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

DRAFT MINUTES OF THE MEETING
of Winterton-On-Sea Parish Council held at the Village Hall at 7 pm on
Wednesday 28th October 2026

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

Public present: 0

Minutes taken by: Jolene Towne

1. **Apologies and Quorum determined.**
   1.1 Apologies received and ACCEPTED from *Cllr. D. Clegg* and *Cllr. J. Bensly*
   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
   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 September 2026, 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 29/04/26. 1	Is Closed – not feasible
Action 29/04/26. 4	Is Closed as complete
Action 29/07/26. 6	Is Closed as complete
Action 29/07/26. 7	Is Closed as added to schedule 2027
Action 30/09/26. 1	Is Closed as complete
Action 30/09/26. 2	Is Closed as complete
Action 30/09/26. 4	Is deferred – to add to March agenda
Action 30/09/26. 5	Is Closed as complete
Action 30/09/26. 6	Is Closed as complete
Action 30/09/26. 7	Is Closed as complete
Action 30/09/26. 8	Is Closed as complete
Action 30/09/26. 9	Is Closed as complete
Action 30/09/26. 10	Is Closed as complete
Action 30/09/26. 11	Is Closed as complete
Action 30/09/26. 12	Is Closed as complete
Action 30/09/26. 13	Is Closed as complete
Action 30/09/26. 14	Is Closed as complete
Action 30/09/26. 15	Is Closed as complete
Action 30/09/26. 16	Is Closed as complete
Action 30/09/26. 17	Is Closed as complete

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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 Norfolk County Councillor Jason Hughes.
Cllr. J. Hughes conveyed that the queries raised regarding highways had been answered. Please see minutes 5.5.3 to 5.5.6 inclusive.
Cllr. J. Hughes CONFIRMED he planned to make a donation of 10% of his monthly allowance towards the "Warm Hub". Thanks given.
Cllr. J. Hughes gave a brief summary from a Government Press Release," £140 million boost to urgent care to ease winter pressures on NHS". More details can be found here: £140 million boost to urgent care to ease winter pressures on NHS - GOV.UK
Cllr. J. Hughes also gave a brief summary on "Norfolk Local SEND reform plan", with further information available here: Norfolk Local SEND reform plan - Introduction - Norfolk County Council

4.2 To receive a report from Great Yarmouth Borough Councillor James Bensly if present. NOT PRESENT – Apologies Received. *Cllr. Bensly* had forwarded a response regarding Beach Toilet design and bin storage correspondence received (7.3.5). Summary as follows

1. Winterton Public Toilets: Refurbishment, Funding and Future Plans
Cllr. J. Bensly advised that he has been looking into the position regarding the public toilets at Winterton. The information available indicates that funding has been included in the borough council's capital programme for the eventual removal and replacement of the Winterton toilet block, subject to the future impact of coastal erosion. However, further clarification is needed regarding the current position, the funding available and the intended timescale.

2. Improving the Appearance of the Toilet Block
In the meantime, *Cllr. J. Bensly CONFIRMED* he would be happy to support a straightforward, low-cost improvement to the appearance of the existing building. Subject to the necessary permission from the building owner, agreement on the appropriate materials and colours, and any other relevant requirements

3. Beach Entrance: Bins and Waste Storage
Cllr. J. Bensly has also raised concerns about the collection of bins at this important entrance to Winterton beach. The current arrangement detracts from the appearance of the area and creates a poor first impression for residents and visitors. The aim should be to establish a practical, affordable solution that keeps the area tidy, maintains appropriate public waste facilities and improves the overall visitor experience.

4. Next Steps
Cllr. J. Bensly CONFIRMED he will continue to seek clarification from GYBC Council regarding the toilet block's future, the capital funding position and the relationship between any proposed works and coastal erosion.

4.3 To receive a report from Great Yarmouth Borough Councillor Noel Galer if present. NOT PRESENT

4.4 The forum was opened for members of the public. NONE Present

4.5 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 –

4.5.1 *Cllr. N. Coe (in Cllr. D. Cleggs* absence*)* conveyed that a dead tree on the VH Green had been reported.

4.5.2 *Cllr. N. Coe* advised that he had been approached by a resident who raised concerns about a large willow in the back garden of a property on King Street. **ACTION: Clerk J. Towne to gain further information.**

4.5.3 The windsock on the beach had been reported as fraying. **ACTION: Clerk J Towne to obtain a quote**

4.5.4 *Cllr. R. Burrows* stated that he had been approached by a resident regarding the alerts in recent news to stock resilient packs in their homes. **ACTION: Clerk J. Towne / *Cllr. R. Burrows* - Further research required.**

4.5.5 *Cllr. M. Bobby* conveyed he had been approached by a resident showing concern about the school children having to wait for their bus in the rain (bad weather). It was AGREED to research suitability for a bus shelter on Black Street (Church Side), **ACTION: Clerk J Towne**

5. Regular Council Business: Reports and updates

5.1 Village Hall

5.1.1 Councillor/s Update/s *; (DC/RTo) –. It was CONFIRMED that the electricity meter for the Village Hall has been flagged as uncertified. It was also CONFIRMED that a replacement is being arranged. **ACTION – Clerk. J. Towne**

5.1.2 Warm Hub Update – It was CONFIRMED that the meets are successful and well received. Following *Cllr. M. Shepperd* resignation, he has kindly offered to continue to oversee the weekly warm hubs which has been gratefully received. *Cllr. R. Burrows* has been allocated as the point of contact for the Parish Council

5.1.3 *Cllr. M. Bobby* was allocated to collect water meter readings monthly for submission.

5.1.4 It was CONFIRMED that Wave has been contacted regarding the steep increase in the monthly DD for sewerage with the explanation given, that no account reviews had taken place in the past and therefore a debt had been accrued which is now covered within the new monthly DD.

5.1.5 The reports received regarding the condition which the Village Hall has been left following recent hires were DISCUSSED. To monitor the situation and circulate the Terms and Conditions to all Hirers. **ACTION: Clerk J. Towne**

5.1.6 It was NOTED that items from the first aid box were being used, however, no incidents/accidents were being reported. It was AGREED for a general letter to be sent to all regular hirers to request they record and inform the Clerk if any items from the First Aid Box are used (To include in T & C's 5.1.5). It was CONFIRMED that the First Aid box had been refreshed to ensure compliance. **ACTION: Clerk J. Towne**

5.2 Recreation Ground

5.2.1 Councillor/s Update/s *; (LM/MB/JS) The Festival Insurance quote update has been deferred following Mark Shepperd's resignation – **ACTION: Clerk J. Towne to make contact for a handover and reallocate**

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5.3 Allotments / Duffles Pond

5.3.1 Councillor/s Update/s *; *Cllr. L. McMahon* CONFIRMED that the water on the allotments had been turned off.
Cllr. L. McMahon requested approval to order a small skip at a price of £112. Following discussion, this was APPROVED.

5.3.2 *Cllr. L. McMahon* shared that the reeds had all been cleared from Duffles Pond and that Winterton Primary School had arranged a visit.

5.4 Village Maintenance

5.4.1 Councillor/s Update/s *; (LM/RTo) – *Cllr. R. Burrows CONFIRMED* that Heart2Heart had been contacted to arrange purchase and installation of 2 x new defibrillators. One at the recreation ground and the other to replace the broken one at the Primary School.

5.5 Traffic Management

5.5.1 Councillor/s Update/s *; (NC/LM/RT) The received preliminary consultation plan and letter on Phase II of the yellow lines were discussed and APPROVED. **ACTION: Clerk J. Towne to submit approval documentation**

5.5.2 Following an inspection from Highways regarding the gabion fence installed on King Street, it was reported that there was no indication that the fence has been erected within publicly maintainable highway land, and therefore no further action is proposed by Norfolk County Council Highways at this time.

5.5.3 TROD Update - An update from *Cllr. J. Hughes* was shared which conveyed that all documents are with their contractor and waiting construction. Given the summer embargo and to prevent disruption over the peak summer months, the Street works team will not sanction a permit to work over this period. The contractor currently has this in their programme for W/C 7th December 26 (10 days).

5.5.4 S Bends Update - An email update from *Cllr. J. Hughes* was shared. It conveyed that they have had to push PMC286 back slightly in the programme following some issues, the new agreed schedule of works date is 22nd March 2027 and will be for a duration of 2 days.

5.5.5 Winmer Avenue Resurfacing Update – An update from *Cllr. J. Hughes* was shared and conveyed that given the summer embargo and to prevent disruption over the peak summer months, the Street works team will not sanction a permit to work here until after 30th September. The remaining joint/patching is presently scheduled for 22/10/26.

5.5.6 An email update from *Cllr. J. Hughes* was shared which conveyed that the work orders for (H-Bars) North Market Road and the bus caging on Black Street are with their contractor.
Unfortunately, due to the ongoing line replacement works for the countywide surface dressing schedule, and resource issues, our contractor is currently running behind on their routine programme. They have however brought additional resource down from Birmingham.

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5.6 Green spaces

5.6.1 Councillor/s Update/s *; (MB) *Cllr. M. Bobby* CONFIRMED that the broken play equipment (Multiplay and Roundabout) in Children's Play Area will be removed by GYBC for Health and Safety.

5.6.2 To confirm that the Annual Risk Assessment for the Children's Play Area has been received with further discussion required. **ACTION: Clerk. J. Towne to compile a breakdown of PC owned equipment and circulate.**

5.7 Maritime/Beach matters

5.7.1 Councillor/s Update/s *; (NC/MB) - *Cllr. N. Coe* advised that they had received an email update from the Beach Car Park owner to confirm discussions continue with Crown Estates and Highways regarding removal of the broken tarmac at the end of Beach Road. Will keep the Parish Council updated.

5.8 Community Payback Scheme

5.8.1 Councillor/s Update/s *; (DC/JS) Shared on behalf of *Cllr. D. Clegg* – It was CONFIRMED that Edward Road footpath has been cleared & on the next visit on 13th Nov, the plan is to clear vegetation at the recreation car park again.

5.8.2 The proposed end date was discussed, and it was CONFIRMED that the last visit would be 13th November.

6. Committee / Working Group Reports

6.1 Finance Committee: No Report

6.2 Newsletter Update – It was CONFIRMED that the draft newsletter had been APPROVED with one addition of the vacancy to be included. **ACTION: Clerk J. Towne to amend and submit for design and print.**

7. Correspondence, Consultations and Administration

7.1 Cllr J. Hughes - NCC Updates (0)

7.2 Operation Randall Newsletters (1) and other Police newsletters

7.3 Correspondence received for council consideration.

7.3.1 The email received from Revd Deborah Walton inviting all to the annual service of Remembrance at Holy Trinity and All Saints Church on Sunday 8 November at 9 am was NOTED with a number of Councillors confirming their attendance.

7.3.2 The email received Re: The People's Emergency Briefing in Ormesby – was NOTED. Discussed in September meeting.

7.3.3 The email received requesting support to show the documentary A National Emergency was DISCUSSED. The Parish Council CONFIRMED that they have no objection to the resident arranging to show the documentary in the Village Hall. **ACTION: Clerk J. Towne to advise**

7.3.4 The email received regarding Highways Drainage Pit from resident was NOTED. *Cllr. J. Hughes* advised he was unlikely to receive any update on this matter until the next financial year. **ACTION: Clerk J. Towne to add a reminder to follow up to the action log.**

7.3.5 The email received regarding the design suggestion for Beach Road Toilet

Block Refurbishment and Bin storage was NOTED. See *Cllr. J. Bensly* response (minute 4.2)

7.3.6 It should be noted, with approval by the chair, *Cllr. M. Bobby* that the Parish Council received Mark Shepperd's resignation from the position of Councillor. M. Shepperd was thanked for all of his hard work during his time with the Parish Council and that he will be missed.

8. Projects, Proposals and Events

8.1 *Cllr. J. Smithson* CONFIRMED that the Christmas tree had been ordered and should arrive at the end of November. Volunteers will be needed to assist. The Christmas Fair is on schedule and being advertised.

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: 0

9.1.2 Applications Update: None

If not shown below, all applications before May'26 have been closed.

Reference	Location	Proposal	Date PC Informed	Received by GYBC	Type	Status
06/26/0771/TCA	Beatrice Cottage Beach Road Winterton-on-Sea NR29 4AG	Works to Trees in a conservation area: T1 - Fell the evergreen shrub/tree stems rooted within the curtilage of Beatrice Cottage to prevent any more damage made to the boundary wall.	Not Received	30-09-26	Trees in Con.Area	Undecided – No objections from the PC

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. None

9.1.5 Councillor/s Update/s *; (MB/MS/NC) – Nothing to report.

10. Financial Matters

10.1 Receipts to date for October 2026 were NOTED

RECEIPTS	**AMOUNT**	**DESCRIPTION**
VH hire	£635.00	To 31/10
Rec Ground	£500.00	To 31/10
Precept	£24,981.00	To 31/10
TOTAL	**£26,116.00**	
Interest	£465.04	Received 30/09
VH Hire	£50.00	Received 29/09
TOTAL	**£26,631.04**	

10.2 Payments to be made by the end of October 2026 were AGREED

PAYEE	AMOUNT	DESCRIPTION	METHOD
Anglian Water	£49.00	Allotments water	DD
Unity Bank	£7.00	Bank Charges	DD
Octopus	£29.91	VH Electricity	DD
Octopus	£30.55	CR Electricity	DD
D. Clegg	£25.08	St Johns Ambulance First Aid supplies	BACS
Salaries/HMRC	£1,316.82	Salaries	BACS
NLGPS	£252.07	Pension	BACS
Anglian Water	£84.00	Sewerage	DD
NALC	£69.48	Domain Renewal	BACS
Winterton In Bloom	£700.00	Grant Award	BACS
ICO	£47.00	Information Commissioners Office	DD
C. Massey	£600.00	Tree Works – RG	BACS
Corporate Card	£116.23	Microsoft 365 £77.73, Cleaning / Community Payback supplies - amazon £5.92, Iceland £5.85, Home Bargains £23.70	DD
TOTAL	**£3,327.14**		

10.3 Clerk J. Towne CONFIRMED that all invoices for hire/rent for October have been issued.

10.4 In relation to 11.1, it was APPROVED to for NALC to complete a full accessibility audit and report at a cost of £75 + VAT. **ACTION: Clerk J Towne to arrange**

11. **Policies and Other Calendar Items**

11.1 The Accessibility Statement for the Parish Councils Website was REVIEWED and APPROVED – **ACTION: Clerk J Towne to add to website**

12. **Business for Future Meeting**

12.1 It was CONFIRMED that the date of the next Meeting is set for Wednesday, 25th November 2026, 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.

13.1 The Bowls Club Email Request was considered and noted that Cllr J Bensly had previously offered to support the request and hence no further action from the Parish Council. **ACTION: Clerk J. Towne to respond**

Meeting end 8.32pm

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