



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 June 2025

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

Public present: 5

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. E. Punchard* and *Cllr. R. Tunbridge*
- 1.2 Quorum was determined

2. Declarations of Interest

- 2.1 Declaration of Interest RECEIVED from *Cllr. M. Bobby* – re: 9.1.2 Planning North Market Road
- 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 May 2025, were an accurate record of that meeting & signed by the Chair
- 3.2 Councillors AGREED that the minutes of the Council AGAR meeting held on Wednesday 11th June 2025, were an accurate record of that meeting & signed by the Chair
- 3.3 To review the Action Log from that meeting (*where not included in this agenda*)

SEE COMMENTS ON ACTION LOG SHEET

Action 26/03/25. 5	Is Closed as in progress
Action 30/04/25. 6	Is Closed as in progress
Action 28/05/25. 1	Is Closed as completed.
Action 28/05/25. 3	Is Closed as completed.
Action 28/05/25. 4	Is Closed as completed.
Action 28/05/25. 7	Is Closed as completed.
Action 28/05/25. 9	Is Closed as completed.
Action 28/05/25. 10	Is Closed as completed.
Action 28/05/25. 11	Is Closed as completed.

- 3.4 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.

- 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 raised the issue that “The Lane” street sign is missing from the repaired garden wall junction. Whilst unsure as to whether there was a sign in situ before the wall was damaged, it was agreed to be reported- **ACTION - Cllr. D. Clegg.**
- 4.3.2 A MOP asked if the Parish Council knew why a couple of street lights had been cut down in George Beck Road. The Parish Council did not know of this, however, will investigate and report if required -**ACTION – Cllr. D. Clegg**
- 4.3.3 A MOP raised concerns regarding the possibility that “Hales Lodge,” which had been recently sold, is rumoured to house asylum seekers. They had heard that, as it was currently used as an HMO that the new owners could automatically use the current HMO Status. *Cllr. D. Clegg* advised that this wasn’t the case and that if the new owners did wish to use it as an HMO, then they would need to apply through the Council, and the Parish Council would then be notified. *Cllr. M. Bobby* advised that whilst the Parish Council (PC) was aware that there were several rumours circling the village that the PC did not know who had purchased or their intentions. The PC would only be made aware of any changes through the Planning Department as and when the new owners make any applications. If and when the new owners do make any applications, the MOP could see any plans on the Planning Portal - <https://planning.great-yarmouth.gov.uk/OcellaWeb/planningSearch> If residents do not agree with the plans, then there is an option to Object via the portal.
- 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. N. Coe* conveyed that *Cllr. J. Bensly* had advised that there were funds available for clubs, groups or local projects and that this can be applied for via email.
- 4.4.2 *Cllr. N. Coe* had been notified that the wooden post by the disabled toilet in Beach Road had broken – **ACTION – J. Towne** to report.
- 4.4.3 *Cllr. N. Coe* had been approached by a resident regarding an overhanging hedge from a property in Black Street, which was obscuring the view and making it difficult for cars to pass. **ACTION - Cllr. D. Clegg** to speak with the owner for an update.

5. Regular Council Business: Reports and updates

5.1 Village Hall

5.1.1 Councillor/s Update/s *;

Cllr. D. Clegg confirmed that a Chess Group has been set up at the Village Hall on Thursdays at 7 pm – This has commenced and all are welcome.

Cllr. D. Clegg conveyed that the Community Payback Scheme was doing well, with attendance expected over the next two weeks, with the planned schedule returning following this.

Cllr. D. Clegg explained that the Village Hall side gate had been repaired by the Caister Men's Shed – Thanks given

5.2 Recreation Ground

5.2.1 Councillor/s Update/s *;

Cllr. M. Bobby CONFIRMED that Phase II (plumbing) had been completed, with Phase III (joinery / Carpentry) quotes being sought.

It was conveyed that there was some pooling around one of the showers – **ACTION – Cllr. J. Smithson** to investigate.

5.3 Allotments / Duffles Pond

5.3.1 Councillor/s Update/s *; *Cllr. L. McMahon* gave an update on Duffles Pond.

Following seeking advice, it was CONFIRMED that there was nothing of concern at present and that the previous readings were probably due to a build-up of organic matter. NWT has also reached out and will visit Duffles Pond around August. **ACTION – Cllr. R. Tooke** will take some sediment readings in the meantime.

5.3.2 *Cllr. L. McMahon* advised that there are tree works needed in the Allotments due to reduced lighting. A local trained resident has offered their services to reduce the canopies of these trees. No TPO'S are in place according to the GYBC Tree Preservation Orders and Conservation Area map -

<https://www.great-yarmouth.gov.uk/article/2478/Tree-Preservation-Orders>

5.3.3 The request to purchase the Norfolk Historic Environment Record from 1988, when it is believed the last dredging was completed was DISCUSSED. It was AGREED to seek feedback / information from Local Residents who may recall the last dredging event and report at the next Parish Council Meeting– **ACTION – Cllr. L. McMahon.**

5.3.4 *Cllr. L. McMahon* conveyed that a Potential upgrade to the Duffles Pond Shelter was being investigated, with examples shown at the meeting. The current prices given are very high. **ACTION – Cllr. L. McMahon/Clerk J. Towne** to investigate other options (possible adaptation to a shed/cost to build independently)

5.4 Village Maintenance

5.4.1 Councillor/s Update/s *; Following previous concerns and correspondence received regarding the Bulmer Lane Manhole cover, it was AGREED to check ownership. **ACTION – Cllr. J. Smithson** to ascertain and **Clerk. J. Towne** to report.

5.5 Traffic Management

5.5.1 Councillor/s Update/s *; *Cllr. N. Coe* CONFIRMED that the yellow lines agreed had been completed.

Beach Road will be completed shortly.

Cllr. N. Coe had been asked why the yellow lines on “The Lane” seemed to finish earlier than thought – **ACTION – Cllr. N. Coe** to investigate.

5.6 Green spaces

- 5.6.1 Councillor/s Update/s *; *Cllr. D. Clegg* advised that the grass cutting schedule remained as planned with no issues to report.
Advised that Winterton In Bloom is continuing their good work with the possibility of a donation of a tree forthcoming.

5.7 Maritime/Beach matters

- 5.7.1 Councillor/s Update/s *; *Cllr. N. Coe* stated that the access point to the beach was getting very thin, with concerns that high winds/high tides could lead to this area being inaccessible. Alternate routes are being investigated, noting owners of the beach sections will be included.
Cllr. N. Coe advised that it had been reported that people had been accessing the beach car park after it had been closed to fly model aircraft. **ACTION – *Cllr. N. Coe*** to advise car park owner.

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 cut-off for articles for the next quarter is 21/07/25

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 Request for a memorial bench (local resident) was discussed, with the only space available being the Recreation Ground. The memorial bench policy would need to be adhered to, with the family agreeing to purchase and maintain the bench, to gain approval of the bench type and plaque wording. **ACTION – Clerk J. Towne** to liaise.
7.3.2 Hales Lodge Enquiry Emails x 2 Received – See minute 4.3.3
7.3.3 Proposal to fund Save Our Seals signage on Winterton beaches was discussed. As the beaches are privately owned, the Parish Council would not have the authority to approve – **ACTION – Clerk J. Towne** to liaise.
7.3.4 It was CONFIRMED that a link to the Caister and Rural Villages Community Alcohol Partnership Survey has been received from the police and is accessible on the Parish Council Website - <https://wintertononsea-pc.gov.uk/local-info-and-reporting/> .
7.3.5 Request for replacement bench was received via *Cllr. J. Bensly*. Parish Council has no objections; however, they would like for the bench to be replaced “like for like”. **ACTION – Clerk J. Towne** to liaise.
7.3.6 Tree monitoring survey received was discussed. **ACTION – J. Towne** to complete

8. **Projects, Proposals and Events**

- 8.1 It was confirmed that the Annual Garage Sale will take place on Sunday, 24th August 2025, between 10 am and 3 pm. To be added to the next Newsletter with

application forms and advertising to be completed – **ACTION – Clerk J. Towne /Cllr. J. Smithson**

- 8.2 Cllr. R. Tooke conveyed the potential of a Farmers Market on the Recreation Ground. Local farmers, suppliers, and tractor enthusiasts will be approached along with local groups to see whether they would be interested in taking part. The Farmers Market would likely take place on the same weekend as the annual Garage Sale 2026.

ACTION – Cllr. R. Tooke to submit a proposal for approval.

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: One

9.1.2 Applications Update: *If not shown below, all applications before Aug '24 have been closed.*

Reference	Location	Proposal	Date PC Informed	Received by GYBC	Type	Status
06/25/0177/F	3 The Bungalow North Market Road NR29 4BL	Demolition of existing garage; Erection of a summer house to be used as an office, gym, and annexe, and creation of 2no. car parking spaces.	12-06-25	03-03-25	Full	Undecided. <i>See 9.1.2 cont</i>
06/25/0453/CD	Caters Black Street NR29 4AP	Discharge of Condition 4 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.) - Submission of Validation report demonstrating effectiveness of contamination remediation strategy.	Not Received	10-06-25	Condition Discharge	Undecided <i>Some confusion noted.</i> ACTION – Clerk J. Towne to contact planning to question if this is a retrospective application

- 9.1.2 Cllr. M. Bobby left the meeting.

cont. Application [06/25/0177/F](#), 3 The Bungalow was discussed. It was noted that several objections had been received. Concerns had been raised regarding the overdevelopment of this site, alongside questioning of the current plans submitted. It was reported that the additional parking spaces and use of the shared access road would not leave adequate turning space, which could lead to encroachment on other properties, as well as the use of the shared access lane for the building contractors/suppliers. The issues reported regarding the disruption that took place when the same Contractors were used on an adjoining property are also a concern. There have also been reports that the current plans, which shows a gym and office with 2 x bathrooms, are potentially going to be used as bedrooms. It should be noted that whilst this is hearsay, it has caused further concerns. With this in mind, the Parish Council has AGREED to submit an objection to the current plans. **ACTION – Clerk J. Towne**

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Discussion was completed and *Cllr. M. Bobby* was asked to return to the meeting.

- 9.1.3 To consider consultee response to applications received from Great Yarmouth Borough Council and the Broads Authority after publication of the agenda.
- 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 June 2025 were NOTED.

<u>RECEIPTS</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
VH hire	£355.00	Up to 25/06
Recreation Ground	£40.00	Up to 25/06
VH hire	£40	paid after meeting
Savings Interest	£652	paid after meeting
TOTAL	£1,087	

10.2 Payments to be made by the end of June 2025 were AGREED

<u>PAYEE</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>METHOD</u>
Anglian Water	£24.00	Allotments water	DD
Octopus	£71.04	VH Electricity	DD
Plan	£29.99	Mobile Phone	DD
Anglian Water	£38.00	VH sewerage	DD
Anglian Water	£100.52	VH Water	DD
Unity Bank	£6.00	Bank Charges	DD
Salaries/HMRC	£1,248.01	Salaries	BACS
NLGPS	£273.48	Pension	BACS
PTS	£234.00	Councillor Training x 3	BACS
Heat & Plumbing	£1,901.50	Changing Room Works	BACS
Broadland Computers	£25.00	Antivirus	BACS
SLS	£80.21	Community Payback Supplies	BACS
SLS	£89.35	Community Payback Supplies	BACS
Cllr. L. McMahon	£34.86	Wastewater map	BACS
Cllr. D. Clegg	£22.99	Gloves / Tape Reimbursement / CPS & Bin bags	BACS
Caister Men's Shed	£80.00	Donation towards gate repair	BACS
R. Smith	£360.00	Grass Cutting	BACS
TOTAL	£4,618.95		

10.3 *Cllr. D. Clegg* CONFIRMED that all invoices for hire/rent for June 2025 have been issued.

10.4 It was CONFIRMED that the water bill for the Allotments DD has increased from £24pm to £30pm

10.5 It was CONFIRMED that the replacement lights for the Village Hall have been booked in for 4th July 2025 (as approved during the March 26th, 2025, Meeting)

- 10.6 The quote received for the Recreation Ground Signs were considered and APPROVED with one amendment to wording made – **ACTION – Clerk J. Towne to advise**
- 10.7 The quote received to replace the broken ceiling tiles in the ladies' toilet and replace the storage door frame was considered and APPROVED – ACTION – Clerk J. Towne to advise

11. For Approval Following Finance Meeting Held 11-06-25

- 11.1 It was considered and AGREED to transfer £500 from the Newsletter Budget line to the Village Improvements Budget Line to ensure cover for the remainder of the financial year.
- 11.2 A new provision for the Community Payback Scheme from the General Reserves was considered and APPROVED at £1,000.
- 11.3 Following discussion, it was AGREED to pay £1,300 to the Church from the Concurrent Functions £1,300.
- 11.4 As per the Finance Meeting held in March, which was for consideration in the new financial year, “The reserves budgetary planning was examined with the proposal to consider increasing the Traffic Management Reserve and Play Area Reserve”. The proposal above was considered, and it was AGREED to maintain the current reserve for the Traffic Management and to increase the Play Area reserve from the General Reserve to £3,000, an increase of £2987.

12. Policies and other Calendar Items

- 12.1 The Terms of Reference for the Personnel Committee were REVIEWED, APPROVED, and ADOPTED
- 12.2 The Terms of Reference for the Finance Committee were REVIEWED, APPROVED, and ADOPTED

13. Business for Future Meeting

- 12.1 The date of the next Meeting was CONFIRMED for Wednesday, 30th July 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: 20:43