



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 24th September 2025

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

Public present: 6

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 and PC. C. Ball*
- 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 RECEIVED
- 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, 30th July 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 28/05/25. 5	Is Closed as no longer required
Action 25/06/25. 6	Is Closed as completed.
Action 30/07/25. 1	Is Closed as completed.
Action 30/07/25. 2	Is Closed as completed.
Action 30/07/25. 3	Is Closed as completed.
Action 30/07/25. 5	Is Closed as completed.
Action 30/07/25. 7	Is Closed as completed.
Action 30/07/25. 9	Is Closed as completed.
Action 30/07/25. 10	Is Closed as completed.
Action 30/07/25. 11	Is Closed as completed.
Action 30/07/25. 12	Is Closed as completed.
Action 30/07/25. 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 welcomed the new Councillors.

Benches - *Cllr. J. Bensly* conveyed that following the installation of a new dedicated bench, the son and family wanted to extend their thanks to the PC and all for helping achieve this.

Cllr. J. Bensly advised that he was able to unlock funds to replace the broken bench in the Recreation Ground. Thanks given.

Beach Road – Advised that continuing on from a recent report of a vehicle parking behind the safety barrier at the edge of Beach Road, many conversations had taken place with new bollards placed.

Cllr. J. Bensly asked whether the road sweepers had completed Beach Road. *Cllr. N. Coe* advised that whilst no road sweepers had been present, a number of staff did arrive and physically dug out a quantity of sand. *Cllr. J. Bensly* confirmed he would chase this and the parking signage required

S Bend, Hemsby Road/Bulmer Lane – *Cllr. J. Bensly* confirmed that the road is scheduled for repair, with the delays being due to different contractors / surfacing material being required.

Low Road – *Cllr. J. Bensly* confirmed the signage had been installed. Requested that any vehicles (company vehicles) be reported to him, and he can take this up with the Companies. It was advised that a lot of vehicles that end up driving along Low Road are following Satnav instructions. *Cllr. J. Bensly* will make contact to request that the data be updated to reflect no access road.

Local government reorganisation – *Cllr. J. Bensly* summarised the current status. The Government wants to have fewer councils, known as unitary authorities, which run all services in their area. It has asked existing councils to submit detailed proposals by 26 September. Norfolk County Council has proposed one new council, South Norfolk District Council proposed two, and the remaining six district councils proposed three. The New Minister will make the final decision. More information can be accessed here -

<https://www.norfolk.gov.uk/article/67898/Local-government-reorganisation>

Cllr. N. Coe stated that he and *Cllr. D. Clegg* attended the Town Hall Meeting, whereby the options were explained; however, it is felt that there was a lack of local knowledge and what additional works will be expected of the volunteer Parish Councillors. *Cllr. J. Bensly* acknowledged this and confirmed that the PCs will have more responsibilities; however, this has not been finalised.

- 4.2 To receive a report from Great Yarmouth Borough Councillor Noel Galer if present. NOT PRESENT / NO APOLOGIES RECEIVED

- 4.3 The forum was opened for members of the public.

4.3.1 A MOP advised that a sink hole had appeared in the pathway that runs off Bulmer Lane near the 'wilding' area . **ACTION - *Cllr. L. McMahon*** to check and report

4.3.2 A MOP conveyed concern about a property creating an exit from a different area on their land. It was advised that this would be within their private property, however *Cllr. J. Bensly* confirmed he would investigate from a safety perspective. **ACTION – *Cllr. L. McMahon*** to forward photo

- 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 – Nothing to report

5. Regular Council Business: Reports and updates

5.1 Village Hall

5.1.1 Councillor/s Update/s *; (DC/RTo) – It was CONFIRMED that Covid & Flu Vaccination Clinics @ VH will be held 3rd Oct 9-2 & 7th Oct 9-1

5.1.2 Following consideration it was AGREED to obtain quotes for insulation –

ACTION – Cllr. M. Shepperd / J. Towne

5.2 Recreation Ground

5.2.1 Councillor/s Update/s *; (JS/LM/MB) Cllr. J. Smithson confirmed that the Community Payback Team will commence internal decoration of the Changing Room and general clearance around the Recreation Ground Car Park. Advised that a skip will be required, and it was proposed by Cllr. L. McMahon and seconded by Cllr. J. Smithson to pre-approve payment.

AGREED. ACTION – J. Towne to book skip when required.

5.2.2 Following removal of broken bench – As per 4.1 “Cllr. J. Bensly advised that he was able to unlock funds to replace the broken bench in the Recreation Ground”

5.2.3 Broken/damaged fence was reported and following discussion it was AGREED to obtain quotes to replace. **ACTION – TBC**

5.3 Allotments / Duffles Pond

5.3.1 Councillor/s Update/s *; (LM) – Cllr. L. McMahon advised that the 2 x new padlocks have gone “missing” again. To replace in due course following the water switch off.

5.3.2 Cllr. L. McMahon conveyed that the Duffles Pond Community Day went very well and expressed thanks to all who attended. Continued that the Volunteer Group are hoping to implement a long-term maintenance plan.

5.4 Village Maintenance

5.4.1 Councillor/s Update/s *; (LM/RTo/DC) – Following reports of some bus shelter damage, it was APPROVED to attain quotes. **ACTION: - TBC**

5.4.2 Considering pathway viability on the “green” edge (Black Street) for safety. The opportunity to ask Cllr. J. Bensly, it was advised to contact Highways and, depending on the outcome to apply using the Parish Partnership Scheme.

ACTION – Cllr. N. Coe / J. Towne

5.5 Traffic Management

5.5.1 Councillor/s Update/s *; (NC/LM/RT) Cllr. N. Coe conveyed that following on from the success of Phase I, the PC would like to move forward with implementing Phase II of the yellow lines plan, considering several requests which have been received. Due to the initial timescale of the initial phase (over 4 years), it was felt that the process could commence in due course. **ACTION – J. Towne** to locate phase I documentation

5.6 Green spaces

5.6.1 Councillor/s Update/s *; (DC) Cllr. D. Clegg stated that there had been reports of loose bolts on the Proludic children's equipment – **ACTION – J. Towne** to

report and request repair

5.7 Maritime/Beach matters

- 5.7.1 Councillor/s Update/s *; (MS/NC) – Nothing further to report until a meeting has been arranged. Awaiting response from GYBC.

5.8 SNAP Meeting

- 5.8.1 Councillor/s Update/s *; (NC/DC) It was CONFIRMED that 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 *; (DC/JS) *Cllr. D. Clegg* CONFIRMED that the Community Payback Scheme had almost finished in the Village Hall, with a fantastic job being completed. It was also CONFIRMED to use the Community Payback to decorate the inside of the Changing rooms in the Winter months.

6. **Committee / Working Group Reports**

- 6.1 Finance Committee: The finance meeting was held on 10/09/25 with terms for council approval on the agenda (section 12)
- 6.2 Environment Working Group: No Report
- 6.3 Newsletter Update – It was CONFIRMED that the newsletter article cutoff date is 20th October 2025, with a view to distributing w/c 3rd November 2025.

7. **Correspondence, Consultations and Administration**

- 7.1 Cllr J. Bensly - NCC Updates (2)
- 7.2 Operation Randall Newsletters (0) and other Police newsletters
- 7.3 Correspondence received for council consideration.
- 7.3.1 Correspondence received regarding blocked drain and overgrowth of weeds on the pavements on The Holway and Hillview Rise was confirmed and reported.
- 7.3.2 Email received regarding self-seeded trees on the Recreation Ground Car Park has been actioned.
- 7.3.3 Operation Radium: Letter received from Norfolk Police focusing on Courier Fraud which is a type of scam where criminals contact victims by phone, pretending to be from trusted organisations such as the police, government agencies, or banks. Norfolk Police were requesting support in:
- Agree to receive trigger alerts from us.
 - Share these alerts promptly with your contacts.
 - Let us know if you identify any related concerns or incidents.
- This was AGREED -**ACTION: J. Towne** to liaise with Norfolk Police
- 7.3.4 Email received regarding removal of bench in Recreation Ground where metal fixings remain in situ – This has been resolved.
- 7.3.5 Yellow Line Request – King Street, received. To consider for Phase II of Yellow Line Project
- 7.3.6 Call received over Hemsby Road Corner condition was noted with *Cllr. J. Bensly* elaborating in 4.1.

- 7.4 Premises Licensing Application submitted for Seal View, Beach Road, to supply alcohol. This has now been withdrawn

8. Co-option to Vacant Positions of Councillors

- 8.1 It was NOTED that 3 x applications to co-opt had been received for the position of Councillor. One was not applicable due to not being eligible at this time. Co-option to be confirmed in the October meeting.

9. Projects, Proposals and Events

- 9.1 Garage Sale Update (JS/MS) – *Cllr. J. Smithson* CONFIRMED £201 was raised from the Garage Sale and will be put towards the defibrillator fund.
- 9.2 The Christmas Fayre was CONFIRMED for 6th December 2025

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
06/25/0518/CU	Old Rectory Somerton Road NR29 4AW	Change of Use from residential care home (Use Class C2) into a 7no-bedroom residential dwelling (Use Class C3).	04/08/2025	01/07/2025	Change of Use	Undecided APPROVED

- 10.1.3 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.
- 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 *; Nothing else to report in.

11. Financial Matters

- 11.1 To note receipts to date for August 2025 were NOTED.

<u>RECEIPTS</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
VH hire	£290.00	To 31/8
Garage Sale	£201.00	
TOTAL	£491.00	

- 11.2 Payments to be made by the end of August 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	£42.18	VH Electricity	DD
Plan	£29.99	Mobile Phone	DD
Anglian Water	£38.00	VH sewerage	DD
Salaries/HMRC	£1,397.73	Salaries	BACS

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NLGPS	£317.84	Pension	BACS
Fiverr	£32.33	Newsletter Design	BACS
J. Towne	£9.54	Reimbursement - Google One	BACS
Perfect Pixel Plus	£70.91	Newsletter Printing	BACS
SLS	£115.63	Community Payback Supplies	BACS
Sparkys	£540.00	EICR	BACS
Sparkys	£144.00	EICR Repair work	BACS
SSAF	£411.72	Rec Ground New Signage	BACS
TOTAL	£3,185.87		

11.3 To note receipts to date for September 2025 were NOTED

<u>RECEIPTS</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
VH hire	£160.00	Up to 24/09
Recreation Ground	£40.00	Up to 24/09
TOTAL	£200.00	

To note receipts received following the meeting to end September 2025

<u>RECEIPTS</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
VH hire	£210.00	From 25/09 to Up to 30/09
Recreation Ground	£10.00	From 25/09 to Up to 30/09
Precept	24,201.00	From 25/09 to Up to 30/09
TOTAL	£24,421.00	

11.4 Payments to be made by the end of September 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	£34.61	VH Electricity	DD
Plan	£29.99	Mobile Phone	DD
Anglian Water	£38.00	VH sewerage	DD
Anglian Water	£169.75	Rec Grounds Water	DD
Eon	£136.03	CR Quarterly Electricity	DD
Salaries/HMRC	£1,277.82	Salaries	BACS
NLGPS	£282.32	Pension	BACS
East Coast Waste	£248.23	Skip Hire	BACS
Cllr. D. Clegg	£4.95	Amazon Gloves - comm payback	BACS
Cllr. D. Clegg	£62.50	B&Q - Paint / supplies - comm payback	BACS
Cllr. D. Clegg	£66.24	Microsoft 365 annual subs	BACS
Cllr. D. Clegg	£22.53	Screwfix - Paint / supplies - comm payback	BACS
Cllr. D. Clegg	£15.94	Home Bargains - cleaning / payback	BACS
Cllr. D. Clegg	£29.10	Screwfix - CR supplies - comm payback	BACS
R. Smith	£450.00	Grass cutting / VH door and tiles repair	BACS
Sparkys	£900.00	Mains Fire Alarms	BACS
Winterton In Bloom	£650.00	Grant	BACS

WoS Primary School and Nursery	£255.00	Grant	BACS
Cllr. D. Clegg	£6.46	Dishwasher salt & Tablets	BACS
TOTAL	£4,715.47		

Added after PC Meeting – Approved by Cllrs / RFO in writing

<u>PAYEE</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>METHOD</u>
Maple Tree	£250.00	Rec Grounds Tree Works	BACS
PKF Littlejohn	£378.00	External Audit	BACS
Cllr. J. Smithson	78.16	Paint – Community Pay Back	BACS
TOTAL	£706.16		

- 11.5 Cllr. D. Clegg CONFIRMED that all invoices for hire/rent for August / September have been issued
- 11.6 It was CONFIRMED the Clerks' / RFOs' hourly rate was increased as per the NJC scales of pay (Local government services pay agreement 2025/26, issued July 2025) with backpay to 1st April 2025, paid in August 2025
- 11.7 It was NOTED that pre-approval to book a skip for the allotments was given on 1st Sept 2025.
- 11.8 Following consideration the request to obtain quotes to replace / repair (if viable) the Village Hall front door on a “like for like” basis due to being in a conservation area was AGREED - **ACTION – Cllr. D. Clegg**
- 11.9 It was APPROVED to book a deep clean to take place at the Recreation Ground prior to community payback works - **ACTION – Cllr. D. Clegg**
- 11.10 The options were DISCUSSED Following the report of a broken dishwasher in the Village Hall. Taking into account the cost of call out, possible condemnation of equipment or repair, it was AGREED to pre-approve a top budget of £400 to purchase and install a new dishwasher – **ACTION – Cllr. M. Bobby**
- 11.11 Added with Chair Cllr. L. McMahon approval – A Grant Application was received from WoS Primary School and Nursery for £255 to purchase new defibrillator pads. Following discussion and due to the timescale, this was APPROVED

12. For Approval Following Finance Meeting Held 10-09-25

- 12.1 To approve the Bank Reconciliation to end August 2025. APPROVED
- 12.2 To approve that all banking arrangements remain unchanged, including signatories as Cllr. D. Clegg, Cllr. L. McMahon and Cllr. N. Coe - APPROVED
- 12.3 Hire Charges on storage and the Village Hall have been deferred for further investigation. To be included in the next Finance Meeting.
- 12.4 The proposal to increase or keep the current Annual Charge for Recreation ground use for the Cricket Club has been deferred. To be included in the next Finance Meeting.
- 12.5 It was APPROVED to change the Mobile Phone Contract from Plan.com at a Current monthly charge of £29.99 to the Supplier “Lebera” at an estimated yearly saving of approximately £300. **ACTION – J. Towne**
- 12.6 It was APPROVED for a brown bin to be supplied to Duffles Pond. (as per 5.3.1) – **ACTION – J. Towne**

- 12.7 It was APPROVED to use monies raised from Garage sale and craft fair events towards funding a defibrillator at the Changing Rooms once all the refurbishment has been completed.
- 12.8 The allocation of £650 for the WIB Grant Application was AGREED.

13. Policies and other Calendar Items

- 13.1 The Proposed Meeting Dates 2026 Policy was REVIEWED, APPROVED, and ADOPTED
- 13.2 The Newsletter schedule for 2026 was REVIEWED, APPROVED, and ADOPTED
- 13.3 Added with Chair *Cllr. L. McMahon* approval – The amendment to the Grant Awarding Policy and application Form was REVIEWED, APPROVED and ADOPTED

14. Business for Future Meeting

- 14.1 The date of the next Meeting is CONFIRMED for Wednesday, 29th October 2025, 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.

None

Meeting ends: 20:17