

**Minutes of the Meeting of Winterton-on-Sea Parish Council
Wednesday 16th October 2019 7.30pm Winterton-on-Sea Village Hall**

Present: Nigel Coe
Linda Cook
Gordon Jewell
Catherine Moore (Parish Clerk)

Also attended: 11 members of the public.

1. Election of Chairman

Gordon Jewell was elected as Chairman for the meeting only, proposed by Nigel Coe, seconded by Linda Cook, all in favour.

2. Apologies

Apologies for absence were received from Marie Hartley and Mark Bobby.

3. Declarations of Interest and Applications for Dispensation

There were no declarations of interest.

4. Minutes of the Previous Meeting

The minutes of the meeting held on 18th September 2019 were **agreed** and signed by the Chairman.

5. Update on matters arising from the minutes

a) Dogs on Leads Signs

The photos of proposed locations were considered and was **agreed** to seek permission from the relevant land owners.

Clerk

b) Beach Road Parking Restrictions

There had been no update since the last meeting, the Clerk was asked to contact the solicitor and the County Councillor to find out the current status. It was felt that with the seal colony moving south, this would become an issue with visitors to the seals parking in the village.

Clerk

6. Co-option to Vacant Positions

It was noted that there were four vacancies, of which two could be co-opted to. It was **agreed** to co-opt Emma Punchard, proposed by Gordon Jewell, seconded by Nigel Coe, all in favour. The meeting was suspended while Emma signed the Declaration of Acceptance of Office and took her place at the meeting.

7. Public Participation

Standing orders were suspended to allow Borough and County Councillors, and members of the public to speak.

Gordon Jewell read a statement setting out the rights of the public and how they would be expected to conduct themselves when speaking. He noted that matters brought to the attention of the Council may require further research or a considered response. He stressed that speakers would not be allowed to be disrespectful, slanderous, or report hearsay, and would be stopped for their own protection.

a) Public Participation

A member of the public expressed his disappointment at the lack of management

of the allotments by the Council, stating that nothing was ever done and that the promised water supply had not been installed. In response, it was noted that there had been some changes in councillor responsibilities for the allotments, and that while the Council had looked into the estimated costs of a water supply (£3,000 - £5,000), informal discussions with allotment holders had revealed that they did not have the appetite for an increase in rents, and their driving factor was a low cost allotment plot. It was noted that a tenants meeting had been set up and advertised on the allotments notice board for three weeks, and this would have been one of the items under discussion, however no-one turned up. It was suggested that tenant representatives could be appointed from within the allotment holders. It was reported that the access paths were now being regularly cut back, and that a number of allotments had been identified as overgrown and had received final warning letters.

A member of the public expressed her disgust that the Community Newsletter did not publish the forward dates of Committee meetings. In response it was noted that the new format of the newsletter was in evolution, and that if this sort of suggestion was made, it could be included, however no such feedback had been received. In response, the speaker noted that it was not good enough for the Council to rely on the website and notice boards to advertise meetings, as elderly members of the community could not access these means of communication. It was **agreed** to publish committee dates in future editions of the Newsletter.

Clerk

A member of the public complained that the minutes of the August meeting did not note her report of the fallen 'passing place' sign on The Holway, and it was not mentioned in the action log. The Clerk explained that this was because it had already been reported to Norfolk County Council as the responsible agency by the time the meeting happened. The Clerk was asked to chase NCC for a status update.

Clerk

A member of the public asked where the bench at the village green where the Christmas tree normally is had gone? It was confirmed that this had been taken away by Great Yarmouth Borough Council. A replacement would be considered.

- b) Borough and County Councillors
Not present.

Standing orders were reinstated.

8. **Planning**

- a) Applications Received
None.

- b) Planning Decisions
06/19/0422/F Sea Gem, The Holway: Demolition of existing single storey dwellinghouse and replacement with new 1.5 storey dwellinghouse. **APPROVED**

9. **Correspondence and Consultations**

- a) Enclosure Panels on Bus Shelter

The Clerk read a request from a member of the public to replace the panels on the sides of the bus shelter. It was **agreed** to check with Great Yarmouth Borough Council as to whether the bus shelter was their asset, and whether this could be done.

Clerk

10. Finance

a) Receipts, Payments, and Bank Reconciliation

The bank balances at 30th September 2019 were:

- Current account - £2,543.50
- Deposit account - £71,866.16

This included the ring-fenced Village Hall balance of £19,612.52 and earmarked reserves of £20,548.97. Free funds were £17,794.32.

b) Accounts for Payment

It was **agreed** to pay the following accounts:

C Moore	Salary October 2019	£989.11
C Oliver	Salary October 2019	£265.20
HMRC	PAYE & NIC	£65.64
Norfolk Pension Fund	Superannuation	£306.42
K Brown	Bus Shelter Cleaning	£40.00
P Lynham	Bus Shelter Cleaning	£40.00
C Moore	Expenses & Mileage	£84.36
C Oliver	Expenses	£10.68
Bulb	V Hall Electric	£68.00
Eon	Playing Field Electric	£35.84
Norse Eastern Ltd	Newsletter Printing	£281.00
Norfolk PTS	Councillor Training	£165.00
Vortex Grounds	Playing Field Grass Cutting	£255.00
Collective Community Planning	Neighbourhood Plan Consultants	£300.00
Norfolk ALC	LCAS Quality Award	£100.00
Keith Jones	Maintenance	£68.50
Gillian Smith	Casual Hire Refund	£100.00
Tony Nicholls	Duffles Pond Expenses	£101.97
	TOTAL	£3,276.72

11. Village Hall

The October meeting had been cancelled so the following matters were discussed:

i. Improvements

The following improvements and changes were **agreed** or actions agreed:

- The doors in the gents toilets would be moved to make them more suitable and private, and a baby change unit would be added into the gents toilet. The sliding door in the cupboard would be moved to make more space. Three quotes to be obtained for these works.
- Two chair trolleys would be purchased.
- The fire door would be made more secure by adding bolts and making hirers aware that they needed to unbolt them for fire safety purposes.
- Improved security lights for the outside space, on movement detectors with LED bulbs. Three quotes to be obtained.

**Clerk
Clerk**

Clerk

ii. Fund Raising Events

Salvation Army Collection - it was **agreed** that Linda Cook would take on organising this and the Christmas Fayre.

iii. Cadets - Overnight Stays

The Clerk read a request from the cadets to be able to continue to use the Village Hall on a very occasional overnight basis if the weather turned bad on night exercise. It was **agreed** that caveats would be required, and to ask the cadet leader for dates, times and duration so that this could be considered at

Clerk

the next meeting.

12. Committees and Advisory Groups

a) Councillor Responsibilities

The councillor responsibilities were **agreed** and the website would be updated accordingly.

b) Village Hall Committee

It was **agreed** to advertise for volunteers for the Village Hall Committee public seats. It was felt that the Hall needed to be driven by the community. In response to a query from a member of the public, it was confirmed that the whole Committee had resigned. It was felt that a trusting relationship needed to be developed, and that the Parish Council needed to gain respect and work with the village in support of the residents. The Chairman noted that there had been a campaign of miscommunication and rumour, and requested that issues be taken up directly rather than on social media.

c) Allotment Advisory Group

Covered in public participation.

d) Playing Field Management Committee

It was reported that a specification had been drafted for a project to demolish the existing, install adequate drainage, and replace with a pre-fabricated structure. Contractors would be able to quote for all or part of the works. It was **agreed** to set a site visit date for prospective contractors and go out to tender.

It was noted that it was unlikely that external funding would be available, so the Parish Council would probably have to fund the project with a loan repayable across a number of years. It was suggested that a survey of residents could be undertaken to understand the demand for sporting provision, and that the results from the questions asked on this subject in the Neighbourhood Plan could be reviewed.

It was felt that the Parish Council needed to review its overall vision and objectives for the community.

Clerk

e) Neighbourhood Plan Steering Group

The Clerk reported that the draft Plan had been approved and that the Regulation 14 consultation would be taking place from Monday 2nd December 2019 to Sunday 12th January 2020. A consultation open afternoon had been scheduled for Thursday 12th December 2019.

13. Reports from Representatives on Outside Bodies

a) Safer Neighbourhood Action Panel

The Panel was due to meet on Thursday 25th October 2019.

b) Patient Participation Group

Linda Cook had just taken over responsibility for this.

c) Twinning with Camperduin

It was **agreed** that Emma Punchard would keep a watching brief on this.

14. Other Matters

a) Village Christmas Tree

The Clerk reported that the village christmas tree annual project had been handed back to the Council in January 2019 and that comprehensive instructions

had been provided. It was **agreed** that Gordon Jewell would take this forward for 2020. **GJ**

15. Action Log

- Gordon Jewell agreed to review the new location for the King Street replacement sign. **GJ**
- Gordon Jewell agreed to get advice from Keith Jones regarding disabled access onto the Green. **GJ**

It was **agreed** that Duffles Pond could be dug out to allow it to fill with water as routine maintenance.

16. Councillor Feedback and Items for Next Meeting

Items for next meeting:

- None.

17. Please note that due to staff changes the date on the next Full Council meeting will be:

- Thursday 28th November 2019 7.30pm Winterton Village Hall.

To enable Parishioners to attend Council meetings, dates of future meetings will be advertised with as much notice as possible.

The meeting closed at 9.25pm.

CHAIRMAN