

**Minutes of the Meeting of Winterton-on-Sea Parish Council**  
**Wednesday 15th May 2019 7.30pm Winterton-on-Sea Village Hall**

**Present:** Eric Lund (Chairman)  
John Allen  
Mark Bobby  
Nigel Coe  
Roger Jarvis  
Alec Sutton  
Catherine Moore (Parish Clerk)

**Also attended:** 5 members of the public.

**1. Election of Chairman**

Eric Lund was elected as Chairman, proposed by John Allen, seconded by Roger Jarvis, all in favour. The declaration of acceptance of office was duly signed.

**2. Election of Vice Chairman**

Mark Bobby was elected as Vice Chairman, proposed by Eric Lund, seconded by John Allen, all in favour.

**3. Apologies**

There were no apologies for absence.

**4. Declarations of Interest and Applications for Dispensation**

There were no declarations of interest.

**5. Minutes of the Previous Meeting**

The minutes of the meeting held on 17th April 2019 were considered. It was agreed to reword the line 'cafe could be demolished after the summer season' to clarify 'if erosion continued'. With this amendment the minutes were **agreed** and signed by the Chairman.

**6. Update on matters arising from the minutes**

None.

**7. Public Participation**

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

**a) Public Participation**

A member of the public expressed concern that her integrity regarding the beach works had been called into question. She assured Council that the works were legal and that she had all relevant permissions, and that she would never do anything to harm the beach or make it dangerous. Cllr Alec Sutton, who noted that he was speaking as a member of the public, reported that he became trapped in dangerous sand and was asked to leave by the landowner. He had not returned, and felt that the beach had been changed. An exchange between the landowner and Cllr Sutton ensued, and the Clerk reminded all councillors that they were bound by the Code of Conduct, even when speaking as a member of the public. The Chairman felt that there had been misunderstanding on both sides, and said that the comments had been noted.

Cllr Sutton left the meeting at 7.42pm.

It was suggested that signage could be put up to alert people of dangers. It was

confirmed that the Parish Council supported the works taking place on the beach.

A member of the public asked whether any censure should be brought against a councillor walking out. The Clerk replied that she had been carefully monitoring the exchange, and did not feel that it had got to the stage where the code of conduct was breached.

b) Borough Councillors  
Not present.

c) County Councillor  
Not present.

*Standing orders were reinstated.*

## 8. Co-option to three vacancies

It was noted that there were three vacancies on the council, which could be co-opted.

## 9. Appointment to Committees and Advisory Groups

The following appointments were made:

- Village Hall Committee: Eric Lund, John Allen, Claire Thompson, Elaine Hillier, Norman Parcell and Ayesha Hammond.
- Playing Field Management Committee: Eric Lund, Roger Jarvis, John Allen, Ben Utting, Tom Whichelow.
- Neighbourhood Plan Advisory Group: Eric Lund, John Allen, Nigel Coe, Alec Sutton, Claire Thompson, Neil Punchard, Jane Roberts, VACANCY.
- Finance Advisory Group: Eric Lund, Roger Jarvis, Mark Bobby.
- Personnel Advisory Group: Eric Lund, Mark Bobby.
- Allotment Advisory Group: Nigel Coe, Mark Bobby.
- Planning Advisory Group: Mark Bobby, John Allen, Alec Sutton.

## 10. Appointment of Councillor Responsibilities

The councillor responsibilities were **agreed**.

## 11. Adoption of General Power of Competence

The Clerk noted that the Council qualified for this power as it had a council that was two thirds elected at the time of qualification; and a CiLCA qualified clerk. The Power allowed the Council to do anything that an individual could do. It was **agreed** to adopt the General Power of Competence, proposed by Nigel Coe, seconded by Mark Bobby, all in favour.

## 12. Planning

### a) Applications Received

i) 06/19/0175/O 30 Bulmer Lane: Erection of 3 bungalows and garages / carports. It was noted that this was a renewal of existing planning, with a view to development taking place in early 2020. There were no changes to the original plans, which were approved on appeal. It was **agreed** to make no comment.

### b) Planning Decisions

06/19/0135/F Shekinah, Bush Road: New roof to existing bungalow raising ridge heights to allow an attic conversion. **APPROVED**

### 13. Correspondence and Consultations

#### a) Nomination for Norfolk ALC Committee

Eric Lund was nominated for the Norfolk ALC Committee, proposed by John Allen, seconded by Mark Bobby, all in favour.

Clerk

#### b) Public Liability Insurance for Contractors

It was noted that the contractors for grass cutting and beach cleaning only had £1M public liability insurance, which was not adequate. It was **agreed** to request that they put their PLI up to £5M, with all Council contractors being required to have this as a minimum in future. It was **agreed** to check with Mencap that the bus shelter cleaners were covered by their PLI, and that the Village Hall cleaner's contract would be discussed at the next Committee meeting.

Clerk

Clerk

### 14. Finance

#### a) Receipts, Payments, and Bank Reconciliation

The bank balances at 31st April 2019 were:

- Current account - £2,381.75
- Deposit account - £68,655.81

This included the ring-fenced Village Hall balance of £21,490.96 and earmarked reserves of £21,554.69. Free funds were £14,976.53.

#### b) Accounts for Payment

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

C Moore	Salary May 2019	£989.11
HMRC	PAYE & NIC	£96.84
Norfolk Pension Fund	Superannuation	£306.42
K Brown	Bus Shelter Cleaning	£40.00
P Lynham	Bus Shelter Cleaning	£40.00
C Moore	Expenses	£399.06
P James	Internal Audit	£137.75
K Jones	V Hall Storage Painting	£460.00
K Jones	Grounds Maintenance	£97.50
Vortex Grounds	Grounds Maintenance	£255.00
Utility Warehouse	V Hall Electric	£93.29
Ormesby Garden Machinery	Lawnmower Servicing	£111.00
SMG Architects	Pavilion Planning	£721.26
	<b>TOTAL</b>	<b>£3,747.23</b>

#### c) Internal Audit Report

The internal audit reported was noted. Recommendations had been made that two signatories sign the cheque list sheet in lieu of cheque stub signing, and that the Council should reinstate the twice yearly internal accounts check. The situation regarding the cinema equipment payments had been noted.

#### d) Annual Governance and Accounting Statement 2018/19

The AGAR 2018/19 was **agreed**, proposed by John Allen, seconded by Nigel Coe, all in favour.

Clerk

### 15. Committees and Advisory Groups

#### a) Village Hall Committee

It was **agreed** to postpone the Garage Sale due to the changes in the Committee, this would be discussed at the next Committee meeting.

- b) Safer Neighbourhood Action Group  
Roger Jarvis reported that the main focus of police work was around drugs, anti-social cycling and speeding. It was hoped that the speed camera van would visit Winterton shortly. It was noted that there had been needles in the wooded area of the Dunes.
- c) Patient Participation Group  
No report.
- d) Allotment Advisory Group  
A meeting of the Group would be set up by the responsible councillors. The Clerk was asked to forward the allotment holders spreadsheet.
- e) Playing Field Management Committee  
The outline application for the new Pavilion had been submitted to Great Yarmouth Borough Council. An email comment had been received from a nearby resident.
- f) Neighbourhood Plan Steering Advisory Group  
The Neighbourhood Plan was progressing well and was with the Borough Council for initial comments.

JA /  
NC  
Clerk

## 16. Other Matters

- a) Community Engagement Strategy  
The Community Engagement Strategy was updated and **agreed**.
- b) Data Protection Policy  
The Data Protection Policy was updated and **agreed**.
- c) Erosion Update  
Covered earlier.
- d) Action Plan  
The 2018/19 Action Plan was signed off, and the 2019/20 Action Plan **agreed**.
- e) Local Council Award Scheme  
It was noted that the Council met all the criteria for the Quality Award, and **agreed** to make an application for this.

Clerk

## 17. Action Log

The action log was noted, with the following updates:

- The cadets noise issue had been discussed with the group leaders, and there had been an improvement.

## 18. Councillor Feedback and Items for Next Agenda

Nigel Coe reported that the situation with parking on Beach Road appeared to have improved, and asked where the permanent change to parking restrictions had got to. The Chairman replied that there had been a great deal of support for the changes, however a couple of objections had caused the process to become more prolonged. Once the new restrictions were put in, the time signs would be removed, and the double yellow lines would apply all year round. Parking enforcement would be attending regularly.

**19. Date of next meeting:**

- Annual Parish Meeting - Wednesday 22nd May 2019, 7.30, Village Hall
- Parish Council Meeting - Wednesday 19th June 2019, 7.30pm, Village Hall.

The meeting closed at 8.45pm.

**CHAIRMAN**