



WINTERTON-ON-SEA PARISH COUNCIL

Tel: 07918 978921. Email: clerkwinterton@gmail.com

Chairman: Mark Bobby, Vice-Chairman: *Vacant*

Clerk to the Council: *Vacant*

Interim Responsible Financial Officer: Cllr. D. Clegg. Interim Proper Officer: Cllr. M. Carr

NOTICE OF MEETING AND SUMMONS TO ATTEND

Councillors are summoned and the press and the public are invited to attend a meeting of Winterton-On-Sea Parish Council to be held at the Village Hall at 7.30pm on Wednesday 27th September 2023.

Date: 21/09/2023

AGENDA

1. Apologies.

To consider and approve apologies for absence.

2. Declarations of interest.

- 2.1. Councillors should declare a pecuniary or non-pecuniary interest on any item on the agenda.
- 2.2. To consider any dispensation requests received.

3. Minutes.

- 3.1. To approve the minutes of the Council meeting held on Wednesday 26th July 2023.
- 3.2. To review the Action Log from those minutes.
- 3.3. Any matters arising from those minutes/actions, other than updates at Item 6, must be tabled for discussion at the discretion of the Chair.

4. Annual Governance & Accountability Return

- 4.1. To receive the report from the external auditor, concluding the AGAR.
- 4.2. To note comments made, consider how they may be addressed.
- 4.3. Instruct the Proper Officer to complete the required actions before 30th September 2023.

5. Public Participation and Reports

- 5.1. To receive a report from Great Yarmouth Borough and Norfolk County Councillor James Bensly if present.
- 5.2. To receive a report from Great Yarmouth Borough Councillor Noel Galer if present.
- 5.3. Open forum for members of the public.
- 5.4. Cllrs could briefly present items raised with them, but should always encourage members of the public to raise their own issues in this forum. These may include:
 - 5.4.1. Tree behind bus stop
 - 5.4.2. In Bloom fundraising proposal

6. Councillor Updates (*may be covered in minutes/ action list*)

- 6.1. Recreation ground improvements *Cllr. L. McMahon, Cllr. J. Smithson*
- 6.2. Additional Litter Bins *Cllr. D. Clegg*
- 6.3. Events, notably Craft Fair *Cllr. J. Smithson*
- 6.4. Fisherman's Garden Wall Update *Cllr. M. Bobby*
- 6.5. Additional Gritting bins – NCC response for info
- 6.6. High Tree Line – report on final conclusion *Cllr. L. McMahon*
- 6.7. Additional Grass-cutting – GYS irregularity issue. *Cllr. D. Clegg*
- 6.8. Coastal Villages Flu & Covid vaccinations in Winterton. *Cllr. D. Clegg*

7. Correspondence, Consultations and administration.

- 7.1. Consider D-Day (80th anniversary) Beacons Celebration (6th June 2024)
 - 7.1.1. <https://www.d-day80beacons.co.uk/>
- 7.2. Cllr J. Bensly - NCC Updates (3) Circulated and available on PC [website](#)
- 7.3. Parish Council Website, notice of payments required.
- 7.4. Great Yarmouth Borough-Wide Design Code Supplementary Planning Document (SPD) Consultation extended.

- 7.5. Resilient Coasts Project Meeting, 9th October
- 7.6. Great Yarmouth Services consultation (on website)

8. Finance Committee Meeting 06/09/2023

Documents available at [WoSPC website Finance Cttee](#) click on link

- 8.1. To receive the minutes and the action log from that meeting (proposals at Item 7)
- 8.2. To consider and approve/note the following recommendations from that committee:
 - 8.2.1. Note the receipts/payments against budget summary, noting the explanations in item 5.1
 - 8.2.2. Note the bank reconciliation until end August 2023, fully examined in the Finance meeting.
 - 8.2.3. Consider the reallocation of 3 months of clerk salary to costs/reserves listed in item 7:
 - 8.2.3.1. Approve or not, allocation of £1,737.50 to Allotments for maintenance / enhancements;
 - 8.2.3.2. Approve or not, allocation of £2000 to 'Winterton Workshop' in Earmarked Reserves, a full proposal to be presented before expenditure made.
 - 8.2.3.3. Approve or not: a further allocation of £1000 to traffic management (Earmarked reserve)
 - 8.2.3.4. Approve or not: village hall maintenance new budget code and allocation to meet rental agreement obligations.
- 8.3. To note that the discussions for the 2024-25 budget have begun, working group suggested 8th November 2023

9. Proposals and Projects raised in Finance Committee

- 9.1. Beach cleaning (Precept funds) to be discussed in October meeting.
- 9.2. Winterton Workshop
- 9.3. Village Hall maintenance / upkeep requirements
- 9.4. Village Hall enhancement plans
- 9.5. Council 'Mission Statement'

10. Allotments

- 10.1. To receive an update from Cllr. McMahon
- 10.2. To consider potential maintenance requirements and possible costs
- 10.3. To consider the proposal to update billing from 2025 to automatically include water at £5 per plot and raise rental by 15%.

11. Planning.

- 11.1. To consider consultee response to applications received from Great Yarmouth Borough Council and the Broads Authority. None.
- 11.2. To consider consultee response to applications received from Great Yarmouth Borough Council and the Broads Authority after publication of the agenda.
- 11.3. To note that a TPO has been granted for 12 The Cobbleways.
- 11.4. To receive notification of planning decisions taken by Great Yarmouth Borough Council and the Broads Authority. Since last report, note the following updates:
 - 06/23/0157/F (site adjacent 26 Bulmer Lane) – Withdrawn
 - 06/23/0266/HH (The Wickets, Bush Lane) – Approved
 - 06/23/0477/F (Mill Farm House) Proposed change of use of land from grazing land for horses to provide a commercial dog exercising facility all year round and erect lighting -Undecided
 - 06/23/0532/HH (Mill Farm House) Proposed installation of 12 no. ground based solar panels and 2 storage batteries -Undecided
 - 06/23/0460/HH (51 Bulmer Lane) Proposed single storey infill rear extension and replacement of windows and doors on existing dwelling – Approved.
 - 06/23/0502/HH (15 Winmer Avenue) Proposed single storey rear extension – Approved.
 - 06/23/0509/HH (18 George Beck Rd) Proposed rear single storey garden room extension – Approved. Council complained it was given insufficient time to consult.

12. Financial Matters.

12.1. To note receipts to-date for September 2023

<u>SOURCE</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
Village Hall Hire	434.50	VH hire
Refunds	1470.00	
	1904.50	

12.2. To agree the following payments to be made by end September 2023.

<u>PAYEE</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>METHOD</u>
Salary/HMRC	£268.00	VH	BACS
Eon Next	£59.58	Rec. ground	D/D
Octopus energy	£9.21	VH	D/D
Anglian water	£166.00	Rec. ground	D/D
Cllr. Henwood	£162.89	Beach signs	BACS
Cllr. Clegg	£24.99	VH kettle	BACS
Cllr. McMahon	£24.00	Stationery	BACS
Plan	£29.99	Mobile phone	D/D
PKF Littlejohn	£378.00	External Audit	BACS
Viking	£58.88	Stationery/Office supplies	BACS
Cllr. Smithson	£32.55	VH repairs/maintenance	BACS
Anglian Water	£31	VH sewerage	D/D
Anglian Water	£6	Allotments	D/D
Rowland Smith	£110	Dunes path clearance	BACS
Rowland Smith	£440.00	Allotments clearance	BACS
Rowland Smith	£450.00	Contracted grass-cutting	BACS
Total:	£2251.09		

12.3. To approve setting up a monthly payment of £9.99 +VAT for continued hosting of the Winterton-on-Sea PC website, unless/ until provider is changed.

12.4. To approve contacting Norfolk ALC on behalf of the PC who have offered a hosting contract at £70 per year and to investigate provision, including porting & content management at £140.

12.5. To consider authorising stand and fan and bag for PC laptop at £47.42 + £22.99 = £70.41

12.6. To consider authorising quotation for flagpole, total cost of £491.93 (no installation cost)

13. Consider and vote upon the following resolutions.

13.1. 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 week after the November meeting of the Parish Council: date is 6th December 2023. This requires a 2/3 majority to pass.

13.2 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 6th December 2023. There will be no salary or payment of any kind for this role and any expenses incurred will require approval of the council. This requires a 2/3 majority to pass.

- 13.2. 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 6th December 2023. There will be no salary or payment of any kind for this role and any expenses incurred will require approval of the council.
This requires a 2/3 majority to pass.
- 13.3. The above appointments can be terminated, separately or jointly, should different appointments need to be made, at any full council meeting or at an extraordinary meeting (possibly by Zoom) called by the Chair of the Council or any 2 members of the Council, by notifying the Proper Officer a week in advance.

14. Any other Business for Future Meeting

To note any business for the next meeting of the council.

15. The date of the next meeting

To confirm that the next council meeting will be held on Wednesday October 27th, 2023 at 7:30pm.

To confirm that the next Finance Committee Meeting will be held on Wednesday December 6th, 2023 at 6:30pm

In accordance with the Public Bodies (administration to meetings) Act1960, the meeting will RESOLVE to exclude the press and public during the following items due to their confidential nature.

16. Staffing Matters

- 16.1. To consider upcoming recruitment actions for the post of clerk to the parish council.