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WINTERTON-ON-SEA PARISH COUNCIL

Tel: 07918 978921. Email: clerk@wintertononsea-pc.gov.uk
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 30th September 2026

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

Public present: 5

Minutes taken by: Cllr. D. Clegg

1. **Apologies and Quorum determined.**
   1.1 Apologies received and ACCEPTED from *Cllr. M. Shepperd, Cllr. L. McMahon, Cllr. J. Bensly* and Clerk J. Towne
   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, 29th July 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 29/07/26. 1	Is Closed as complete
Action 29/07/26. 2	Is Closed as complete
Action 29/07/26. 3	Is Closed as complete
Action 29/07/26. 4	Is Closed as complete
Action 29/07/26. 5	Is Closed as complete
Action 29/07/26. 8	Is Closed as complete
Action 29/07/26. 9	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 Norfolk County Councillor Jason Hughes.
   - *Cllr. J. Hughes* reminded everyone that there are currently scam council tax letters being sent which Trading standards are aware of & need reporting should anyone receive one.
   - There is currently NCC 4-year strategy being approved – details will be in the press on or Norfolk.gov.uk
   - It would appear NCC highways are looking into removing the end of Beach Road for safety & environmental reasons. They are currently in talks with all

landowners, including Crown Estates & the Environment agency. *Cllr. J. Hughes* will keep us updated & assured us he will keep talking with both Hermanus & the Car park owner.

- *Cllr. J. Hughes* asked if there was anything local, he can donate part of his councillor salary to as it was Winterton's turn. After discussion he would like to donate to the Warm hub so will arrange a donation late Oct/Nov.

4.2 To receive a report from Great Yarmouth Borough Councillor James Bensly if present. *Cllr. J. Bensly* was not present. APOLOGIES RECEIVED

4.3 To receive a report from Great Yarmouth Borough Councillor Noel Galer if present.
Cllr. N. Galer apologised for lack of attendance to the meetings, he is busy on many committees at GYBC. He asked for clarification on the news that JPH may lose their A&E to which *Cllr. J. Hughes* advised an objection letter has been sent in but could not confirm anything further.
He said the GYBC local plan should have been emailed to the clerk to share.
He asked if any Councillors had been invited to the Stakeholder meeting at Hemsby as this was regarding coastal erosion, to which we said no. He will arrange an invite to be sent.
He updated us on the Winter Gardens & the Star hotel with both refurbishment still being looked into due to high costs.
He requested that ward budgets are added to our agenda next month as the PC can apply for funds. **ACTION – Clerk J. Towne to add to the October agenda**

4.4 The forum was opened for members of the public.

4.4.1 MOP Informed us about the Peoples Emergency briefing meeting due to be held at Light of Light Baptist church, Ormesby 20th Nov. 18:45- 20:45. This is a free event regarding nature & climate crisis. MOP asked as this is nonpolitical if PC could advertise on Facebook & on the website which was AGREED.

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* advised that the resident in Spindrift Close who suffers flooding has heard no more from Highways after their drainage inspection. *Cllr. J. Hughes* asked for the information to be emailed to him to follow up. **ACTION – *Cllr. N. Coe* / Clerk J. Towne**

4.5.2 *Cllr. N. Coe* raised the issue regarding a noisy Cockrill in Cottages nearby which has caused residents at Hermanus to buy earplugs. He has personally reported this to GYBC but nothing more was done, so he asked if an official PC letter could be sent. **ACTION- Clerk J. Towne to send PC letter to Environmental Health**

4.5.3 *Cllr. J. Smithson* had been contacted by a resident who backs onto the dunes regarding Fire risk. As this was discussed earlier it was agreed to contact Fire Service for advice.
The same resident was concerned about the state of the wall on the Beach Roadside of the Village Hall. As this wall is jointly owned by the residents it would be their responsibility to either repair or remove.
They are also concerned about the state of an electricity box behind their property. As this belongs to UK power networks *Cllr. J. Smithson* will advise

the resident to contact them.

4.5.4 *Cllr. D. Clegg* had several residents contact about the Gambion fence being erected on King St.& the encroachment into the narrow road. Having followed this up with planning due to this property falling into the conservation area who have now been in contact with the owner to advise on the way forward. *Cllr. M. Bobby* has received correspondence from the owners of this property & will arrange a meeting to discuss but will be clear it is not something for the PC to approve it is GYBC.

4.5.5 *Cllr. M. Bobby* had received an email to meet with a resident to discuss a planter near the Village Hall Green. He will feed back to Councillors once he has met with the resident.

5. Regular Council Business: Reports and updates

5.1 Village Hall

5.1.1 Councillor/s Update/s *; (DC/RTo) – The COVID/Flu vaccination Programme was CONFIRMED and a walk-in clinic for patients registered with Coastal Villages practice will be held at Winterton Village Hall Friday October 2nd 9am - 4pm.

5.1.2 *Cllr. M. Shepperd* submitted an update via email due to his absence.
It was confirmed that the grant application from Norfolk Broads Lions had been awarded and received. We would like to convey our sincere thanks for this contribution, and we look forward to welcoming them at one of the planned warm hubs.
A number of people have come forward to volunteer their help either with games / competitions and serving refreshments.
There have been 3 x homemade cakes being provided in addition to the regular refreshments on the first date.
It is proposed that we display a rota on the first day and ask people to volunteer dates. **ACTION – *Cllr. M. Shepperd***

It has been CONFIRMED that the first warm hub will take place at the Winterton on Sea Village Hall on Friday 9th October between 10am to 2pm. Everyone is welcome.

5.1.3 *Cllr. D. Clegg* conveyed that the Village Hall green bench had to be removed for safety reasons & *Cllr. James Bensly* is looking into getting a replacement.

5.2 Recreation Ground

5.2.1 Councillor/s Update/s *; (LM/MB/JS) This item was deferred to November Agenda in *Cllr. M. Shepperd's'* absence

5.3 Allotments / Duffles Pond

5.3.1 Councillor/s Update/s *; No updates.
Comments were made on how good the new hide looks.

5.4 Village Maintenance

5.4.1 Councillor/s Update/s *; (LM/RTo) – Defibrillators Update - *Cllr. R. Burrows* is Contact with Heart to Heart and at the moment the cost given for the two

Defibrillators would be £2500. An alternate quote was also attained at a cost of £3168. With this in mind it was AGREED by the councillors to APPROVE a budget of between £2500 to max £3168

5.5 Traffic Management

5.5.1 Councillor/s Update/s *; (NC/LM/DC) – *Cllr. N. Coe* advised we are still waiting on the S bends & Winmer Ave. resurfacing, plus H bars and the bus cage. *Cllr. J. Hughes* asked for email so he can follow this up & report back. ACTION- *Cllr. D. Clegg* to email

Cllr. N. Coe also advised that no further signage was planned by highways on Back Lane. *Cllr. J. Smithson,* who lives in this area, will follow this up as he feels it is a safety issue.

5.6 Green spaces

5.6.1 Councillor/s Update/s *; (LM/DC/MB) – To include broken play equipment in Children's Play Area. Councillors AGREED to keep the roundabout with the aim of repairing, but to request GYBC remove the old multi-play. **ACTION- *Cllr. M. Bobby* / Clerk. J. Towne to advise GYBC ASAP.**
Cllr. J. Hughes asked for info/pictures of the bearing required for the roundabout as he may have a family member who can help. **ACTION – *Cllr. M. Bobby***

5.7 Maritime/Beach matters

5.7.1 Councillor/s Update/s *; (NC/MB/MS) - NONE

5.8 Neighbourhood Meeting

5.8.1 Councillor/s Update/s *; (NC/DC) - It was CONFIRMED the next Neighbourhood meeting (with Rural Flegg villages) will be held at Rollesby Pavilion, Main Road, Rollesby, NR29 5EH on Thursday, 03 December 2026, between 6:00pm – 7:00pm

5.9 Community Payback Scheme

5.9.1 Councillor/s Update/s *; (DC/JS/RTo) Painting has been carried out on bollards and the outside of the bus shelter with the plan this will continue (weather permitting) to include benches, village sign main post plus the inside of the bus shelter. Vegetation at the recreation ground car park will be done should weather be poor.

6. Committee / Working Group Reports

6.1 Finance Committee: It was CONFIRMED that the finance meeting was held on 09/09/26 with terms for council approval are on the agenda (section 11)

6.2 Newsletter Update – The decision to combine Q3 and Q4 was APPROVED with the distribution date being changed to Mid October if possible.

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 regarding dunes fire risk was NOTED – Responded to by Clerk. J. Towne **ACTION – Clerk. J. Towne to contact fire service for advice**

7.3.2 The email received sharing thanks from the WoS Bowls Club was NOTED and appreciated. Response given via Clerk. J. Towne

7.3.3 The email received regarding inconsiderate parking on the Holway was NOTED. Advice was shared to the resident, and the local PC Callum Ball was also contacted

7.3.4 The email received regarding broken equipment at the Children's play area was NOTED. (See ref 5.6.1)

7.3.5 The email received regarding BT Facility; North Market Road was NOTED. Responded to by Clerk. J. Towne and *Cllr. J. Hughes* was contacted for any support and is currently looking into this further.
ACTION- Clerk. J. Towne - At *Cllr. N. Galer* request details to be forwarded to him for help & advice from GYBC.

8. Projects, Proposals and Events

8.1 Councillor/s Update/s * Garage Sale (JS) – *Cllr. J. Smithson* conveyed that the garage sale had gone well with a number of people attending. An amount of £300 was raised and has bene allocated towards the replacement defibrillator.

8.2 *Cllr. J. Smithson* CONFIRMED that the Artisan Christmas Fair will take place on Saturday 5th December 2026, 10am to 3pm at the Winterton on Sea Village Hall. Posters to be shared online and added to the newsletter – **ACTION: Clerk. J. Towne**

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
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. None

9.1.5 Councillor/s Update/s *; (MB/MS/NC)

10. **Financial Matters**

10.1 Receipts to date for AUGUST 2026 were NOTED as pre-approved due to no full meeting in August

RECEIPTS	**AMOUNT**	**DESCRIPTION**
VH hire	£500.00	to 31/08
Toilets+ Refund	£82.00	WoS Festival
TOTAL	**£582.00**	
Festival Stall Refunds	-£300.00	
TOTAL	**£282.00**	

10.2 Payments to be made by the end of AUGUST 2026 were AGREED pre-approved due to no full meeting in August.

PAYEE	**AMOUNT**	**DESCRIPTION**	**METHOD**
Anglian Water	£49.00	Allotments water	DD
Unity Bank	£7.00	Bank Charges	DD
Octopus	£33.81	VH Electricity	DD
Octopus	£30.55	CR Electricity	DD
J. Towne	£9.54	Google One 6-month Subscription Reimbursement (Sept-Feb)	BACS
Salaries/HMRC	£1,342.82	Salaries	BACS
NLGPS	£252.07	Pension	BACS
Anglian Water	£84.00	VH Water / sewerage	DD
EoN	£67.71	CR Electricity - To end of contract	BACS
R. Smith	£62.50	Repairs to VH Kitchen Floor	BACS
R. Smith	£88.00	Grass Cutting	BACS
Flameskill	£68.46	VH Annual Service	BACS
Flameskill	£116.81	CR Annual Service & Replacement Extinguisher	BACS
Corporate Card	£304.78	PDK Collection bucket £19.49, Iceland Payback Supplies £4.60, Skip £201.56, Martham DIY - Keys £25, CR Electricity Deposit £36, Home Bargains - VH/CR Cleaning Supplies £15.13 Monthly Fee £3	DD
C. Attew	£460.00	Installing "skirt" on CR	BACS
TOTAL	**£2,977.05**		

10.3 Receipts to date for SEPTEMBER 2026 were NOTED

RECEIPTS	**AMOUNT**	**DESCRIPTION**
VH hire	£140.00	To 30/09
Festival Stall Refund	-£20.00	To 30/09
Garage Sale	£300.00	To 30/09
Norfolk Broads Lion Grant for Warm Hub	£350.00	To 30/09
TOTAL	**£770.00**	

10.4 Payments to be made by the end of SEPTEMBER 2026 were AGREED. To note due to date of meeting, the transactions * will be paid 1st October 2026.

PAYEE	AMOUNT	DESCRIPTION	METHOD
Anglian Water	£49.00	Allotments water	DD
Unity Bank	£7.00	Bank Charges	DD
Octopus	£24.18	VH Electricity	DD
Octopus	£30.55	CR Electricity	DD
*Salaries/HMRC	£1,558.36	Salaries	BACS
*NLGPS	£302.22	Pension	BACS
Anglian Water	£84.00	Sewerage	DD
Anglian Water	£111.08	CR Water 6 monthly	DD
Corporate Card	£21.64	Screwfix £12.14, M & S £6.50, monthly fee £3.00	DD
EoN	£42.86	CR Electricity - To end of contract	DD
*R. Smith	£88.00	Grass Cutting	BACS
PDK Littlejohn	£378.00	External Audit Fees	BACS
*Brewers	£20.70	Community Payback Supplies	BACS
*Brewers	£12.49	Community Payback Supplies	BACS
*Cllr. Clegg	£66.56	Cartridge Save Reimbursement	BACS
*Brewers	£33.65	Community Payback Supplies	BACS
*R. Smith	£308.00	Grass Cutting	BACS
TOTAL	**£3,138.29**		

10.5 *Cllr. D. Clegg* CONFIRMED all invoices for hire/rent for August / September have been issued

10.6 It was CONFIRMED that the Clerks' / RFOs' hourly rate was increased as per the NJC scales of pay (Local government services pay agreement 2026/27, issued July 2026) with backpay to 1st April 2026, to be paid in September 2026.

10.7 The payment of Invoice to PFK Littlejohn for the Limited Assurance Review as per their Terms was ACKNOWLEDGED

10.8 It was APPROVED to purchase the Villages Christmas Tree this year. **ACTION – *Cllr. J. Smithson*/Clerk. J. Towne to arrange order & delivery for last week in Nov.**

10.9 It was NOTED that during recent Flameskill annual service that an extinguisher was missing from the Changing Rooms with approval given (as per financial Reg 4.5) to purchase a replacement.

10.10 Added with approval from the Chair. It was APPROVED for the poppy wreath to be purchased for *Cllr. R. Tooke* to present this year.

11. **For Approval Following Finance Meeting Held 09-09-26**

11.1 It was CONFIRMED that the bank reconciliation for August 2026 was APPROVED.

11.2 It was APPROVED that all banking arrangements remain unchanged, including signatories as *Cllr. D. Clegg, Cllr. L. McMahon* and *Cllr. N. Coe*

11.3 Following discussion, the proposal to increase the budget line for "Grants" by £700 using underspends on other budget lines whereby no further spends are anticipated was APPROVED. **ACTION: Clerk. J. Towne**

11.4 The transfer the deficit of £700 from the General Reserves and place the order for 2 x new Defibs and the removal of "Recreation Ground" from the earmarked title was APPROVED. The estimated cost of these is £2,500. **ACTION: Clerk. J. Towne**

11.5 Following discussion, the allocation of £700 for the WIB Grant Application was APPROVED. **ACTION: Clerk. J. Towne to add to payments for this month**

12. **AGAR Completion of the limited assurance review for the year ended 31 March 2026**

12.1 It was CONFIRMED that the Notice of conclusion of audit along with the certified AGAR (Sections 1, 2 & 3) has been completed and published on the website as per requirements

12.2 It was CONFIRMED that the external report has been discussed with any actions required allocated.
Thanks were conveyed by Councillors to RFO/CLERK for her hard work.

13. **Policies and Other Calendar Items**

13.1 The Proposed Meeting Dates 2027 were REVIEWED and APPROVED

13.2 The Proposed Newsletter schedule for 2027 was REVIEWED and APPROVED

14. **Business for Future Meeting**

14.1 The date of the next Parish Council Meeting was CONFIRMED for Wednesday, 28th October 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.

15. **Co-Option Application**

15.1 To consider quotes received for tree works in the Recreation Ground
AGREED to use Chris Massey – **ACTION – *Cllr. M. Bobby* to contact Chris Massey and *Cllr. N. Coe* will contact maple.**

15.2 Co-option to Parish Councils vacancy – to consider applications received.
After discussion it was agreed to co-opt the applicant. **ACTION – Clerk. J. Towne to raise paperwork**

15.3 Personnel: To discuss and agree cleaners proposed hours moving forward through the Winter months while Football club using CR
It was AGREED to continue with 2 x weekly cleaning at the Changing Rooms with the cleaner advising us if this becomes unnecessary.

Meeting end 8.50pm