



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 29th April 2026

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

Public present: 1

Minutes taken by: J. Towne

1. Apologies and Quorum determined.

- 1.1 Apologies received and ACCEPTED from *Cllr. L. McMahon, Cllr. J. Bensly* and PC Callum 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. *Cllr. D. Clegg* declared an interest in item 5.3.1, 'tree donation' where the request is from a neighbour
- 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 March 2026, were an accurate record of that meeting with minute 8.2 struck through as recorded in error & 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 24/09/25. 5	Is Closed as allocated for Community Payback
Action 26/11/25. 13	Is Closed as in progress
Action 26/11/25. 14	Is Closed as in progress
Action 26/11/25. 15	Is Closed as in progress
Action 25/02/26. 3	Is Closed as plan in place
Action 25/02/26. 5	Is Closed as in progress
Action 25/03/26. 2	Is Closed as in progress
Action 25/03/26. 3	Added to Oct Action Plan
Action 25/03/26. 5	Is Closed as complete
Action 25/03/26. 7	Added to Sept Agenda
Action 25/03/26. 8	Is Closed as complete

- 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.
 - 4.3.1 Member of public spoke highly of the safe pedestrian access route currently in place at the top of The Craft and Bulmer Lane to encourage people to avoid walking in the road especially on the corner out of Winterton on Sea. The member of public asked whether there was any possibility of extending the safe route alongside Hemsby Road. It was noted that the land along this road is owned by three separate people and permission would need to be sought. It was AGREED to make contact with these owners to see whether this is a possibility but to also gain quotes for additional village signs advising visitors/residents to the alternative safe route through the dunes – **ACTION: Clerk J. Towne**
- 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) – *Cllr. J. Smithson* advised that a cavity in the floor under dishwasher was noted when the new appliance was replaced. A temporary fill was put in place however, it was AGREED to request a quote to investigate the cause and repair if necessary – **ACTION: Cllr. J. Smithson**

5.2 Recreation Ground

- 5.2.1 *Cllr Clegg* shared an update on the plan to install a new defibrillator at the Changing Rooms with further fundraising. The Table Tennis Club have kindly agreed to donate £300 to this project. Heart 2 Heart have advised on cost and the first responder; S. Rose has volunteered to look after the unit upon completion. It was noted to place on hold whilst awaiting update regarding the school defibrillator
- 5.2.2 *Cllr. M. Bobby* confirmed that the Winterton Fish and Chip shop advert has been reinstated on the Changing Rooms as a sponsor to the Cricket Club.
- 5.2.3 Added with the permission of the Chairman
It was reported that there were individuals hanging around behind the Changing Rooms when going to lock the gate. They did move on with no damage reported.

5.3 Allotments / Duffles Pond – Notes were left from Cllr. L. McMahon in his absence

- 5.3.1 Councillor/s Update/s *; (LM) The request to donate a tree in memory of a family member at Duffles Pond was considered, however it was felt not suitable for Duffles Pond. It was suggested to plant the tree at the Recreation Ground instead (after the Festival Event), without a plaque.

ACTION: Cllr. L. McMahon - Advise resident of outcome and to get confirmation of the alternative location with them.

- 5.3.2 The Duffles Pond Maintenance plan was considered and APPROVED
- 5.3.3 Allotments – It had been reported to the Parish Council that an escaped Chicken from the allotments had been spotted on the Recreation ground. The owner was identified and notified albeit not returned as far as we were aware. A MOP advised that the Chicken had indeed made its way home.
- 5.3.4 It was CONFIRMED that all plots on the allotments are to be cultivated by 1st May with inspections taking place a week later.
- 5.3.5 It was CONFIRMED that the recent Easter Event at Duffles was a rousing success with the team raising £1101.50. We were asked to share the following:
“Thanks expressed to the community day volunteers who attended and helped man the stands on the day. We would also like send a huge thank you to RSPB and NWT who supported the event and provided valuable info and activities for the families in attendance. Also, a big thank you also goes out to the companies who kindly donated some terrific raffles prizes and lastly a huge thank you to residents and visitors who visited on the day because without them, we simply wouldn't have an event.”
- 5.3.6 New Hide Update – Cllr. L. McMahon shared the following in report form.
“As you will be aware, we have our preferred quote for the new Hide which will cost £5,500. It's quite expensive but the only quote received that totally meets and even exceeds what we are looking for, the team are finalizing their budget to put towards the project but are hoping to have between £2,500 - £3,000 for the project and Grant Funding is currently being sought to make up the shortfall”
- 5.3.7 Cllr. L. McMahon shared the following in report form.
“It was recently noticed prior to the last community day that the tree that was growing across / above the entrance to Duffle's had dropped a foot and resulted in 4 incidents of people banging their head and given that it was suffocated in Ivy, proved quite dangerous. They reached out to 2 tree experts for their opinion, and the decision was taken to cut it back because if it had fallen on someone, especially a child then they could have been seriously injured. It must also be noted that this was carried out due to safety issues and the team were reluctant to do so as we loved the sense of 'mystique' it gave to the entrance, and we are keen to put something in place to replace it that can be better managed, it's worth noting that it was thoroughly checked for nests prior and that everything cut back was re-used in the Dead Hedge “
- 5.3.8 Cllr. L. McMahon shared the following in report form.
“The Bird feeding line was removed during the last community day and replaced with independently hung feeders that are more in keeping with the area, the original feed line looked hideous with plastic bottles hanging which were originally put in place to stop squirrels accessing the feeders, but this was no longer fit for purpose. We have reduced the feeders from 5 to 3 for the summer months following a recent RSPB report requesting feeders be removed completely to avoid the spread of disease and at this time of year we don't want birds reliant on our food source as there is plenty of natural food sources available, this step will enable to the team to put in place a

regular cleaning plan for the feeders which they were previously unable to carry out as a number of the feeders they previously purchased had gone missing and replaced with someone else's (for reference, we purchased 8 new feeders and can now only account for 3). We appreciate people's willingness to visit the area and feed the birds / ducks but we do need to monitor the feed we are using and keeping the feeders completely stocked with food goes against the wishes of RSPB with the new advice being 'feed seasonally, feed safely'

5.4 Village Maintenance

- 5.4.1 *Cllr. D. Clegg* confirmed that the maintenance which had been completed on the road on Winmer Avenue had been reported due to concerns as to how it had been left. Highways did respond and advised that the overall procedure has not been fully completed. Following some further mechanisms, the road will then be fully sealed and surface dressed throughout.

5.5 Traffic Management

- 5.5.1 *Cllr. D. Clegg & Cllr. N. Coe* confirmed that the traffic Management Surveys had been delivered to the local properties whereby the second phase of yellow lines had been proposed. No objections received.
It should also be noted that the proposal for 2 x H Bars in North Market Road, and 1 x Bus Shading by Empsoms Loke have been APPROVED with assistance from *Cllr. J. Bensly*

5.6 Green spaces

- 5.6.1 Councillor/s Update/s *; (LM/DC/MB) Following on from the annual Risk Assessment on the children's playground equipment, it was NOTED that a **amber** risk had been shown on the Roundabout where there is an issue with the bearing. There was also an **amber** risk on the Multi play equipment whereby there is rot in the timber noted. Risk Assessment advised to monitor, however GYBC advised that as these were coming to the end of their life expectancy they would be recommending removal. Further communication led to a local Company volunteering to repair these items for the Parish Council
Following communication with GYBC, they advised that if the Parish Council were to complete these repairs, the responsibility / ownership of these would come under the Parish Council in future. This was AGREED. **ACTION – Cllr. M. Bobby to advise GYBC**
Proposer: *Cllr. M. Bobby*, Seconded: *Cllr. M. Shepperd*
- 5.6.2 Added with agreement from the Chair. It was noted that a branch hanging from a tree could cause an injury. GYBC responded and actioned.

5.7 Maritime/Beach matters

- 5.7.1 Councillor/s Update/s *; *Cllr. N. Coe* conveyed that the end of Beach Road has got very undermined by the strong winds we have been having which has resulted in the tarmac having no support.
A recent episode of vandalism was reported which has resulted in the tarmac being broken off resulting in the end of the road getting closer and closer to

the toilets. The vandalism also included lumps of concrete being broken off the front of the car park.

The owner of the Beach Road car park advised *Cllr. N. Coe* that they are hoping to arrange for heavy machinery to replace some of the sand on the slope beneath the end of the road to better safeguard it for the foreseeable future. **ACTION – Cllr. N. Coe to contact Cllr Bensly to see whether there is any support available.**

5.8 Community Payback Scheme

- 5.8.1 Councillor/s Update/s *; *Cllr. D. Clegg* conveyed that a list of potential tasks for the Community Payback Scheme had been drawn up . A meeting to discuss viability has been arranged

6. **Committee / Working Group Reports**

- 6.1 Finance Committee: No Report
6.2 Newsletter Update – It was CONFIRMED that work on the next issue has commenced.

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 Councillors discussed the email received from resident conveying concern regarding a caravan attempting to park at Beach Road which has restricted turning space – The suggestion of implementing a sign alerting caravan owners to “No Parking in Beach Road Car Park for Caravans etc.” before Beach Road was AGREED. Cost to be ascertained along with sign design and location – **ACTION – Clerk J Towne**
7.3.2 It was NOTED that the plan to implement a petition to reinstate this 717 bus service.
7.3.3 No update on WoS School Defibrillator at present. **ACTION - Cllr. R. Burrows to pop into school to discuss**

8. **Projects, Proposals and Events**

- 8.1 Councillor/s Update/s * None

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: None
9.1.2 Applications Update: None
If not shown below, all applications before Nov '25 have been closed.

Reference	Location	Proposal	Date PC Informed	Received by GYBC	Type	Status
		N/A – None received				

- 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.
It was NOTED that application 06/26/0038/F, Retrospective application for the installation of a freestanding parcel collection and delivery locker unit has been refused
- 9.1.5 Councillor/s Update/s ***; *None*

10. Financial Matters

- 10.1 Receipts to date for April 2026 were NOTED.

<u>RECEIPTS</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
VH hire	£365.00	Up to 29/04
Precept	£24,981.00	Up to 29/04
VH Hire received after mtg	£160.00	30/04
TOTAL	£25,506.00	

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

<u>PAYEE</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>METHOD</u>
Anglian Water	£49.00	Allotments water	DD
Unity Bank	£7.00	Bank Charges	DD
Octopus	£135.54	VH Electricity	DD
Anglian Water	£38.00	VH sewerage	DD
Salaries/HMRC	£1,510.71	Salaries	BACS
NLGPS	£310.24	Pension	BACS
Corporate Card	£33.40	HDMI Lead / Toilet Roll Holders (Amazon)	DD
R. Smith	£308.00	Grass Cutting	BACS
Cllr. Clegg	£10.25	Cleaning Supplies	BACS
Maple tree	£60.00	Original invoice paid last month was incorrect. Maple refunded full amount and issued a new invoice	BACS
TOTAL	£2,462.14		

- 10.3 *Cllr. Clegg* CONFIRMED that all invoices for hire/rent for April had been issued
- 10.4 It was CONFIRMED that part 1 of the precept has been received.
- 10.5 Following discussion, it was APPROVED to increase the budget to £100.00 for APM Cakes/Drinks supplies.
- 10.6 Following discussion and taking into account the recent risk assessment it was AGREED to APPROVE the quote received to replace ropes on Basket Swing in Children's Play Area – **ACTION – Clerk J Towne to order**

11. Policies and other Calendar Items

- 11.1 The Health and Safety for this Parish Council was REVIEWED, APPROVED and ADOPTED
- 11.2 The Standing Orders for this Parish Council was REVIEWED, APPROVED and ADOPTED

- 11.3 The Financial Regulations for this Parish Council was REVIEWED, APPROVED and ADOPTED
- 11.4 The Statement of Internal Control for this Parish Council was REVIEWED, APPROVED and ADOPTED
- 11.5 The Business Continuity Plan for this Parish Council was REVIEWED, APPROVED and ADOPTED

12. Business for Future Meeting

- 12.1 The date of the next Annual Parish Meeting was CONFIRMED for Wednesday, 13th May 2026, at 6 p.m. in the Village Hall.
- 12.2 The date of the next Meeting was CONFIRMED for Wednesday, 27th May 2026, at 7 p.m. in the Village Hall. This will be the council's AGM.
- 12.3 Items for the next meeting to include:
 - 12.3.1 Explain the process for application for grants and/or joint-funded projects with existing policies;
 - 12.3.2 Resolutions for Committees and Working Groups (Advisory Committees)

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 end 20:38