllr Clegg* - Several road junctions have been identified as needing double yellow lines. Cllrs have been supported by County *Cllr Bensly* and Justin from the highways department. *Cllr Clegg* has a template identifying affected households and will ensure notifications of this plan are put through doors of those directly affected. (6 x double yellow lines, 2 H bars, and BUS shading adjacent to the church). Need to agree form of words and ensure plans are in line with Highway code. Need to check for unintended consequences before stating this is the final round. **ACTION: Cllr Clegg and Cllr Coe**

5.6 Green spaces

- 5.6.1 Grass areas cut by PC contractors. *Cllr. Clegg* had been advised GYS will be here tomorrow or Friday.

5.7 Maritime/Beach matters

- 5.7.1 No formal update. It was reported that last week, some people using car park include people working of flood defenses further up the coast, Jan (car park) working with Denton Family (Hermanus) about access to beach following recent erosion of sand dunes. The Diamond area now appears as the worst area of erosion at present. Ropes are tangled and risk to animals and people, plus the posts are rotting. Environmental agency has been asked to take posts away. It is reported that additional sand will be put on before summer to make it safe agreed between Denton Family and Jan. It is suggested there should be second access north of fishermen's huts.

Cllr Bobby – In the expectation of eventual loss of Car park and toilet block the Council should review the village plan and incorporate a future requirement for car parking. **ACTION: Cllr Shepperd**

5.8 Community Payback Scheme

- 5.8.1 Discussion took place regarding what might be appropriate to ask for this scheme to undertake including the bus shelter, seats and planters on green and Edward Road foot path. Little paving slabs on village green. Send further ideas to Cllr Clegg. Cllr Burrows confirmed the Church about to use scheme for 4 days.

6. **Committee / Working Group Reports**

- 6.1 Finance Committee: No Report
6.2 Environment Working Group: No Report – Remove from Agenda
6.3 Next issue is May with cut off for articles being April 20th 2026

7. **Correspondence, Consultations and Administration**

- 7.1 Cllr J. Bensly - NCC Updates (1)
7.2 Operation Randall Newsletters (1) and other Police newsletters
7.3 Correspondence received for council consideration.
7.3.1 To note water bill was incorrectly delivered to WoS Primary School and confirm this has been destroyed
7.3.2 To acknowledge confirmation received from GYBC that have had no requests for an election for this vacancy.
7.3.3 To acknowledge receipt from the Norfolk Police, triggering the OP Radium procedure advising a Scam warning for Great Yarmouth Area.
7.3.4 To consider correspondence received regarding the condition of the BT facility, North Market Road – looks shoddy, write to BT, Mark B to check, ask James B to deal with copper exchange, need to ask about it.
7.3.5 Correspondence received regarding the Konnect bus service 717, change of service

8. **Projects, Proposals and Events**

- 8.1 Trod - Parish partnership scheme recommended for approval by the finance committee was APPROVED.

~~8.2 Cllr Burrows updated application form, all happy with this AGREED.~~

Incorrectly minuted. Struckthrough at meeting 29/04/26 - Clerk J. Towne

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: Discussion of public right of way behind property, no issues raised, neighbour happy, APPROVED.
If not shown below, all applications before Nov '25 have been closed.

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Reference	Location	Proposal	Date PC Informed	Received by GYBC	Type	Status
06/26/0109/VC F	Endcot, North Market Road Winterton NR29 4BH	Variation of Condition 2 of pp 06/24/0744/HH (Demolition and replacement porch to front elevation; Relocation of existing rear window and insertion of new window.) - Amendment to approved plans to change the size and design of the front extension and amend works to the rear.	06-03-26	19-02-26	S.73 app - full	Undecided

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 March 2026 were NOTED.

<u>RECEIPTS</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
Allotments	£315.00	To 24/03
VH hire	1,040.80	To 24/03
After Mtg VH Hire	210.00	To 27/03
TOTAL	£1,565.80	

10.2 Payments to be made by the end of March 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	£121.64	VH Electricity	DD
Anglian Water	£38.00	VH sewerage	DD
EoN	£134.39	CR Electricity - quarterly	DD
Salaries/HMRC	£1,277.82	Salaries	BACS
NLGPS	£282.32	Pension	BACS
Anglian Water	£177.71	CR Water – 6 monthly	DD
Corporate Card	£299.13	Argos Laptop £264.59, Monthly Charge £3, Direct365 Paper Towels £31.54	DD
Broadland Computers	£132.00	Laptop investigate, removal of data and destroy	BACS
Cllr. D. Clegg	£35.16	CR Bins / CR Cleaning Products	BACS
Sparkys	£78.00	PAT Testing	BACS
NALC	£21.00	Webhosting annual charge	BACS
Maple Tree Services	£250.00	Recreation Ground Works	BACS
TOTAL	£2,901.57		

- 10.3 *Cllr. D. Clegg* CONFIRMED that all invoices for hire/rent for March have been issued
- 10.4 Electricity contract for changing rooms due for renewal, we may change supplier to Octopus.
- 10.5 It was CONFIRMED that the precept and concurrent function grant have been approved with the first payment due mid-April 2026.
- 10.6 It was noted that Table tennis tables are Parish Council assets. There is a request for replacement this purchase was AGREED. As the table tennis club had offered to pay it was suggested they could donate the money to 'Defib pot'.
- 10.7 AGREED to change toilet roll holder, as more economical – **ACTION: *Cllr Clegg***

11. Policies and other Calendar Items

- 11.1 The Code of Conduct Policy for this Parish Council was REVIEWED, APPROVED and ADOPTED
- 11.2 The Freedom of Information Scheme for this Parish Council was REVIEWED, APPROVED and ADOPTED

12. For Approval Following Finance Meeting Held 11-03-26

- 12.1 To approve the additional request to replace some damaged cladding on the changing room – APPROVED
- 12.2 To confirm bank reconciliation for February 2026 is approved. APPROVED
- 12.3 To approve that all banking arrangements remain unchanged, including signatories as *Cllr. D. Clegg, Cllr. L. McMahon* and *Cllr. N. Coe*. APPROVED
- 12.4 To approve, following recommendation that Mrs. Newby has been appointed as our internal auditor for 2025-26 under the same terms and conditions as for 2024-25 – APPROVED
- 12.5 Approve recommendation for an additional line to be added to 26/27 reserves for the TROD to be added. APPROVED
- 12.6 The request for overtime for the Clerk to cover additional hours worked to be approved. APPROVED

13. Business for Future Meeting

- 13.1 The date of the next Meeting was CONFIRMED for Wednesday, 29th April 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.

14. Cleaning Room Contract

- 14.1 It was agreed the Council will pay for cleaning at the Changing Rooms current post holder will have contract amended to cover this additional duty.

Meeting end 20:30