



# WINTERTON-ON-SEA PARISH COUNCIL

Tel: 07918 978921. Email: [clerkwinterton@gmail.com](mailto:clerkwinterton@gmail.com)

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

Clerk to the Council: *Vacant*

Proper Officer: Marina Carr. Responsible Finance officer: Dawn Clegg

## Minutes of the Winterton-on-Sea Parish Council Meeting held on Wednesday 26<sup>th</sup> July 2023 at 7:30pm

Councillors Present: Cllrs., Mark Bobby, Marina Carr, Dawn Clegg, Nigel Coe, Liam McMahon, John Smithson and Richard Henwood.

Public Present: two members of the public

Minutes taken by: Cllr. M. Carr

### 1. Apologies.

Apologies received from Cllr. E. Punchard (unwell) and Borough Cllrs. N. Galer & J. Bensly (prior engagements) and accepted by all present.

### 2. Declarations of interest.

2.1. No Councillors declared an interest on any item on the agenda.

2.2. No dispensation requests received.

### 3. Minutes.

3.1. Proposed by Cllr. Clegg, **all councillors AGREED** the minutes of the Parish Council's meeting held on Wednesday 28<sup>th</sup> June 2023 were an accurate reflection of that meeting.

3.2. The Chair declared that all actions and agenda items relating to Cllr. Punchard would be deferred to the next meeting. The Action Log from the June meeting's minutes was reviewed:

Actions 19-04-2023.11 and 18 are closed or superseded, any updates below;

Actions 17-05-2023.6 and 9 are closed or superseded, any updates below.

Actions 28-06-2023.2-4, 6, 9-11 and 13-14 are closed or superseded, any updates below.

Action 17-05-2023.4 is ongoing, Cllr. Bobby is taking regular readings for comparisons.

Action 17-05-2023.5 is ongoing, Cllr. Bobby will obtain the 2<sup>nd</sup> quotation and Cllr. Carr will inform the insurance company of difficulties in obtaining two quotes.

Action 28-06-2023.3 is closed as deferred: Cllr. Smithson reported that funds were drying up and this was not the time. The existing poles will be unscrewed and removed.

#### **ACTION: Cllr. J. SMITHSON**

Action 28-06-2023.4 is closed as Cllr. Carr has written but no response received. Cllr. Coe will try to contact the Caister councillor with whom he originally discussed the idea.

#### **ACTION: Cllr. N. COE**

Action 28-06-2023.6 is closed as there has been no evidence of palm oil on Winterton beach.

Action 28-06-2023.8 was updated by Cllr. Clegg to explain that there is a possibility that the new GYBC contractor could provide bins that the PC had been prepared to purchase. The action remains ongoing: however, additional bins have been supplied at the end of Beach Road with strict instructions that no trade waste or household 'dumping' is acceptable. These bins have been sited behind the public toilets.

Action 28-06-2023.10 is closed and Cllr. Bobby reported that all 'red-rated' items have been done. He suggested taking photos to show the complete work and emailing Fireskill to re-issue the report.

#### **ACTION: Cllr. M. BOBBY, Cllr. D. CLEGG**

Action 28-06-2023.11 is closed, complete. Cllr. Clegg reported that 30-40 residents had attended the clinic and 12-15 vaccinations had been issued so the James Paget hospital staff believed it was a great success and intend to visit the village again when the vaccination booster programme commences later this year.

Cllr Clegg told the council that Coastal Villages Medical practice intended to use the Village Hall on 18<sup>th</sup> and 22<sup>nd</sup> September 2023 to issue flu vaccinations.

## Winterton-on-Sea Parish Council

Action 28-06-2023.12 was updated by Cllr. Smithson. He is working through correspondence and has been in contact with Cllr. J. Bensly (County Councillor) and the NCC Highways officer responsible for this area and as a result, some cliff areas are being included this time. Some of the costs are surprising and he suggested that the council reduce the use of cones so that we can again build up evidence of poor /dangerous/anti-social parking. The action is ongoing.

### 4. Public Participation.

4.1. Great Yarmouth Borough and Norfolk County Councillor James Bensly was not present.

4.2. Great Yarmouth Borough Councillor Noel Galer was not present.

4.3. Open forum for members of the public.

A member of the public raised 2 issues on restricted byways which had already been reported by the parish council. That resident then suggested that, as visitors to Winterton brought increased litter which was attracting seagulls, there should be signs to prevent littering. Cllr. Carr noted that the village already had significant signage and there was little evidence that signs were heeded. It was suggested that stickers could be placed on residents' bins but Cllr. Bobby pointed out that the Parish Council had no authority to put anything on private bins. The resident then raised a request that dogs should be put on leads on dunes and in the village, citing examples of issues with other residents' dogs. Again, signs were requested, and Councillors pointed out the numbers of prominent signs requesting dogs on leads (and 'pick it up') around the village already, which were not always followed. The resident explained that if there were signs in all places, he would be able to use them to ask owners to leash their dogs. Cllr. Henwood pointed out that it was one thing to have a sign but another to police it, and the signs would have no enforcement options behind them. Finally, the resident told council that their 3 "re-wilding" projects were "not right", citing dangerous plants and a number of residents complaining about the scruffy appearance of the village. The parish council has not received any complaints so Cllr. Carr asked the resident to encourage those apparently complaining to him to speak to the council directly. Cllr. Bobby said that the 3 designated wildflower areas were established and would not be changing. No decision had been made on any changes to the children's playground. Examples were given of 'scruffy' appearance but most of these related to private properties or public roads, for which the parish council has no direct responsibility.

Another member of the public introduced himself as Chair of the Trustees for the Marine Cadet Corps and wanted to ensure that councillors knew who he was and what was happening with 901 Troop, T.S. Fearless. Membership fluctuated but was decreasing and there was discussion about attracting new members and the significant music opportunities available.

4.4. Duffles Pond History was deferred as Cllr. Punchard not present.

4.5. On behalf of a resident, Cllr. Carr asked for permission to plant a commemorative rose in the village hall green flowerbeds, for a group of friends who had met at the village hall and recently lost one of their number too soon. **Council AGREED** and asked that the group work with InBloom who currently maintain the planting for the parish council.

### 5. Councillor Updates (*some covered under minutes/ action list*)

5.1. Beach signs, Cllr. Henwood reported that these had been purchased from the RNLI and were in place, one by the public toilets/car park and another on the dunes near the Diamond, with all permissions obtained. Councillors congratulated and thanked him for the work he had put into achieving this. Cllr. Henwood added that the next step was the windsock, with an interesting discussion following about how to raise it.

5.2. Environment and Coastal Adaptation - item deferred as Cllr. Punchard not present. However...

5.2.1. Cllr. Coe proposed and Cllr. Carr seconded, **all council AGREED** that a budget of £100 should be allocated to the Environment group to assist with communications.

5.3. Somerton Road, Cllr. Clegg reported that the foliage had been cut back giving an improvement in parking and visibility, but it was not a 'harsh' cut and she hoped that there would be a further maintenance in the autumn.

## Winterton-on-Sea Parish Council

- 5.4. Recreation ground improvements - Cllr. L. McMahon reported that costings for 5-a-side goalposts with nets plus a 'line-marker' & paint were circa £1800 excluding VAT. The question of hiring the facility was raised and it was agreed that nets would only be made available to hirers, but the posts would be permanently installed for general use.
- 5.4.1. Cllr. McMahon proposed & Cllr. Smithson seconded that these were purchased, having assured councillors that due diligence had been done on prices. **Council AGREED** these should be purchased. The installation will be arranged by both councillors when acquired.
- 5.5. Allotments
- 5.5.1. Cllr. McMahon told council that fencing repairs would cost £251.96 (VAT incl.) for 25m of chain link fencing and 5 posts. Installation labour would be free. Proposed by Cllr. Bobby and seconded by Cllr. McMahon, **Council AGREED to purchase the fencing**.
- 5.5.2. PC-owned strimmers were repaired under Allotment maintenance, agreed by councillors by email, as they were needed to clear plots for re-hiring;
- 5.5.3. High hedge: The treeline bordering the allotments and the Empson's Loke residents' gardens has become very high and overgrown. Cllr. McMahon, working with Cllr. J. Bensly has determined that these are not the responsibility of GYBS. A method of raising this as a complaint against planning has been supplied to the residents (the service costs some £319) and Cllr. McMahon will obtain quotations from GYBC, Maple trees, etc. for cutting these back.

### **ACTION: Cllr. L. McMahon**

- 5.5.4. Enforcing contractual obligations: Cllr. McMahon explained that there are restrictions and obligations placed on allotment holders as part of their contractual agreement with the PC and, although blind eyes may have been turned in the past, the waiting-list for plots and the costs to the council of increased maintenance meant that these would be enforced in future and all allotment holders would be expected to abide by them. All **Councillors AGREED that contractual T&Cs must be upheld** and Cllr. McMahon will be supported by all councillors in undertaking this.
- 5.6. Wildflower Section in Children's playground: Cllr. Smithson felt there was insufficient support for creating a true wildflower area in the children's playground and he asked that the proposal be withdrawn.
- 5.6.1. The following item considering management of grass cutting in the playground is not required as a different cutting routine will not be needed. Additional cuts considered at item 8.4.
- 5.7. Flagpole at Village Hall
- 5.7.1. Consideration of /approval for purchase of flagpole, support and flag was deferred at this time - see Action 28-06-2023.3 above.
- 5.8. Beach Cleaning & Litter plus 'alleyways' maintenance. Cllr. Clegg reported that while some initiatives were ongoing in beach cleaning, she was very grateful to Cllr. J. Bensly for arranging improvements from GYBC, notably in the alleyways – and Cllr. Henwood has helped cut back some overgrown flowerbeds so that residents can maintain them.
- 5.9. Events, notably Garage Sale: Cllr. J. Smithson reported that posters for the garage sale were out and more would be posted; social media posts were ongoing and would continue. The date is August 27<sup>th</sup> 2023. No other events are planned at this time.
- 5.10. Mobile Phone contract update Cllr. Clegg reported that we were locked into a contract until September 2025 with the current provider insisting that we had renewed by electronic means last September. The Proper Officer and RFO can find no record at all of this, and Cllr Clegg will continue to investigate.
- 5.11. SAM sign: The new SAM sign has been delivered by not yet tested for installation and the old SAM sign has been returned to the manufacturer, Cllr. L. McMahon reported.
- 5.12. Fisherman's Garden Wall Update Cllr. M. Bobby will redouble efforts to obtain the 2nd quote. The insurance company requests the claim be completed or closed, Cllr. Carr said. See Action 17-05-2023.5

## Winterton-on-Sea Parish Council

### 6. Correspondence, Consultations and administration.

- 6.1. The RNLI 'Float to Live' campaign was noted.
- 6.2. Cllr J. Bensly - NCC Updates (2) Circulated. The consultations in the latest update should be published on the parish council website.

**ACTION: Cllr. M. CARR**

- 6.3. Community Alcohol Partnership Survey: this is a survey for residents to be published on the PC website and promoted by social media.

**ACTION: Cllr. M. CARR**

The following items were noted by council:

- 6.4. 1 million trees update plus Nature's Recovery funding (to be passed to Cllr. Punchard)
- 6.5. Norfolk Coastal Path;
- 6.6. NCC Highways Parish Partnership 24/25 bids – see Action 28-06-2023.12 & update.
- 6.7. Toilet surround, trip hazard rectification for information only, an update on the issue raised at the previous meeting;
- 6.8. Fire extinguisher inspections for village hall and changing rooms. Cllr. Clegg reported these had been completed with certificates displayed. Additionally, 'No Smoking, No Vaping' signs had been installed in the changing rooms.
- 6.9. Cycle Marking event – notices had been displayed;
- 6.10. Great Yarmouth Borough-Wide Design Code Supplementary Planning Document (SPD) Consultation – Cllr. Bobby will examine for any action or wider consultation.
- 6.11. Low Road pedestrian use – update on actions taken, visit from NCC Trails Officer still awaited.

### 7. Planning.

- 7.1. There was one new application received from Great Yarmouth Borough Council and the Broads Authority.

[06/23/0460/HH](#)

Mill Cove 51 Bulmer Lane NR29  
4AF

Proposed single storey infill rear  
extension and replacement of  
windows and doors on existing  
dwelling

Cllr. Bobby reported that he had examined this and found no objections.

- 7.2. No applications were received from Great Yarmouth Borough Council and the Broads Authority after publication of the agenda.
- 7.3. Cllr. Carr reported on the planning decisions taken by Great Yarmouth Borough Council and the Broads Authority. All applications this year have been approved except
  - [06/23/0157/F](#) (site adjacent 26 Bulmer Lane) – Withdrawn
  - [06/23/0266/HH](#) (The Wickets, Bush Lane) - Undecided

### 8. Financial Matters.

- 8.1. The bank reconciliation to June 2023 was approved and signed by Cllr. Smithson after examination of the receipts/invoices. Please see website under Parsh Council / Finance
- 8.2. Council noted receipts of £680 for July 2023 as detailed in the Agenda.
- 8.3. Councillors AGREED the following payments to be made by end July 2023.

| <u>PAYEE</u>                  | <u>AMOUNT</u> | <u>DESCRIPTION</u> | <u>METHOD</u> |
|-------------------------------|---------------|--------------------|---------------|
| Replacement office equipment  | £326.35       | Incl. software     | BACS          |
| Admin                         | £28.97        |                    | BACS          |
| Recreation ground maintenance | £62.34        |                    | BACS          |
| VH cleaning                   | £95.90        |                    | BACS          |
| Village Grass cutting         | £250.00       |                    | BACS          |
| Children's p/ground grass     | £240.00       |                    | BACS          |
| Octopus                       | £56.70        | Electricity VH     | DD            |

## Winterton-on-Sea Parish Council

|                        |           |                             |      |
|------------------------|-----------|-----------------------------|------|
| Plan                   | £29.99    | Mobile phone                | DD   |
| New SAM sign           | £3,528.00 | 50/50 partnership (reclaim) | BACS |
| VH Maintenance         | £203.47   |                             |      |
| Winterton in bloom     | £600.00   | Annual contribution         | BACS |
| Anglian Water          | £6.00     | Allotment water             | DD   |
| Wave                   | £31.00    | VH sewerage                 | DD   |
| Staffing               | £268.00   |                             | BACS |
| HMRC                   | £0.00     |                             | BACS |
| Allotment Maintenance  | £58.00    |                             | BACS |
| Rec. Ground Grass Cuts | £1960.00  | From Concurrent Functions   | BACS |
|                        | £7744.72  |                             |      |

- 8.4. Proposed by Cllr. Clegg and seconded by Cllr. Bobby, **Council AGREED to additional (interim & 'call-off') grass cuts** of the children's playground at £210 per cut as GYBC provide such irregular service. Cllr. Clegg confirmed that this was within the budget allocation.
- 8.5. Councillors noted that the purchase of Microsoft 365 (with OneDrive Storage and enhanced teamwork facilities) was at greater cost than agreed at the previous meeting (but still within budget) as it was felt that the enhanced security and sharing capabilities were desirable.
- 8.6. A quotation to cut back the path to the dunes running from James Grey Close was considered by council. Proposed by Cllr. Clegg and seconded by Cllr. Coe, **Council AGREED the expenditure.**
- 8.7. Cllr. Clegg confirmed that all village hall hirers had been invoiced to the end of June 2023 and that the InBloom grant had been paid for 2023-24, but it could not be confirmed that the new SAM sign was working at this time – it was due to be tested the next weekend. Although payment will be made, Cllr. Carr will await confirmation from Cllr. McMahon that the new sign is working before reclaiming 50% of the cost from NCC Highways Parish Partnership.  
Cllr. Clegg reported that invoices had been sent out mid-month as the council will move to issuing invoices earlier to prevent the end-of-month work to reconcile the bank accounts and reduce end-of-month work for a new clerk.

### 9. Council Business.

- 9.1. The Personnel Committee will consist of Cllr.s Carr, Clegg, Henwood and Smithson to ensure quorum of 3 minimum. (Any councillor may attend any committee meeting.)
- 9.2. **Council AGREED to delegate authority to that committee to undertake the recruitment process for a new clerk,** to commence as soon as possible but to close applications in mid-September allowing for school holidays. Aim for October 2023 start.
- 9.3. It was AGREED that the parish council email would have an out-of-office notice issued while Cllr. Carr is away (30 July – 5<sup>th</sup> August 2023)
- 9.4. It was AGREED that two council laptops may be scrapped once assurance that all data has been removed is received.

#### **ACTION: Cllr. M. CARR**

- 9.5. It was AGREED that the PC's asset register should be updated for the next council meeting.

#### **ACTION: ALL Councillors as directed by the interim Proper Officer (Cllr. M. CARR)**

- 9.6. Councillors' availability between this meeting and the next in September will be confirmed between themselves, with assurance that the council's email/website/phone will be 'manned'.
- 9.7. It was confirmed that cones will be deployed for the summer holidays, but Cllr.s Clegg and Smithson suggested that there be a small delay in putting these out, both because weather predictions were poor, and it was felt there needs to be refreshed evidence available on poor parking/ blockages for future traffic calming measures.
- 9.8. Council Vacancy for co-option – applications to the Proper Officer please via the clerk's email.



## Winterton-on-Sea Parish Council

### 10. Any other Business for Future Meeting

Cllr. Clegg requested permission to obtain quotes to clear/clean the village hall external windows, gutters and roofline. **Council AGREED.**

Cllr. Smithson reminded Councillors that public engagement should be a major focus for the council in ensuring that any plans and projects undertaken by the parish council were successful and strongly suggested that council should consider a 'mission statement'.

Council have discussed putting out a one-page newsletter to residents and Councillor Henwood will work with councillors to plan this for the next meeting.

**ACTION: Cllr. R. HENWOOD**

### 11. The next full Parish Council meeting is on Wednesday September 27th, 2023 at 7:30pm.

There will be no meeting in August 2023.

The next Finance Committee Meeting will be held on Wednesday September 6<sup>th</sup>, 2023 at 7:30pm – *note the change in time please.*

Meeting closed at 9:20pm