



# 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*

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

## MINUTES OF THE MEETING

of Winterton-On-Sea Parish Council held  
at the Village Hall at 7.30pm on Wednesday 25<sup>th</sup> October 2023.

**Councillors present:** Mark Bobby, Nigel Coe, Dawn Clegg, Emma Punchard, John Smithson, Liam McMahon, Richard Henwood

**Public present:** 7 members of the public

**Minutes taken by :** Cllr. D. Clegg

Cllr. Bobby welcomed everyone to the meeting & thanked them for their continued support.

### 1. Apologies.

To consider and approve apologies for absence. Cllr.M. Carr

### 2. Declarations of interest.

- 2.1. Councillors should declare a pecuniary or non-pecuniary interest on any item on the agenda.  
None declared.
- 2.2. To consider any dispensation requests received. NONE

### 3. Minutes.

- 3.1. To approve the minutes of the Council meeting held on Wednesday 27<sup>th</sup> September 2023. It had been brought to Council attention that they need to amend wording in the minutes regarding the footpath "inquiry" as this has been minuted as an 'enquiry'. This was noted & will be amended as AGREED by all Councillors.
- 3.2. To review the Action Log from those minutes. When reviewing action log it was agreed to: Action 27-09-2023.1 is closed at the request of Cllr. Punchard & member of the public co-ordinating path inquiry.  
Action 27-09-2023.2 is closed as tree is to be dealt with by GYS as per agenda item.  
All other items are ongoing.
- 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. None.

### 4. Public Participation and Reports

- 4.1. To receive a report from Great Yarmouth Borough and Norfolk County Councillor James Bensly if present. NOT PRESENT
- 4.2. To receive a report from Great Yarmouth Borough Councillor Noel Galer if present. NOT PRESENT & noted Cllr. Galer has been absent for many months.
- 4.3. Open forum for members of the public.
- 4.3.1. First item to be a spokesperson for Duffles Pond Volunteer Group.

The spokesperson updated council on Duffles Pond Volunteer Group. They have 10 members, have set up a Facebook page & started making a great improvement to the area. Improvements include bulb planting, sorting the reeds, erecting a bug hotel & generally making it a wildlife haven & local asset. They are engaging with Norfolk Wildlife Trust who can help advise on further improvements to the area, plus they have put an appeal on Facebook for donations of bricks for the bug hotel to start with but may see if there is anything else people might have ie. tools that may be donated to them. The group asked if the Parish Council could help them with some funds for tools, information boards, plants, etc. Cllr.Bobby asked them to provide a written proposal so Council could consider helping them with funds. Their proposal will be sent in for next month's Council meeting for consideration.

- 4.4. 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:

4.4.1. Signs in Low Road to encourage dog poo bag disposal.

A member of the public who was present at the meeting, had recently contacted us regarding an issue with discarded dog poo bags along Low Road which became more visible after the hedge & verge cutting earlier in the year.

This lady with her neighbour litter-picked along Low Road after the cutting took place & filled two sacks of rubbish. Two weeks later they noticed bags of dog poo were appearing again being discarded on the ground, in the ditches or hanging in the bushes.

The lady came with photos of all of the issues & has even designed a couple of suitable posters. This was discussed at great length with the thought that some signage & social media coverage may help as Cllr.Clegg explained there are still issues with the provision of new bins although she has been engaging with Environmental Health to help with the situation. Cllr. Henwood asked if we could buy our own bins? Cllr.Clegg replied that this was the route she was investigating, but at present GYS will not let any Parish Councils do this until they have carried out the risk assessments for bin-emptying requiring access for vehicles. He then asked if we bought a wheelie bin & sited it, for example, at the end of Empsons Loke, could it be picked up by GYS on normal collection day? Cllr. Clegg said that a bin needs to be purchased through GYS for it to be emptied & registered to an address for a normal collection. Cllr.Punchard asked if red dog bins could be used as she has one near her property which they empty. Cllr.Clegg replied that the red bins are no longer used by GYS for health & safety reasons. Cllr.Clegg said she would continue to engage with GYS over the issue, but in the meantime, this will not be resolved quickly. Cllr. Clegg asked the lady to send over the photos so we can use them to try & publicise the problem, as all felt this likely to be a local dog walker issue due to the regularity of the areas of the bags being discarded. We were also made aware the Community Beach Litter Picking Volunteer Group are considering a village litter pick in the coming months so it could be an opportunity to raise this ongoing issue both in Low Road & other affected areas.

The member of the public is happy to work with us & can liaise with the litter picking group. Cllr. Punchard told the meeting that the farmer adjoining Low Road has raised this issue with her also.

A member of the public who raised an issue about a tree impacting their property was content to wait to hear what the outcome of her complaint, as it is on the agenda. Cllr.Punchard reassured them there would be some works carried out although perhaps not as much as the resident had hoped: council had been advised by the Gt. Yarmouth Arboriculture expert. See Item

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

5.1. Events,

5.1.1. Craft Fair *Cllr. J. Smithson* Dec 2<sup>nd</sup> 2023 10-3pm Fully Booked

5.1.2. Winterton annual community collection for Flegg area foodbank *Cllr. D. Clegg*  
Nov 16<sup>th</sup> 2-4pm and 5.30-7pm **food, cleaning & toiletry items only** .

Items previously donated such as gifts, bedding, clothing will not be accepted & those wishing to donate these will need to arrange delivery to the Salvation Army themselves. Parish Councillors offered to help with the annual community collection, for which Cllr. Clegg was grateful as help may be needed to transport the goods to Martham on the evening or the next day Cllr. Clegg will advise Councillors when she has more details.

**ACTION: Cllr. D. Clegg**

5.1.3. Christmas tree choral event *Cllr. N. Coe*.

Cllr. Coe will contact the choir for more details.

**ACTION: Cllr. N. Coe**

It was DECIDED the Christmas tree will be erected on Dec. 3<sup>rd</sup>. Cllr. Smithson will arrange

delivery.

**ACTION: Cllr. J. Smithson**

- 5.2. Council 'Mission Statement' *Cllr. J. Smithson*. Cllr. Smithson has found a ideas which he will send round in draft for Councillors to consider.

**ACTION: Cllr. J. Smithson**

- 5.3. Walking Football initiative *Cllr. L. McMahon*.  
Pitch & goal posts in place, although pitch needs re-marking due to recent adverse weather. Cllr.s McMahon & Smithson advised they are looking into ground anchors for the goals to keep them in place as they were recently pushed over. They are looking at a start date of 5<sup>th</sup> Nov. 2pm for the walking football. This will be advertised – all welcome.
- 5.4. Norfolk ALC Conference *Cllr. D. Clegg*.  
Cllr.s Clegg & Carr attended the NALC Conference which was interesting especially Bruno Peeks update on D-Day commemoration next June which the Council will be taking part in. Another speaker, which they very much felt was useful was the Dept. of Levelling Up who advised on the availability of public loans for projects. It was made very clear that to approach them for a loan, all criteria must be met such as planning consent, building regulations etc, including the ability to repay the loan by the Parish Council. A further speaker also advised that the Financial Regulations for Local Councils are under review to bring them up to date (at last). This is to include things like Bank payments, internet banking, email authorisation. Another speaker spoke on Neighbourhood planning. An interesting & informative conference.
- 5.5. Resilient Coasts Project Board Meeting *Cllr. E. Punchard, Cllr. M. Bobby*.  
There was an issue regarding this meeting as should have taken place via Zoom but this did not happen. A further date has been arranged for a Zoom meeting which Cllr. Punchard & Bobby will attend & report back on.

**ACTION: Cllr.s E. Punchard & M. Bobby**

## 6. Correspondence, Consultations and administration.

- 6.1. Cllr J. Bensly - NCC Updates (3) Available on PC [website](#) (*click on link*)  
6.2. GYBC Review of polling districts NO ACTION NEEDED AS AGREED  
6.3. Guidance for Older Drivers Initiative NOTED & WILL BE PUT ONLINE

**ACTION: Cllr. D. Clegg**

- 6.4. Recreation Ground carpark signage issues – remove phone number  
Cllr. Clegg raised the issues around cars getting locked on the Recreation Ground car park. She felt the phone number, being the Clerks number, should be removed as we cannot & will not expect the Clerk or the volunteer key holders to be on call 24/7. The suggestion was for the signage to be made bigger & higher up so people take more notice. Cllr.Bobby asked for this to be deferred for further discussion and councillors AGREED.

## 7. Proposals and Projects raised in Finance Committee

- 7.1. Beach cleaning (Precept funds) to be discussed in November meeting. Deferred

## 8. Planning.

- 8.1. To consider consultee response to applications received from Great Yarmouth Borough Council and the Broads Authority.

### 8.1.1. Applications Received

<a href="#">06/23/0694/TRE</a>	Land to East of 12 The Cobbleways NR29 4AG	Proposed works to tree (TPO. 15 2023) Sectional fell to ground level, grind stump & roots
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Councillors AGREED the Parish Council need to put in **an objection** to the planning for the tree to be removed, which it was agreed Cllr. Punchard would action.

It was felt that rather than remove a healthy tree on Public land, causing no issued to a property, it would be better to sort the concrete around it as it may be a trip hazard. Cllr. Clegg raised the point that, should the tree be removed it would actually be more of an issue regarding the 6 inch trip hazard & would expect something to be done about it either way.

**ACTION: Cllr. E. Punchard**

06/23/0641/HH 17 The Holway NR29 4BU Proposed front Dormer extension with Juliet balcony and additional Juliet balcony to existing front bedroom

Council had No Objections

- 8.2. To consider consultee response to applications received from Great Yarmouth Borough Council and the Broads Authority after publication of the agenda. NONE RECEIVED
- 8.3. To receive notification of planning decisions taken by Great Yarmouth Borough Council and the Broads Authority, where applicable. NONE RELEVANT.

**9. Financial Matters.**

- 9.1. To note receipts to-date for October 2023

<u>SOURCE</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
Village Hall Hire	£165.00	VH hire (to 18/10)
Precept incl. CC funct.	£22,280.00	Part 2 paid
Refunds	£492.00	Flag Pole
	<b>£22,937.00</b>	

Extra income of £95 VH hire received up to 24/10

- 9.2. To agree the following payments to be made by end October 2023.

<u>PAYEE</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>METHOD</u>
Salary/HMRC	£267.80		BACS
Eon Next		Rec. ground	D/D
Octopus energy	£79.58	VH	D/D
Anglian water		Rec. ground	D/D
GWL Security Ltd	£78.00	Village Hall shed	BACS
Cllr. Clegg	£103.58	Stationery, computer bag & stand	BACS
Davies Sports	£503.02	Line marker	BACS
Plan	£29.99	Mobile phone	D/D
Hugo Fox	£11.99	Website hosting	BACS
Cllr. Carr	£37.98	Mileage & Google subscription	BACS
Anglian Water	£31.00	VH sewerage	D/D
Anglian Water	£6.00	Allotments	D/D
Cllr. Clegg	£19.99	Poppy wreath	BACS
Mr R. Smith	£280.00	Grass Cutting	BACS
Cllr. D. Clegg	£11.50	VH Cleaning Products	BACS
Cllr. D. Clegg	£162.00	Rodent Control	BACS
Total:	<b>£1,622.43</b>	Not payments recorded at time of agenda	

Council APPROVED ALL Receipts and Payments.

- 9.3. To approve finding quotes for an external freestanding village hall noticeboard. Cllr. Henwood & Clegg will obtain quotes. AGREED

**ACTION: Cllr.s D. Clegg & R. Henwood**

- 9.4. Cllr. Clegg paid £162.00 for rodent control (health & safety issue) who will attend on Friday.

ALL AGREED

- 9.5. Council AGREED to obtain quotations for treatment of the wood cladding the village hall toilet block (Beach Road side) Cllr. Clegg will action.

**ACTION: Cllr. D. Clegg**

- 9.6. Council APPROVED the quotation to works to the tree behind the bus stop of £102.60 + VAT. Cllr. Punchard read out the scope of works to be carried out by Gt.Yarmouth Services & fully explained it to the resident who had raised the issue, who was glad something was being done although not as much as hoped for. Cllr. Punchard reiterated that the Parish Council had taken advice from the Gt. Yarmouth Services Arboriculture specialist & it was agreed to keep it under review in the future.
- 9.7. Cllr. Clegg proposed the appointment of Norfolk ALC as the internal auditor for the 2023-24 Annual Accounting and Governance Return at a cost of £270 + VAT (to be allocated in the 24-25 budget). Seconded by Cllr. McMahon, council AGREED.

**10. Consider and vote upon the following resolutions.**

PROPOSED BY Cllr. Bobby and AGREED by all councillors present.

This council directs that Cllr. Marina Carr will terminate 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, on 15th November 2023. There was no salary or payment of any kind for this role and any expenses incurred were approved by the council.

Cllr. Bobby & all councillors wanted to thank Cllr. Carr for her hard work over the last few months, all agree she has done a fantastic job. Cllr. Bobby introduced Jolene, the newly appointed Clerk, to all in the room.

**11. Any other Business for Future Meeting**

To note any business for the next meeting of the council. NONE RAISED AT MEETING  
This will include the council's schedule of policies to consider.

**12. The date of the next meeting**

To remind councillors that there is a **budget-setting Working Group on November 8<sup>th</sup> at 6:30pm** which councillors are asked to make every effort to attend, to understand the proposed budget for 2024-2025 and the Precept that will be requested. Any budget required outside of normal and known functions of the council will need to be requested. Cllr.Clegg reminded councillors that should they want any 'project' money added into the forthcoming years budget they need to advise her so any amendments can be made if possible.

**13. The next council meeting will be on Wednesday November 29<sup>th</sup>, 2023 at 7:30pm.**

The **next Finance Committee Meeting will be on Wednesday December 6<sup>th</sup>, 2023 at 6:30pm**

**MEETING CLOSED 8.25PM**

**In accordance with the Public Bodies (administration to meetings) Act 1960, the meeting RESOLVED to exclude press and public for the following item due to its confidential nature.**

**14. Staffing Matters**

- 14.1. Update on the appointment to the post of Clerk to the Parish Council.

Cllr. Smithson updated council regarding recruitment process & appointment decision. Clerk in post from 1/11/23 with handovers being done with Cllr.s Carr & Clegg starting 2/11/23. RFO position will stay with Cllr.Clegg for the next 6 months to allow Clerk to get to grips with her new role. Councillors were made aware the Clerk is training to be a parish clerk & hope all will help as we move forward. Cllr. Punchard asked what the Clerks core hours would be for availability to Councillors & the public. Cllr. Clegg advised this was to be agreed with Jolene and councillors will be advised & they will also be advertised for residents.