

MINUTES OF WINTERTON ON SEA PARISH COUNCIL MEETING

held at the Village Hall at 7.30pm on Wednesday 23 February 2022

Public Participation

- A member of the public raised multiple issues clarified by the Chair including: Location of the wilding areas, bicycles riding in the village, increased use of Low Road by delivery vehicles, the matter of a local resident cutting down of a tree from their property, road surfacing and Norfolk County Council temporary signs.
- Another member of the public raised the matter of increasing the communications in relation to environmental matters with Burnley Hall. Cllr Hartley suggested that by working in an engaging and collaborative manner communications may be improved. It was AGREED to initiate contact. **Action:**

Cllrs Carr/Punchard

- Cllr Coe added raised an issue on behalf of residents. Bush Road steps are in need of repair. The Clerk added how this matter had been raised previously which had been put on hold due to the pandemic. Action will be taken to move the matter forward.

Action: Clerk

1. Attendance: Present: Cllrs Bobby (Chair), Coe, Carr, Clegg, McMahon, Parcell, Punchard and Smithson. Apologies: noted from Norfolk County Council (NCC) Councillor James Bensly and PC Gary May. Six members of the public and the Clerk were also in attendance.

2. Declarations of interest for items of the agenda and applications for dispensations

Cllr Hartley declared an interest as a member of the Cricket Club.

3. Minutes of the meeting held on 26 January 2022.

It was **RESOLVED**, PROPOSED Cllr Carr, seconded Cllr Hartley to agree the minutes as a true and accurate record. The minutes were duly signed by the Chair.

4. Matters arising from the previous minutes – information only.

- Fly tipping of tree branches on the playing field. The matter had now been resolved.

5. Clerk Report – noted.

Cllr Bobby raised the request from Norfolk Local Access Forum who are seeking new members. Members will represent a range of interest areas and full details can be found online, along with the recruitment [form](#). Please email nlaf@norfolk.gov.uk or contact 0344 800 8020. Closing date for applications is 25 March 2022.

6. Correspondence and Consultations:

Neighbourhood Planning Referendum – taking place on Thursday 24th February 2022. Noted

7.Planning: To consider applications and decisions received within the month from [GYBC](#).

Applications made:

06/22/0020/F: Hermanus Holiday Centre, Hotel Hermanus, The Holway, Winterton-On-Sea NR29 4BP.

Proposed rebuilding of and extension to games room/lounge (ground floor) and 2no. two-bedroom holiday apartments (first floor).

Council Decision: No objections

06/22/0021/F: Proposed installation of new cable through existing duct, Winterton Beach, Winterton.

Council Decision: No objections

06/22/0055/VCF: Variation of condition 2 of PP 06/21/0410/F - Change to internal layout. Caters Service Station Black Street Winterton-On-Sea, NR29 4AP.

Council Decision: No objections

06/22/0054/CD: Discharge of conditions 4, 5, 7, 9 and 10 of PP 06/21/0410/F. Caters Service Station Black Street, Winterton-On-Sea, NR29 4AP.

Council Decision: Objections were raised in relation to the proposed parking measures. Cllrs noted in the original application NCC Highways had raised concerns due to the lack of 'on-street' parking Council requested clarification of Condition 10 which states that the front Garden will be paved with no planting to enable the parking of cars and if this will have sufficient parking to the latest changes on plan. **Action: Clerk**

Decisions received: None.

8. Financial Matters

8.1. Receipts of £2,934.88 for February 2022 were noted.

Cllr Bobby highlighted the income for the Village Hall for the month was lower than the cost for the electricity bill. The Clerk clarified that invoices for payment were raised on a quarterly basis if hirers did not pay upon booking. The Clerk reminded council that a quarterly review village hall fees and costs had been agreed at the last meeting. The date of the next Finance Advisory Group meeting is still to be confirmed. **Action Clerk/Cllrs**

8.2. Expenditure payments of £3,367.62 were AGREED for February 2022.

It was **RESOLVED**, PROPOSED Cllr Clegg, seconded Cllr Bobby, all in favour to agree the payments schedule.

8.3. Bank reconciliation – next meeting.

Action Clerk

8.4. Interim internal auditor report was received.

Actions are in progress. It was noted the outstanding VAT application had been now received.

Action Clerk

8.5. To agree insurance premium for the year ahead – next meeting.

Action Clerk

9. Updates from Cllrs

9.1. Police Safer Neighbourhood Action Plan (SNAP) meeting

Cllr Coe gave an update after attending the latest meeting held earlier in the month. Despite low representation the focus was on Great Yarmouth. The recent crime wave in the village was raised, it was noted that the village was not the only village to experience crime of late. A request for more visible police officers in the rural villages was promised.

9.2. Environment and Ecology

Cllr Punchard updated Council with news of fruit trees received from the NCC '1 million trees project'. A

further permission is required from NCC for trees to be planted in The Holway.

Action Cllr Punchard/Clerk

9.3. Councillor Surgeries

Cllrs Clegg, Smithson and Hartley reported how the monthly Cllr Surgeries had been working well. Regular and increased attendance to the surgeries had been welcomed. A 'themed' approach was suggested due to the success of the Neighbourhood Referendum surgery held in February.

9.4. Wilding - Encouraging more wildflowers in the village project. Cllr Parcell gave an update to council. A plan for attending to the areas throughout the year, working in collaboration with local volunteer Becky Durant, will be shared with the Clerk in due course along with signage wording which will explain and highlight the project focus to local people and visitors.

Action Cllr Parcell

9.5. Playing Field Management Committee meeting held on 22 February 2022 was noted.

Cllr Hartley gave an update which included suggestions from local residents in relation to dog-walking, grass-cutting and use of the field. Cllr Hartley added further work is ongoing to ensure the current playing field facilities are safe. The Cricket Club has seen increased interest from the junior age group and women's team. Engagement with the whole village is essential before and further improvements and funding applications are made.

9.6. SAM Sign - The sign had been reported to Council as it had not been working. Cllr McMahon added the sign has been looked at and is now working again with the battery changed.

10. Village Matters

10.1 Bus shelter renovations

Consideration was given to the proposal for Winterton-in-Bloom (WIB) to undertake improvements to the bus shelter. It was **RESOLVED**, PROPOSED Cllr Clegg, seconded Cllr McMahon, all in favour, to progress with this work and allocate £500 from the AGREED budget. Cllr Clegg added how Cllr Smithson had also agreed to undertake additional structural repairs. It was a **RESOLVED**, PROPOSED Cllr Clegg, seconded Cllr Smithson, all in favour to purchase a water-butt/guttering and supplies to improve the structure. The Chair thanked the group for undertaking the improvements and for their ongoing hard work and contribution to the village.

10.2. Queens Jubilee Working Group

Consideration was given to the formation of a 'Queens Jubilee Celebrations Working Group'.

It was **RESOLVED** to form a group, PROPOSED Cllr Carr, seconded Cllr Clegg, all in favour.

10.3. Queens Jubilee Celebration Budget

It was **RESOLVED**, PROPOSED Cllr Hartley, seconded Cllr Coe to set an interim budget of up to £500 in relation to 'Health and Safety' matters. The Clerk added how opportunities for income generation would also be explored to offset any further costs of the event.

10.4. Coastal Erosion meeting with Coastal Partnership East

Cllrs agreed to set a date for hosting an open meeting with the partnership.

It was **RESOLVED**, PROPOSED Cllr Bobby, seconded Cllr Punchard to set the date as Monday 21 March 2022.

It was noted the Village Hall was available, however Councillors indicated the village school was a more appropriate venue. Cllr McMahon AGREED to contact the school to confirm availability. **Action Cllr McMahon**

10.5. Community Engagement Event

Cllrs considered changing the format of the next 'Annual Parish Meeting' scheduled for Tuesday 3 May at 6.30pm. The Clerk explained how an identified need for a 'Community Engagement Plan and Policy' was required to ensure thorough and measured engagement with the local community takes place in relation to council activities. Cllr Smithson AGREED to lead on the organisation and format of the evening with support from the Clerk. It was **RESOLVED**, PROPOSED Cllr Hartley, seconded Cllr Smithson, all in favour to adopt a new 'Community Engagement' format to the Annual Parish Meeting.

11. Administration

11.1. Review of any Council Policies – Next meeting.

12. Next meeting – Wednesday 30 March 2022

The meeting finished at 9.21pm

Signed The Chairman Date

February 2022 payments:

| <u>Payee</u> | <u>Description</u> | <u>Amount</u> |
|---------------------|--------------------|-------------------------|
| Bulb | Electricity | £94.61 |
| Staffing | HMRC/PAYE/NI | £2,590.35 |
| SLCC | Training | £90.00 |
| Plan Communications | Mobile Phone | £29.99 |
| Wave | Utilities | £24.96 |
| Clerk Expenses | Zoom | £14.39 |
| N. Parcell | Seeds | £23.32 |
| WIB | Bus shelter | £500.00 |
| <u>Total</u> | | <u>£3,367.62</u> |

Income March 2022

| | | |
|---------------------|-------------------|-------------------------|
| Hall Hirers | Hall Hire | £76.00 |
| GYBC | Gritting supplies | £500.00 |
| HMRC | VAT Return | £2,358.88 |
| <u>Total</u> | | <u>£2,934.88</u> |