



# 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

## NOTICE OF MEETING AND SUMMONS TO ATTEND

Councillors are summoned and the press and the public are invited to attend a meeting of Winterton-On-Sea Parish Council to be held at the Village Hall at 7.30pm on Wednesday 26<sup>th</sup> July 2023.

Date: 20/07/2023

## AGENDA

### 1. Apologies.

To consider and approve apologies for absence.

### 2. Declarations of interest.

- 2.1. Councillors are invited to declare a pecuniary or non-pecuniary interest on any item on the agenda.
- 2.2. To consider any dispensation requests received.

### 3. Minutes.

- 3.1. To approve the minutes of the Council meeting held on Wednesday 28<sup>th</sup> June 2023.
- 3.2. To review the Action Log from those minutes.
- 3.3. Any matters arising from those minutes/actions, other than updates, must be tabled for discussion at the discretion of the Chair.

### 4. Public Participation and Reports (20 minutes maximum).

- 4.1. To receive a report from Great Yarmouth Borough and Norfolk County Councillor James Bensly if present.
- 4.2. To receive a report from Great Yarmouth Borough Councillor Noel Galer if present.
- 4.3. Open forum for members of the public.
- 4.4. Duffles Pond History information. *Cllr. E Punchard & environment group*

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

- 5.1. Beach signs, *Cllr. R. Henwood*
- 5.2. Environment and Coastal Adaptation *Cllr. E. Punchard*
  - 5.2.1. To include consideration of allocating budget for Environment group
- 5.3. Somerton Road *Cllr. D. Clegg*
- 5.4. Recreation ground improvements *Cllr. L. McMahon, Cllr. J. Smithson*
  - 5.4.1. Consider allocations under apportioned budget
- 5.5. Allotments *Cllr. L. McMahon*
  - 5.5.1. To include consideration of /approval for fencing repairs
  - 5.5.2. Strimmer repair
  - 5.5.3. High hedge (*see supporting documentation*)
  - 5.5.4. Enforcing contractual obligations
- 5.6. Wildflower Section in Children's playground *Cllr. J Smithson*
  - 5.6.1. To include management of grass cutting
- 5.7. Flagpole at Village Hall *Cllr. J Smithson*
  - 5.7.1. To include consideration of /approval for purchase of flagpole, support and flag.
- 5.8. Beach Cleaning & Litter plus 'alleyways' maintenance. *Cllr D. Clegg*
- 5.9. Events, notably Garage Sale *Cllr. J. Smithson*
- 5.10. Mobile Phone contract update *Cllr. D. Clegg*
- 5.11. SAM sign update *Cllr. L. McMahon*
- 5.12. Fisherman's Garden Wall Update *Cllr. M. Bobby*

## 6. Correspondence, Consultations and administration.

- 6.1. RNLI Float to Live
- 6.2. Cllr J. Bensly - NCC Updates (2) Circulated. *Note consultations in latest*
- 6.3. Community Alcohol Partnership Survey (*also promoted by Gary May*)
- 6.4. 1 million trees update plus Nature's Recovery funding
- 6.5. Norfolk Coastal Path
- 6.6. NCC Highways Parish Partnership 24/25 bids – *previously circulated*
- 6.7. Toilet surround, trip hazard rectification
- 6.8. Fire extinguisher inspections for village hall and changing rooms. *Cllr. Clegg*
- 6.9. Cycle Marking event.
- 6.10. Great Yarmouth Borough-Wide Design Code Supplementary Planning Document (SPD) Consultation
- 6.11. Low Road pedestrian use

## 7. Planning.

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

### 7.1.1.

<a href="#">06/23/0460/HH</a>	Mill Cove 51 Bulmer Lane NR29 4AF	Proposed single storey infill rear extension and replacement of windows and doors on existing dwelling
-------------------------------	--------------------------------------	---

Decision by : 17/08/2023 Consultation commenced.

- 7.2. To consider consultee response to applications received from Great Yarmouth Borough Council and the Broads Authority after publication of the agenda.
- 7.3. To receive notification of 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. To note the bank reconciliation for June 2023 (*in supporting documentation*)

- 8.2. To note receipts to-date for July 2023

<u>SOURCE</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
Village Hall Hire	£680.00	VH hire
Refunds		
Donations		
	<u>£680.00</u>	

- 8.3. To agree 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		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
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	£5.00		BACS
Allotment Maintenance	£58.00		BACS
Rec. Ground Grass Cuts	£1960.00	From Concurrent Functions	BACS
	<u>£7749.72</u>		

- 8.4. To consider authorising additional interim cuts of the children's playground (£240 to cut main area as per quote) until October 2023 (change of contract)
- 8.5. To note the purchase of Microsoft 365 (with OneDrive Storage) at £260.64 annual charge and Google-1 Basic storage at £19.10 annual charge.
- 8.6. To approve quotation to cut back Dunes path (James Grey Close) in Sep/Oct 2023 of £110.
- 8.7. To confirm that:
  - all village hall hirers have been invoiced to the end of July 2023;
  - Winterton InBloom Grant has been paid for 2023-24;
  - New SAM sign working (invoice can be paid, 50% to be reclaimed).

## 9. Council Business

- 9.1. To confirm that the Personnel Committee will consist of Cllr.s Carr, Clegg and Smithson with one other councillor requested to join to ensure quorum. (Any councillor may attend a committee meeting, of course)
- 9.2. To consider delegating 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. To agree arrangements for parish council laptop while Cllr. Carr is away (30 July – 5<sup>th</sup> August 2023)
- 9.4. To confirm that council laptops (X2) may be scrapped once assurance that all data has been removed.
- 9.5. To update parish council's asset register during August 2023
- 9.6. To confirm councillors' availability between this meeting and the next in September.
- 9.7. To confirm cones will be deployed for the summer holidays.
- 9.8. Council Vacancy for co-option – applications please.

## 10. Any other Business for Future Meeting

To note any business for the next meeting of the council which will include updates from Finance and Personnel Committees

## 11. The date of the next meeting

To confirm that the next council meeting will be held on Wednesday September 27<sup>th</sup>, 2023 at 7:30pm and that there will be no meeting in August 2023.

To confirm that the next Finance Committee Meeting will be held on Wednesday September 6<sup>th</sup>, 2023 at 6:30pm