



# 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

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## FULL MINUTES OF THE MEETING

of Winterton-On-Sea Parish Council held at the Village Hall at 7 pm on  
Wednesday 30<sup>th</sup> July 2025

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

**Public present:** 7

**Minutes taken by:** J. Towne

Cllr. M. Bobby welcomed everyone to the meeting & thanked them for their support.

### 1. Apologies and Quorum determined.

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

### 2. Declarations of Interest

- 2.1 Declaration of Interest RECEIVED from *Cllr. M. Shepperd* – re: 5.2.3 - Bowls Club Water usage. Member of the Club – No objections raised.
- 2.2 To consider any dispensation requests received. NONE RECEIVED

### 3. Minutes of previous Meeting

- 3.1 Following amendment of 10.2, whereby payment to Winterton P.C.C was missed off the BACS run (Clerk error) Councillors AGREED that the minutes of the Council meeting held on Wednesday, 25<sup>th</sup> June 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 26/03/25. 6  | Is Closed as completed                              |
| Action 28/05/25. 6  | Is Closed as completed.                             |
| Action 28/05/25. 8  | Is Closed as completed.                             |
| Action 25/06/25. 1  | Is Closed as completed.                             |
| Action 25/06/25. 2  | Is Closed as completed.                             |
| Action 25/06/25. 3  | Is Closed as completed.                             |
| Action 25/06/25. 4  | Is Closed as completed.                             |
| Action 25/06/25. 5  | Is Closed as no further action required at present. |
| Action 25/06/25. 8  | Is Closed as completed.                             |
| Action 25/06/25. 10 | Is Closed as completed.                             |
| Action 25/06/25. 11 | Is Closed as completed.                             |
| Action 25/06/25. 12 | Is Closed as completed.                             |
| Action 25/06/25. 13 | Is Closed as completed.                             |
| Action 25/06/25. 14 | Is Closed as completed.                             |
| Action 25/06/25. 15 | Is Closed as completed.                             |
| Action 25/06/25. 16 | Is Closed as completed.                             |
| Action 25/06/25. 18 | Is Closed as completed.                             |
| Action 25/06/25. 19 | Is Closed as completed.                             |
| Action 25/06/25. 20 | Is Closed as completed.                             |

Action 25/06/25. 21      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 and ACCEPTED. *Cllr. M. Shepperd* asked when he would be able to meet Cllr. J. Bensly, as he was aware that he had been part of the Council since January 2025, and Cllr. J. Bensly hadn't been able to attend the meetings due to prior commitments. This would be conveyed to Cllr. J. Bensly, with acknowledgement of the workload he is currently experiencing.
- 4.2 To receive a report from Great Yarmouth Borough Councillor Noel Galer if present. NOT PRESENT
- 4.3 The forum was opened for members of the public.
- 4.3.1 A MOP conveyed their concern about the apparent increase in seagulls in the area, which were disturbing their sleep. Continued that they were aware there was probably nothing that the PC could do to assist but wondered if the eateries could advise their customers to dispose of all uneaten food/rubbish be disposed of responsibly in case this was contributing to the increase.
- 4.3.2 A MOP conveyed concern about people not keeping their dogs on a lead by the Little Tern Colony. Requested signage, and it was advised that there were already signs present displayed by the RSPB. Agreed to contact RSPB to advise.
- 4.3.3 A MOP stated they wanted to quash some rumours which were currently circulating in the village and being shared via the media in regard to the “use of the property” which he had recently purchased. Advised that the property had been purchased by his family to be used by his family and that the status to change the use from HMO to Residential was going forward. Planning Application - [06/25/0518/CU](#)
- 4.3.4 A MOP wished to convey concern about an incident involving his elderly mother driving towards WoS from Hemsby (Hemsby Road). It was reported that there was an individual walking in the middle of the road, weaving across, making gestures. The description of the individual is similar to that reported on 7.3.1. It was advised to ensure that any incidents should be reported to the police via their website so they can all be logged.  
<https://www.norfolk.police.uk/ro/report/asb/asb-v3/report-antisocial-behaviour/>
- **Emergency:** If you are in immediate danger or a crime is in progress, call 999.
  - **Non-emergency:** For non-emergency situations, call 101 to report to Norfolk Police.
- 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 resident regarding the number of vehicles that are parking on the yellow lines. **ACTION – Cllr. N. Coe** - It was AGREED to contact GYBC Parking Services.

It is also advised that for any vehicles being parked on the yellow lines, photos to be taken and reported via: Great Yarmouth Borough Council's Parking Team via email at [parkingweb@great-yarmouth.gov.uk](mailto:parkingweb@great-yarmouth.gov.uk) or [parkinggeneral@great-yarmouth.gov.uk](mailto:parkinggeneral@great-yarmouth.gov.uk).

- 4.4.2 *Cllr. D. Clegg* conveyed a resident from Miriam Terrace requested advice regarding the overgrown pathway behind the properties. It was advised that, as these are privately owned, they would need to speak with their neighbours and check their deeds.
- 4.4.3 *Cllr. N. Coe* stated that a resident approached him to report a number of dog faeces in the Churchyard. They asked about signage at the church, requesting that dogs be kept on a lead and that any deposits be cleared up. It was advised that there are currently signs on the gates; however, AGREED to contact Church – **ACTION – Cllr. D. Clegg**.  
This resident also advised that some allotments appeared overgrown.  
**ACTION – Cllr. L. McMahon** to follow up.
- 4.4.4 *Cllr. N. Coe* explained that the car park owner had been in contact to convey serious concerns about the beach access being very worn. There is increased evidence of coastal erosion due to increased footfall adjacent to the toilet block. It is felt that due to its vulnerability, a high tide could cause further damage, which in turn creates issues for toilet access as well as beach access.  
**ACTION – Cllr. M. Bobby** to arrange a meeting to discuss

## 5. Regular Council Business: Reports and updates

### 5.1 Village Hall

- 5.1.1 Councillor/s Update/s \*; It was CONFIRMED that the new lights had been installed.  
*Cllr. D. Clegg* advised that there was an enquiry to hire the Village Hall to hold a new baby/toddler group. A meet-up has been arranged to confirm suitability
- 5.1.2 *Cllr. D. Clegg* CONFIRMED that the broken ceiling tiles in the ladies' toilet had been replaced, and the storage door frame will be completed shortly
- 5.1.3 *Cllr. D. Clegg* CONFIRMED that the Autumn Covid & Flu booster program has been arranged for: Oct 3rd, 2025, 9am-2pm & Oct 7th, 2025, 9am-1pm

### 5.2 Recreation Ground

- 5.2.1 Councillor/s Update/s \*; *Cllr. J. Smithson* and *Cllr. M. Shepperd* CONFIRMED that a walkaround of the changing room had taken place, listing all the work required. It was CONFIRMED that there was minimal woodwork required. It was proposed that some of the work could be completed by the Community Payback Scheme (if applicable). In addition, a deep clean would need to take place prior to any decorating taking place. – **ACTION – Cllr. D. Clegg** to contact the Community Payback Scheme and to arrange a deep clean
- 5.2.2 It was CONFIRMED that the new signs in the Recreation Ground had been installed.
- 5.2.3 *Cllr. M. Shepperd* updated the PC on the current status of the Bowls Club water supply. They confirmed that they had attempted to use the mains water (and took readings to ensure accuracy); however, there was a lack of pressure, which made it unsuitable and therefore ceased use. *Cllr. M. Shepperd* advised

that the Bowls Club is forming a subcommittee which will not be connected to the PC.

5.3 Allotments / Duffles Pond

- 5.3.1 Councillor/s Update/s \*; Cllr. *L. McMahon* advised that following conversations with N.C.C., it was agreed to arrange a time to go to their site to read the Norfolk Historic Environment Report. **ACTION – Cllr. *L. McMahon*** to arrange.

5.4 Village Maintenance

- 5.4.1 Councillor/s Update/s \*; Cllr. *L. McMahon* advised reports of overgrown greenery in Low Road (right at the end of Empsoms Loke). **ACTION – Cllr. *L. McMahon*** to report to Trails

5.5 Traffic Management

- 5.5.1 Councillor/s Update/s \*; incl. Yellow Line Plan. Cllr. *N. Coe* CONFIRMED that the Contractor will go back out to the site to extend the lines to the white arrow as marked on the road on The Craft / The Lane.  
It was also noted (as per 4.4.1) that several vehicles have been seen parking on the yellow lines, with reports of camper vans parking on Beach Road - **ACTION – Cllr. *N. Coe*** to contact the traffic team / GYBC / N.C.C for clarification on prosecution.

5.6 Green spaces

- 5.6.1 Councillor/s Update/s \*; Cllr. *D. Clegg* advised Winterton in Bloom has added new planters to The Holway and George Beck Road, with compliments received.

5.7 Maritime/Beach matters

- 5.7.1 Councillor/s Update/s \*; Cllr. *D. Clegg* advised that the report of fishermen scrambling up and down the dunes appears to have been a “one-off”  
5.7.2 Cllr. *M. Shepperd* raised the recent £1.6 million to develop innovative coastal adaptation plans for Hemsby and Winterton. **ACTION – Cllr. *M. Shepperd*** to arrange a meeting to discuss further

5.8 SNAP Meeting

- 5.8.1 Councillor/s Update/s \*; Cllr. *D. Clegg* & Cllr. *J. Smithson* attended the last meeting held at Rollesby on 17<sup>th</sup> July 2025.  
Police gave an update on areas they are concentrating on now the holiday season is in full swing. Rural police are currently helping on rapid response as the villages are, thankfully, quiet at the moment. Speeding is another issue being addressed in the villages, especially Rollesby & Martham.  
The issue was raised about the individual causing anti-social behaviour in Winterton & we were advised to encourage people to continue reporting online, as this can be addressed under the PSPO that covers the borough. If this person becomes confrontational or is in the road causing danger to life, then the Police did say it was worth ringing 999.

The next Neighbourhood meeting (with Rural Flegg villages) will be held at Winterton on Sea Village Hall, 7:00 PM - 8:00 PM, Thu 23 October 2025.

5.9 Community Payback Scheme

- 5.9.1 Councillor/s Update/s *\**; *Cllr. D. Clegg* advised that the scheme is continuing to go very well. The proposal to use the Community Payback Scheme to decorate the inside of the Changing rooms in the Winter months was approved.  
**ACTION – *Cllr. D. Clegg*** to arrange

5.10 Parish Liaison Meeting

- 5.10.1 Councillor/s Update/s *\**; *Cllr. D. Clegg & Cllr. M. Shepperd* attended the recent meeting with the following summary shared:  
Following the decision to create a Mayoral combined authority across Norfolk and Suffolk, consultation is taking place on the structure which sits below this.  
Currently in Norfolk we have Norfolk County Council and 6 District Councils and Norwich City Council. It is intended that there will be only one level below the combined authority.  
Norfolk County Council is recommending there is a single Norfolk wide authority akin to Norfolk County Council.  
South Norfolk district council is supporting the creation of 2 Norfolk bodies. The remaining district councils and Norwich City Council are supporting the creation of 3 Norfolk bodies these would be West Norfolk, Greater Norwich and East Norfolk.  
All the above proposals are still being worked up and each Borough / City Council will take a paper in September recommending their preference on future structure. Great Yarmouth Borough council will be meeting on 11th September. It is anticipated that there will be cross party support for the 3 Norfolk Bodies solution.

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 currently being compiled.  
6.3.1 It was confirmed that *Cllr. M. Shepperd* & Clerk J. Towne will be compiling the Newsletter in the future.

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 A letter received from a Holidaymaker was discussed. The holidaymaker was very complimentary about Winterton-on-Sea and how welcoming and friendly he found the village. He did, however, raise concerns about an individual whom he encountered who was quite verbally aggressive and unruly to all in the vicinity. This was noted by the PC, and it was AGREED to write to the

village shop owner regarding the supply of alcohol to said individual. Police have also been made aware. **ACTION – Clerk, J. Towne**

7.3.2 It was CONFIRMED that the Norfolk Community Safety Survey 2025 has been received, distributed, and completed.

7.3.3 Added with approval from the Chair, *Cllr. M. Bobby* that the Parish Council received Emma Punchard's resignation from the position of Councillor. It was CONFIRMED and ACCEPTED with thanks to E. Punchard for all her contributions to the village and Parish Council. **ACTION – Clerk, J. Towne,** to advise GYBC and advertise vacancy

## 8. Projects, Proposals and Events

8.1 Garage Sale Update - *Cllr. J. Smithson* CONFIRMED that posters have been displayed around the village, with only a small number of sign-ups so far. This has been added to the PC website, social media, and upcoming newsletter.

## 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: 3 (2 not notified)

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                                                                      |
|---------------------------------|-------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|------------------|---------------------|-----------------------------------------------------------------------------|
| <a href="#">06/25/0406/F</a>    | 7 Long Beach Estate Hemsby NR29 4JD                               | Demolition of existing garage and removal of shed and summerhouse. Construction of a self-contained residential annexe building.                                                                                                | 09-07-25                                         | 19-05-25         | Full                | Undecided<br><b>NB. Natural England have requested further information.</b> |
| <a href="#">06/25/0548/CD</a>   | Caters Black Street NR29 4AP                                      | Discharge of Condition 2 of pp. 06/22/0055/VCF (Variation of condition 2 of PP 06/21/0410/F - Change to internal layout and removal of garage from one of the approved dwellings) - Details of water consumption                | Not Received                                     | 11-07-25         | Condition Discharge | Undecided<br><b>PC- No Objection</b>                                        |
| <a href="#">06/25/0549/CD</a>   | Caters Black Street Winterton-on-sea NR29 4AP                     | Discharge of Condition 3 of pp. 06/22/0055/VCF (Variation of condition 2 of PP 06/21/0410/F - Change to internal layout and removal of garage from one of the approved dwellings) - Details of electric vehicle charging points | Not Received                                     | 11-07-25         | Condition Discharge | Undecided<br><b>PC- No Objection</b>                                        |
| <a href="#">06/25/0540/TC A</a> | The Garden, Black Street Winterton-on-sea Great Yarmouth NR29 4AP | Works to trees in a Conservation Area: T1 (Apple) - Fell.                                                                                                                                                                       | 28-07-25 Received after the Agenda was published | 08-07-25         | Trees in Con.Area   | Undecided –<br><b>PC – No Objection</b>                                     |

## Winterton-on-Sea Parish Council Meeting FULL Minutes, 30<sup>th</sup> July 2025

- 9.1.3 To consider consultee response to applications received from Great Yarmouth Borough Council and the Broads Authority after publication of the agenda. One received and noted above.
- 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 ★; Nothing else to report in addition to above comments

### 10. Financial Matters

- 10.1 Receipts to date for July 2025 were NOTED.

| <u>RECEIPTS</u>   | <u>AMOUNT</u>    | <u>DESCRIPTION</u> |
|-------------------|------------------|--------------------|
| VH hire           | £1,030.00        | To 31/7            |
| Recreation ground | £30.00           | To 30/7            |
| VAT               | £311.74          | To 30/7            |
| <b>TOTAL</b>      | <b>£1,371.74</b> |                    |

- 10.2 Payments to be made by the end of July 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          | £48.07           | VH Electricity                                   | DD            |
| Plan             | £29.99           | Mobile Phone                                     | DD            |
| Anglian Water    | £38.00           | VH sewerage                                      | DD            |
| EoN              | £136.25          | CR Quarterly Electricity                         | DD            |
| Salaries/HMRC    | £1,248.01        | Salaries                                         | BACS          |
| NLGPS            | £273.48          | Pension                                          | BACS          |
| R. Smith         | £280.00          | Grass Cutting                                    | BACS          |
| Viking           | £61.69           | Stationery / Cleaning Supplies                   | BACS          |
| Cllr. D. Clegg   | £41.53           | VH Cleaning Supplies                             | BACS          |
| Cllr. D. Clegg   | £49.67           | Ink Cartridges                                   | BACS          |
| Cllr. D. Clegg   | £81.48           | Community Payback Supplies                       | BACS          |
| NALC             | £326.80          | Subscription                                     | BACS          |
| Sparkys          | £1,290.00        | Replacement VH Lights                            | BACS          |
| Flameskill       | £49.50           | Changing Rm Annual Inspection                    | BACS          |
| Flameskill       | £122.94          | VH Annual Inspection / Service                   | BACS          |
| Winterton PCC    | £1,300.00        | Conc Functions                                   | BACS          |
| Eddies Gardening | £3,270.00        | Playing Field/Children's Play Area Grass Cutting | BACS          |
| Cllr. L. McMahon | £19.98           | Padlocks                                         | BACS          |
| <b>TOTAL</b>     | <b>£8,703.39</b> |                                                  |               |

- 10.3 *Cllr. D. Clegg* CONFIRMED that all invoices for hire/rent for July 2025 have been issued.
- 10.4 The quote received to install hard-wired fire alarms was DISCUSSED and APPROVED. Proposed – *Cllr. M. Bobby*, Seconded – *Cllr. M. Shepperd* – **ACTION – J. Towne to advise**
- 10.5 It was CONFIRMED that the VAT Reclaim for 01/04/25 to 30/06/25 has been submitted.
- 10.6 Following discussion, it was AGREED to defer the grant application received from Winterton In Bloom to September 2025 in line with the Grant Awarding

Policy – **ACTION – J. Towne to advise**

- 10.7 The quote received to complete an electrical installation condition report and resolve the issue with heater circuit in the Village Hall was considered and APPROVED. **ACTION – J. Towne to advise**

**11. Policies and other Calendar Items**

- 11.1 The Grant Awarding Policy were REVIEWED, APPROVED, and ADOPTED  
11.2 The Business Continuity Plan were REVIEWED, APPROVED, and ADOPTED

**12. Business for Future Meeting**

- 12.1 The date of the next Finance Meeting is CONFIRMED for Wednesday, 10<sup>th</sup> September 2025, at 6.30 p.m. in the Village Hall.  
12.2 The date of the next Meeting is CONFIRMED for Wednesday, 24<sup>th</sup> September 2025, at 7 p.m. in the Village Hall. It was NOTED that there is no meeting held in August

**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: 20:22