



WINTERTON-ON-SEA PARISH COUNCIL

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Chairman: Mark Bobby, Vice-Chairman: Nigel Coe

Clerk to the Council: *Vacant*

Minutes of the Winterton-on-Sea Parish Council Extraordinary Meeting held on Wednesday 19th April 2023 at 7:30PM

Councillors Present: Cllrs Marina Carr, Dawn Clegg, Nigel Coe, Marie Hartley, Liam McMahon, Norman Parcell and Emma Punchard.

Public Present: four members of the public

Minutes taken by: Cllr. M. Carr

1. Apologies.

Apologies were received and accepted from Cllr M. Bobby (bereavement). Cllr. N. Coe is the Vice-Chair of Winterton-on-Sea Parish Council and automatically takes the Chair for this meeting.

2. Minutes.

The minutes of the meeting of the council held on Wednesday 22nd February 2023 received slight updates for typos and sequencing, but were AGREED as a true and correct record by the parish council (Proposed: Cllr. L. McMahon Seconded: Cllr. D. Clegg) to be signed by the chairman.

3. Declarations of interest.

3.1. Cllr M. Carr declared that she works for Norfolk County Council.

3.2. No dispensation requests were received.

4. Foreword from the Chair.

The Chair welcomed all to this extraordinary meeting, which had been called following all statutory obligations. The Chair went on to explain that the Parish Clerk had resigned from end March 2023. A Parish Clerk normally undertakes:

1. the role of the Proper Officer (day-to-day running and admin, calls and manages meetings, executes PC instructions);
2. the role of Responsible Financial Officer (financial management, year-end returns, audits, payments).

A clerk HAS to be an employee of the council (even if a locum)

A councillor cannot be an employee of the council until a year after leaving the council.

As the last clerk resigned during an election year, explained Cllr. N. Coe, it is not sensible for this (outgoing) council to recruit a new one for the last 2 months of its service. It is fair to allow the new council to recruit a clerk, qualified or otherwise, to suit their ambitions and expectations.

However, Winterton is a busy parish council, and the day-to-day running must continue, including the year-end return (2022/23) and the external auditing of our accounts that brings with it.

Cllr. N. Coe reminded all parish councillors that they have statutory responsibilities for the public funds that they manage, and collectively share financial responsibility for those returns and audits. Hence this extraordinary meeting and the resolutions contained therein. There may need to be other extraordinary meetings, especially if there is any significant spending to be incurred.

This meeting has allocated time for other statutory responsibilities – planning responses, policies, financial matters such as allocations of expenditure against budget, etc. There is also confidential business to discuss staffing and local quotes where identities need to be protected. To ensure we conclude our business we have restricted public participation at this meeting and, as it is election periods for borough councillors, they will not be attending.

The election for the next parish council is complete, with 8 candidates nominated and elected unopposed. Notices are on the noticeboards and the parish council website.

The next Parish Council meeting will take place after the Annual Parish Meeting on May 17th and will be the first meeting of the new council so there will be no meeting on 26th April as advertised.

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5. To consider and vote upon the following resolutions.

- 5.1. Using Standing Order 26a, and noting Standing Order 10a (xv), this council will set aside Standing Order 15a (which requires a member of staff to be a Proper Officer) and Standing Order 16a (which requires a member of staff to be a Responsible Financial Officer) until the day after the first meeting of the new Parish Council in this election year.
This date is 18th May 2023.
Proposed by: Cllr. Liam McMahon Seconded: Cllr. E. Punchard
This required a 2/3 majority to pass and was AGREED by all councillors.
- 5.2. This council directs that Cllr. Marina Carr will undertake the duties of the Proper Officer as detailed in Standing Order 15b (excluding Standing Order 15b (xii)) and described elsewhere in the Standing Orders as applicable for the essential running of the council, until 18th May 2023. There will be no salary or payment of any kind for this role and any expenses incurred will require approval of the council.
Proposed by: Cllr. M. Hartley Seconded: Cllr. N. Parcell
This required a 2/3 majority to pass and was AGREED by all councillors.
- 5.3. This council directs that Cllr. Dawn Clegg will undertake the duties of the Responsible Financial Officer as detailed in Standing Order 17 and described elsewhere in the Standing Orders as applicable for the essential financial management of the council, until 18th May 2023. There will be no salary or payment of any kind for this role and any expenses incurred will require approval of the council.
Proposed by: Cllr. E. Punchard Seconded: Cllr. N. Parcell
This required a 2/3 majority to pass and was AGREED by all councillors.

Cllr. N Coe concluded this section of the agenda by noting that the Parish Council will run without a clerk with 2 councillors taking responsibility for the essential functions of this role but with no payment. The new parish council will decide how it plans to proceed when it convenes on 17th May.

6. Provisions for the next Parish Council Meeting

- 6.1. Prepare a report of dates and details of appropriate correspondence and consultations from March – April 2023 this report to be available on the parish council website.
ACTION: Cllr. M. CARR
- 6.2. The financial information detailed in Standing Order 17c and d(i) will be presented.
ACTION: Cllr. D. CLEGG

Cllr. E. Punchard expressed thanks on behalf of the council to Cllrs Carr and Clegg for their anticipated work.

7. To agree the Asset Register for 2023-2023

Cllr. M. Carr explained that the Asset Register for the previous financial year was required for the year end audit process. Parish Councils must maintain an asset register to ensure fixed assets are appropriately safeguarded. Once recorded on the asset register, the value of assets must not change from year to year until disposal. Concepts of depreciation and impairment adjustments are not appropriate for local councils.

- The location of 2 strimmers and one mower needs to be clarified.

ACTION: Cllr. L. McMAHON

- The purchase price of some recently purchased items for village hall / traffic management need to be added to the register.

ACTION: Cllr. M. CARR

- The asset register does not reflect the correct location of some IT / Office items, to be updated.

ACTION: Cllr. M. CARR

The Register, with amendments as above, plus permission to declare items 'scrapped', was AGREED by all Councillors

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8. 2023-24 Precept

Councillors NOTED the confirmation from Great Yarmouth Council for 2023-2024 Precept at £37,000 (1.7% decrease) based on 581 properties, and concurrent functions at £7,560.

9. Planning.

9.1. To consider consultee response to applications received from Great Yarmouth Borough Council and the Broads Authority.

- 9.1.1. 06/23/0157/F Comments/observations forwarded to GYBC. (outside of PC meeting)
- 9.1.2. 06/23/0188/HH Comments/observations forwarded to GYBC. (outside of PC meeting)
- 9.1.3. 06/23/0183/HH Comments/observations forwarded to GYBC. (outside of PC meeting)
- 9.1.4. 06/23/0266/HH Cllr. Bobby to consider for comment
- 9.1.5. 06/23/0270/HH Cllr. Bobby to consider for comment

ACTION: Cllr. M. BOBBY

Cllr. Punchard told the meeting that she had spoken to the applicants of a previous application, 06/23/0106/F (Mill Farm House) and was reassured that there was sufficient parking for vendors and customers at any car boot sale.

The Environment Working Group has noted the increase in planning applications in Bush Road and are concerned that where building actions encroach upon the valley and the SSSI, residents may not appreciate that permission is required. Previously, residents were sent a letter from Natural England but there has been significant change in ownership since then. Cllr. Punchard will request the process for requesting permission from Natural England.

ACTION: Cllr. E. PUNCHARD

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

9.3. To receive notification of planning decisions taken by Great Yarmouth Borough Council and the Broads Authority. None relevant.

10. Financial Matters.

10.1. Receipts for February and March 2023 were NOTED.

Payer	Description	Amount
Village Hall Hire (Feb)	Hall Hire	£284.00
Village Hall Hire (Mar)	Hall Hire	£136.00
Allotment Holders (Feb)	Allotment Fees	£419.39
Allotment Holders (Mar)	Allotment Fees	£209.01
Bank Interest	Savings Account	£238.73
Winterton Cricket Club	Fees, 2022	£350.00

10.2. Payments made in February and March 2023 were APPROVED.

10.2.1. February Payments

Payee	Description	Method	Amount
Anglian Water	Allotments	DD	£6.00
Bulb Energy	VH Electric	DD	£295.06
Plan Mobile	Clerk phone	DD	£29.00
JK Bowles	Grant Funding (Toilets)	BACS	£750.00
SLCC	Training		£450.00
Viking	Stationery		£10.66
Salaries/HMRC/NI	Staffing	BACS	£1,583.10
Martham DIY	Duffles Pond/Allotment repair		£12.60

10.2.2. March Payments

Payee	Description	Method	Amount
Anglian Water	Allotments		£6.00
Bulb Energy	VH Electric	DD	£106.92

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Payee	Description	Method	Amount
Plan Mobile	Clerk phone	DD	£29.99
Anglian Water	Recreation ground		£137.41
Bank charges	Current account		£18.00
SSAF	Car park sign		£96.84
Winterton PCC	Grass cutting		£1,300.00
A J Gallagher	Insurance		£2,305.09
Salaries/HMRC/Ni	Staffing	BACS	£1,626.28
Martham DIY	Duffles Pond/Allotment repair		£86.67
Parasol Blinds	VH blinds		£690.00

10.3. The following known payments for April 2023 were AGREED. noting the allocations at items 10.4 and the provisions arising from Items 14 and 15 below.

Proposed Cllr D. Clegg, seconded Cllr L. McMahon.

10.3.1. All utilities and office/staff costs under regular payments scheme (where not listed below);

10.3.2. Additional payments summarised below (slight change from agenda listing agreed by RFO)

Payee	Description	Amount
SLS Scratby	Allotments track repairs	£59.00
Cllr Clegg	VH keys & cables	£57.00
Westcotec	SAM2 repair	£1,063.80
Hurston Assets Ltd	Toilet funding grant for 22/23	£750.00
Salaries + HMRC	Staffing	£273.00
Viking	Printer ink and storage filing	£179.63
Plan	WoS PC mobile phone	£29.99
R. Leslie	Grass cutting (from pre-approved contract)	£280.00

It is noted that the Westcotec payment will be delayed until the repair is confirmed.

It is noted that the annual invoice from Wave for Village Hall sewerage has been 'paid' by a monthly direct debit of £31 commencing 1st May 2023.

The bid process for this year's tourist grant from Great Yarmouth should commence shortly.

ACTION: Cllr. E. PUNCHARD

10.4. It was AGREED to allocate funds from budgets/reserves for the following services.

10.4.1. Amount of up to £1500 for maintenance of trees at the recreation ground and village green.

Proposed: Cllr. Punchard Seconded: Cllr. Carr

The preferred arboriculture supplier will be directed by Cllr. Punchard to commence, supplying the Parish Council with start date to inform any affected parties.

ACTION: Cllr. E. PUNCHARD

10.4.2. Amount of up to £180 against budgeted funds for councillor training to undertake Proper Officer and RFO roles.

Proposed: Cllr. Coe Seconded: Cllr. Clegg

10.4.3. A decision on spending for repairs to the damaged wall of Fishermans garden was DEFERRED as there is insufficient information, and a potential insurance claim. It had been understood this had been reported, but no crime number was available. Cllr. Coe will follow this up with the Rural Flegg Villages Police Co-ordinator.

ACTION: Cllr. N. COE

The insurance claim for this incident is to be investigated and submitted if suitable.

ACTION: Cllr. M. CARR

10.4.4. Amount of up to £1185 for health and safety repairs to changing rooms & toilets portacabin on Recreation Ground.

Proposed: Cllr. Hartley Seconded: Cllr. McMahon

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10.5. Anticipated increase in the following payments NOTED:

10.5.1. Octopus electricity, anticipated 20% increase. Government's Energy Bill Relief Scheme (EBRS) is ending on the 31st of March.

10.6. The agreed increase in village hall hire rate was implemented from 1st April 2023. NOTED.

11. Policies

11.1. The following policies were considered.

11.1.1. Reserves Policy: A couple of typos to correct, and a paragraph to review reserves at every meeting of the Finance Advisory Group, to be added,

ACTION: Cllr. M. CARR

11.1.2. Statement of Internal Control: All references to 'the Clerk' to be replaced with 'the Responsible Financial Officer' (RFO) and references to emergency expenditure processes added.

ACTION: Cllr. M. CARR

The above policies were AGREED with those amendments and will be signed and put on the Parish Council website.

11.2. The Parish Council's Risk Assessment for 2023 was reviewed.

In light of the current situation with no parish clerk, councillors RESOLVED that:

- a mitigation action for 'Business Continuity' risk will be a Business Continuity Policy to be drafted for this parish council. The action will be passed to the 'new' Parish Council when it convenes in May 2023.
- All references to 'the Clerk' will be replaced with 'the RFO' or 'the Proper Officer' where appropriate.
- Where 'Compliance' is identified as a risk above 'Low', mitigations will include 'Councillor and Staff Training'.
- Two typos were identified.

The above will amend the Risk Assessment.

ACTION: Cllr. M. CARR

With those amendments to be added, Councillors AGREED the Parish Council's Risk Assessment for 2023.

12. Any Other Business for Next Council Meeting

12.1. The next council meeting will be after the Annual Parish Meeting and will be the first meeting of the newly elected Parish Council. There are 8 councillors elected, the notice of election is on the Parish Council website and noticeboards.

12.2. **The Annual Parish Meeting** will take place from 6pm at the village hall on 17th May and will be a 'meet the new councillors and raise your ideas or concerns' meeting. Council agreed to provide refreshments for residents, however, in keeping with the need for budget prudence, biscuits and not cakes will be provided. Posters and advertising will commence once the internal audit actions are complete.

ACTION: Cllr. M. CARR

12.3. With agreement from the Chair, a member of the public raised a broken light in the village hall storage sheds which was proving impervious to attempted rectification.

ACTION: Cllr. D CLEGG

12.4. Cllr. Hartley updated the meeting on the coronation weekend plans: the organisers have received a grant towards the event and plans are proceeding for the Sunday (7th May). Residents have received a notice through their door describing the event; places for picnic lunch in the church must be booked. cake will be provided! The parade from the village green to the church will not require road closures as pavements are available. There will be entertainment during the lunch, ending with a communal singalong. The bank holiday Monday (8th May) is the Big Volunteer Day where local groups will offer opportunities for residents to become involved. The cadets will be doing a barbecue in the village hall courtyard.

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13. Date of the next meeting

The next parish council meeting will be held on Wednesday 17th May 2023 (planned for 7:30pm) following the Annual Parish Meeting at 6pm.

Council confirmed that there will be no meeting on 26th April as planned and published.

The Chair, Cllr. Coe, noted that this was the last meeting of this parish council and two councillors had not stood for election this time. Cllr. Coe told the meeting that Cllr. Marie Hartley was a long-standing councillor who had become integral to the village, recognising and thanking her for all of her hard work, notably for the recreation ground and the clubs using it and its car park. He thanked her for her unstinting service to the parish and all the support she had given individual councillors over the years, and for being a major and vital part of the council through its changes and challenges. Cllr. Norman Parcell had not stood for election this time but intends to continue to work with the council and there may be future openings. Cllr. Coe thanked Cllr. Parcell on behalf of the council for his service to the council and parish, noting his work with the environment group and in managing the council's lawnmower when called upon to supplement the council's documented issues with grass-cutting contracts!

Cllr. Coe thanked all attendees for coming to the meeting and reminded all of the Annual Parish Meeting on May 17th.

In accordance with the Public Bodies (administration to meetings) Act 1960, the meeting RESOLVED to exclude the press and public during the following items due to their confidential nature.

14. Staffing Matters

14.1. It was agreed to award a member of staff a 10.5% increase in hourly rate from April 1st 2023.

14.2. Councillors were told of the need for improvements in:

- IT provision, including hardware and software,
- information sharing,
- data protection arrangements,
- storage of council-owned items,
- handover processes.

It was RESOLVED that an operational report will be drawn up detailing these with recommendations for the next parish council to consider.

ACTION: Cllr. M. CARR

However, if immediate action is necessary to meet statutory or legal obligations the Proper Officer and the RFO together are authorised to implement those actions, providing details in the above report.

14.3. Council AGREED the following banking arrangements and named personnel.

- Cllr. M. Hartley will remain a bank signatory until her service ends on 9th May.
- Cllr. D. Clegg will not authorise payments while RFO, but will take on the responsibility of 'managing' the bank account which includes setting up payments to be authorised.
- Cllr. L. McMahon will become a bank signatory.
- A fourth bank signatory may be required if Cllr. Clegg continues as RFO past May 2023.
- Cllr. M. Carr will become the non-signatory councillor required to inspect financial (including banking) transactions.

15. Service Contracts

15.1. It was AGREED to allocate a further £120 for allotment track repairs as the previously agreed purchase was insufficient for repairs needed. Further, council AGREED to pay fuel costs to approved allotment holders managing boundary maintenance, on provision of receipts and inspection of works. There is a potential boundary damage issue under investigation which may be returned to council for permission to repair.

ACTION: Cllr. L. McMAHON

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Council thanked Cllr. McMahon for his work on allotments since the end of last year, noting the increase in revenue and stability of the council's allotment records. Cllr. McMahon replied that the work was far from finished.

- 15.2. As per item 10.4.3 above, decisions on repairs to Fishermans garden wall are deferred while insurance matters are investigated.

Meeting closed at 8:50pm