



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 27th May 2026

Councillors present: Mark Bobby, Liam McMahon, Rachel Tooke, Nigel Coe, John Smithson,
Roy Burrows, Mark Shepperd, Jason Hughes (N.C.C)

Public present: 2

Minutes taken by: J. Towne

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

1. To elect a chair of the council for the forthcoming year

- 1.1 *Cllr. R. Tooke* proposed *Cllr. M. Bobby* for the role of Chair, which was seconded by *Cllr. R. Burrows*. There were no other nominations and CLLR. M. BOBBY WAS UNANIMOUSLY ELECTED by all members present. *Cllr. M. Bobby* accepted the position

2. Apologies and Quorum determined.

- 2.1 Apologies received and ACCEPTED from *Cllr. D. Clegg*
2.2 Quorum was determined

3. To elect a Vice-Chair for the council for the forthcoming year.

- 3.1 *Cllr. N. Coe* proposed *Cllr. L. McMahon* for the role of Vice-Chair, which was seconded by *Cllr. M. Shepperd*. There were no other nominations and CLLR. L. McMAHON WAS UNANIMOUSLY ELECTED by all members present. *Cllr. L. McMahon* accepted the position

4. Declarations of Interest

- 4.1 Councillors should declare any pecuniary or non-pecuniary interest on any agenda item. NONE RECEIVED
4.2 To consider any dispensation requests received. NONE RECEIVED

5. Minutes of previous Meeting

- 5.1 Councillors AGREED that the minutes of the Council meeting held on Wednesday 29th April 2026, were an accurate record of that meeting & signed by the Chair
5.2 To review the Action Log from that meeting (*where not included in this agenda*)

SEE COMMENTS ON ACTION LOG SHEET

Action 25/03/26. 6	Is Closed as no longer required
Action 29/04/26. 3	Is Closed as in completed
Action 29/04/26. 7	Is Closed as question answered. New action raised as per minute 7.4.1
Action 29/04/26. 8	Is Closed as ordered

All other actions remain ongoing.

- 5.3 Any matters arising from those minutes/actions not covered in this agenda, must be tabled for discussion (at the discretion of the Chair). None

6. Public Participation and Reports

- 6.1 To receive a report from Norfolk County Councillor Jason Hughes, if present.
Cllr. J. Hughes advised that there hadn't been an N.C.C Update as yet due to only recently being elected.
Cllr. J. Hughes did convey that there were grants available for EV Charging points and explained that there was information available should there be any interest.
updated when this is completed
- 6.2 To receive a report from Great Yarmouth Borough Councillor Noel Galer, if present.
NOT PRESENT.
- 6.3 The forum was opened for members of the public.
- 6.3.1 A M.O.P wanted to convey how someone had parked outside their garage and therefore they were unable to get their car in the garage. This member was understandably frustrated however whilst the Parish Council could sympathise, the member of the public was reminded to take photos and report to the police using the channels previously advised.
- 6.3.2 A M.O.P expressed frustration regarding the highways drainage pit on Bulmer Lane has been overflowing and flooding their garden. This is an issue which had been reported to Highways several times since Oct 2024, however they reported that any reports for repairs / solutions had been rejected. This M.O.P advised that the last time that any planned/routine maintenance took place was in 2009. Cllr. J. Hughes requested for the information to be forwarded to him and that they would see if they could assist
- 6.4 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
- 6.4.1 *Cllr. J. Smithson* advised he had been approached regarding a blind corner on Back Road which is proving dangerous. **ACTION: Cllr. N. Coe volunteered to contact Highways**
- 6.4.2 *Cllr. N. Coe* conveyed that they had been approached to ask whether the annual garage sale would be taking place again this year. It was confirmed that there were plans to hold another Garage Sale, with the date being Sunday 30th August – **ACTION: Cllr. J. Smithson to commence planning**

7. Regular Council Business: Reports and updates

7.1 Village Hall

- 7.1.1 Councillor/s Update/s *; (DC/RT) – Nothing to report

7.2 Recreation Ground

- 7.2.1 Councillor/s Update/s *; To include, The Changing Room fans were checked by a local electrician who agreed that none of the fans were working despite power going to them **ACTION: Clerk J. Towne to request further information along with any warranty which may be active.**
- 7.2.2 It was also reported that a lock in the female toilet had broken and a cistern appeared to be constantly flushing water through – **ACTION: Cllr M. Bobby to investigate**

7.3 Allotments / Duffles Pond

7.3.1 Councillor/s Update/s *; (LM) – Nothing to report

7.4 Village Maintenance

7.4.1 Councillor/s Update/s *, (LM/RT/DC) – Following on from a previous closed out action with regards to the School defibrillator. The requirement of Defibrillators to be confirmed. List current Defibs and locations to be compiled along with dates of expiration for them. **ACTION: Cllr. R. Burrows / Clerk J Towne**

7.5 Traffic Management

7.5.1 Councillor/s Update/s *; incl. Yellow Line Plan, if applicable. *Cllr. N. Coe* conveyed that contact had been made with Highways and *Cllr. J. Hughes* who CONFIRMED their support following the returns of completed Traffic Management Surveys. It was further confirmed that the requested “H” Bar and bus shading had been approved with budget lines raised.

7.6 Green spaces

7.6.1 Councillor/s Update/s *; (DC) – Nothing to report

7.7 Maritime/Beach matters

7.7.1 Councillor/s Update/s *; It was CONFIRMED that the Beach Windsock had been erected.

7.7.2 *Cllr. N. Coe* stated that the beach car park owner had been in touch to see whether the Parish Council could request support from highways to help with the condition of the end of Beach Road. Highways had since this request got back in contact with the Beach Car Park Owner with the possibility of support being offered

7.8 Neighbourhood Meeting

7.8.1 Councillor/s Update/s *; *Cllr. D. Clegg & Cllr. N. Coe* attended the Neighbourhood meeting which was held on 30th April 2026, at The Rabbit Hutch, Allendale Road, Caister, NR30 5ET. *Cllr. N. Coe* stated there was a good police presence with 3 x further officers added to their Team. *Cllr. N. Coe* continued that he felt it would be positive to have more police visibility in the local villages.

The Police advised of reports of a large group of people in Great Yarmouth were being perceived as quite intimidating and wanted to confirm that the Police were aware and monitoring.

7.9 Community Payback Scheme

7.9.1 Councillor/s Update/s *; (DC/JS) A productive meeting with the Placement Co-ordinator had taken place with a list of locations and tasks being identified.

7.9.2 The start date of Friday 26th June 2026 - alternating was CONFIRMED and APPROVED.

8. Committee / Working Group Reports

- 8.1 Finance Committee: No Report
- 8.2 Newsletter Update – It was CONFIRMED that the newsletter was in hand with the design being finalised shortly ready to print.

9. Correspondence, Consultations and Administration

- 9.1 Cllr J. Bensly/Cllr J. Hughes - NCC Updates (1)
- 9.2 Operation Randall Newsletters (0) and other Police newsletters
- 9.3 Correspondence received for council consideration.
 - 9.3.1 Email received regarding Summer Fayre with Fun Dog Show on Saturday 8th August –It was CONFIRMED that this is a charitable event in aid of Guide Dogs for the Blind, being held by Winterton Hound Ground
 - 9.3.2 Following communication from past Councillors – It was CONFIRMED that the NCC Estates Team have been informed and requested to remove their details from their system
 - 9.3.3 It was NOTED that an email had been received expressing interest in using the Recreation Ground for Youth Football in future.
 - 9.3.4 It was NOTED than an email received regarding Bulmer Lane, road drainage pit had been received – further details in minute 6.3.2

10. Projects, Proposals and Events

- 10.1 The insurance requirements for proposed Festival were NOTED. Full details to be distributed to all Cllrs – **ACTION: Clerk J. Towne**
- 10.2 It was CONFIRMED that quotes had been requested for the supply of toilet facilities for approval. With the agreement of the Chair, the quotes were discussed highlighting costs, quality, availability and recommendations with the preferred supplier APPROVED – **ACTION: Cllr. R. Burrows to arrange**

11. Planning

- 11.1 To consider consultee response to applications received from Great Yarmouth Borough Council and the Broads Authority.
 - 11.1.1 Applications Received: 0
 - 11.1.2 Applications Update: *If not shown below, all applications before Feb '26 have been closed.*

Reference	Location	Proposal	Date PC Informed	Received by GYBC	Type	Status
06/26/0109/VCF	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.	N/A	19-02-26	S.73 app full	WITHDRAWN Noted

- 11.1.3 To consider consultee response to applications received from Great Yarmouth Borough Council and the Broads Authority after publication of the agenda.
None

- 11.1.4 To receive notification of planning decisions taken by Great Yarmouth Borough Council and the Broads Authority, where applicable - None
- 11.1.5 Councillor/s Update/s *; Nothing further to report

12. Financial Matters

12.1 Receipts to date for May 2026 were NOTED

<u>RECEIPTS</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
VH hire	£570.00	27/5
Recreation ground	£500.00	27/5
VAT Return	£609.40	27/5
TOTAL	£1,679.40	

Receipts received after Parish Council Meeting

VH Hire	£230.00	To 31/05
Donation towards Defib	£300.00	To 31/05
TOTAL	£530.00	

12.2 Payments to be made by the end of May 2026 were AGREED

<u>PAYEE</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>METHOD</u>
Anglian Water	£49.00	Allotments water	DD
Octopus	£64.56	VH Electricity	DD
Anglian Water	£38.00	VH sewerage	DD
Unity Bank	£7.00	Bank Charges	DD
Salaries/HMRC	£1,342.82	Salaries	BACS
NLGPS	£191.61	Pension	BACS
Corporate Card	£77.33	First Aid Supplies, HDMI Tie / Connector, Cleaning, Signs	BACS
Kiah's Homebakes	£54.00	APM Cakes	BACS
NALC	£336.52	Subscription	BACS
NCC	£9,770.44	TROD Payment 50/50 match funding	BACS
Decathlon	£474.98	Replacement Table Tennis Table	BACS
Perfect Pixel Plus	£38.05	Festival Poster Printing	BACS
Cllr. D. Clegg	£5.00	Reimbursement – APM Coffee	BACS
R. Smith	£333.00	Grass Cutting	BACS
TOTAL	£12,411.26		

- 12.3 Clerk/RFO. J. Towne CONFIRMED that all invoices for hire/rent for May 2026 have been issued.
- 12.4 It was NOTED that the Decathlon Table Tennis table was £1.01 over the initial quote inc. VAT
- 12.5 Following discussion, it was AGREED to agree to pre-approve a budget for the Community payback materials of £300 (26/27 budget line £1000).
- 12.6 It was NOTED that pre-approval had been given for printing of Village Festival

Posters due to timescale.

- 12.7 To discuss and approve quote (if received) for new fans in Changing Rooms –
No quote received and further information now required – See Minute 7.2.1

13. Policies and other Calendar Items

- 13.1 The Co-option Procedure was deferred to October 2026 Meeting as per review schedule
13.2 The Financial Risk Assessment was REVIEWED, APPROVED, and ADOPTED.

14. Confirm Committees of The Council By Resolution

- 14.1 *Cllr. D. Clegg* was reappointed as Chair of the Finance Committee. Proposed *Cllr. M. Bobby*, Seconded *Cllr. R. Tooke* and *Cllr. D. Clegg* accepted the role via email (due to approved absence)

As per the Roles and Responsibilities, the following Councillors Finance Committee membership was AGREED – Chair – *Cllr. D. Clegg*, *Cllr. M. Bobby*, *Cllr. N. Coe*, and *Cllr. M. Shepperd*

Cllr. M. Shepperd was appointed as Chair of the Personnel Committee. Proposed *Cllr. M. Bobby*, Seconded *Cllr. L. McMahon*. *Cllr. M. Shepperd* accepted the role.

As per the Roles and Responsibilities, the following Councillors Personnel Committee membership was AGREED – Chair *Cllr. M. Shepperd*, *Cllr. D. Clegg*, and *Cllr. M. Bobby*

- 14.2 Terms of Reference per Committee will be presented at the next meeting

15. Confirm Advisory Committees of The Council by Resolution

- 15.1 Following discussion, it was CONFIRMED that no Advisory Committees were necessary at present.
15.2 Terms of Reference to be presented at the next meeting. NOT APPLICABLE

16. Business for Future Meeting

- 16.1 The date of the next meeting is set for Wednesday, 24th June 2026, at 7 p.m. in the Village Hall.
16.2 The date of the Finance Meeting is set for Wednesday, 10th June 2026 at 6.30 pm in the Village Hall.
16.3 Items for the next meeting to include:
Resolutions for Committees and Working Groups (If applicable)

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 Closed: 20:48