



# WINTERTON-ON-SEA PARISH COUNCIL

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Proper Officer for this meeting: Cllr. M. Carr

RFO for this meeting: Cllr. D. Clegg

## NOTICE OF MEETING AND SUMMONS TO ATTEND

Councillors are summoned and the press and the public are invited to attend  
The Annual Parish Council Meeting of Winterton-On-Sea Parish Council to be held at the Village Hall  
on Wednesday 17<sup>th</sup> May 2023 from 7pm.

Date published: 12/05/2023

## AGENDA

1. The Proper Officer to declare that **all declarations of Acceptance of Office** have been received from elected councillors (in order to vote at item 2)
2. **To elect a chair of the council for the forthcoming year.**
3. **Apologies.**  
To consider and approve apologies for absence.
4. **To elect a Vice-Chair for the council for the forthcoming year.**
5. **Declarations of interest.**
  - 5.1. Councillors are invited to declare a pecuniary or non-pecuniary interest on any item on the agenda.
  - 5.2. To consider any dispensation requests received.
6. **Minutes.**
  - 6.1.1. To approve the council minutes of the meeting held on Wednesday 19<sup>th</sup> April 2023.
  - 6.1.2. To review the action list from that meeting
  - 6.1.3. Matters Arising (information only)
7. **To consider and vote upon the following resolutions.**
  - 7.1. Using Standing Order 26a, and noting Standing Order 10a (xv), this council will set aside Standing Order 15a (which requires a member of staff to be a Proper Officer) and Standing Order 16a (which requires a member of staff to be a Responsible Financial Officer) until the week after the second meeting of the new Parish Council in this election year.  
This date is 5<sup>th</sup> July 2023. *This requires a 2/3 majority to pass.*
  - 7.2. This council directs that Cllr. Marina Carr will undertake 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, until 5<sup>th</sup> July 2023. There will be no salary or payment of any kind for this role and any expenses incurred will require approval of the council. *This requires a 2/3 majority to pass.*
  - 7.3. This council directs that Cllr. Dawn Clegg will undertake the duties of the Responsible Financial Officer as detailed in Standing Order 17 and described elsewhere in the Standing Orders as applicable for the essential financial management of the council, until 5<sup>th</sup> July 2023. There will be no salary or payment of any kind for this role and any expenses incurred will require approval of the council. *This requires a 2/3 majority to pass.*
8. **Correspondence and consultations**
  - 8.1. Receive updates and details of appropriate correspondence and consultations from March – April via report.
  - 8.2. Note the Norfolk County Council (NCC) report from Cllr. J. Bensley
  - 8.3. Receive the May correspondence.

## 9. Planning.

9.1. To consider consultee response to applications received from Great Yarmouth Borough Council (GYBC) and the Broads Authority:

9.1.1.	<a href="#">06/23/0323/VCF</a>	B 36 Long Beach Estate NR29 4JD	Variation of condition 2 of pp. 06/20/0692/F - Demolish existing timber frame dwelling and replace with new chalet bungalow - amendment to approved plans to re-locate position of chalet bungalow 2.3m to the north of the approved position in plot	No dates for consultation, Decision 15/06/23
9.1.2.	<a href="#">06/23/0312/HH</a>	2 High Barn Farm NR29 4DA	Proposed two storey front extension and single storey rear extension with balcony	Comments Due: 14-05-23 Decision: 07/06/23

9.2. To consider consultee response to applications received from Great Yarmouth Borough Council and the Broads Authority after publication of the agenda.

9.3. To receive notification of planning decisions taken by Great Yarmouth Borough Council and the Broads Authority.

## 10. Financial Matters.

10.1. To receive the information from the interim Responsible Financial Officer (RFO) to provide 2023-24 budget and year-to-date information

10.2. To note receipts for April 2023

<u>SOURCE</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
Village Hall Hire	£806.00	VH hire
Allotments	£73.63	Plot rent
GYBC Precept/CC	£22,280.00	1/2 Precept
	<b>£23,159.63</b>	

10.3. To note payments made in April 2023.

<u>PAYEE</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>METHOD</u>
SLS Scratby	£59.00	Allotments	Bacs
Cllr Clegg	£57.00	VH keys & cables	Bacs
Rowland Smith	£280.00	Grass cutting	Bacs
Hurston Assets Ltd	£750.00	Toilet Grant	Bacs
Salaries	£273.00	Staffing	Bacs
Viking	£179.63	stationary	Bacs
Plan	£29.99	mobile phone	Bacs
Anglian water	£6.00	Allotments	DD
	<b>£1,634.62</b>		

10.4. To receive the bank reconciliation to the end of April 2023.

10.5. To agree the following payments to be made by the end of May 2023:

<u>PAYEE</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>METHOD</u>
Wave	£6.00	Allotment water	DD

NALC	£306.72	Subscription	BACS
Cllr D Clegg	£4.99	Phone case (PC phone)	BACS
Miss S Blythe	£195.00	Internal Audit	BACS
Viking	£148.55	Stationary	BACS
J Pendergast	£130.00	Mole catcher, rec. ground	BACS
Wave	£31.00	VH sewerage	DD
SLS	waiting on inv		
HMRC	£5.00	Staff salary (April)	BACS
Staff salary	£263.00	Staff salary	BACS
Plan	£29.99	phone	DD
HMRC	£5.00	Staff salary (May)	BACS
Cllr M Carr	£52.00	Software Reimbursement	BACS
NALC	£36.00	Training	BACS
NALC	£108.00	Councillor Training	BACS
	<u>£1321.25</u>		

10.6. To agree to allocate funds from budget/reserves for the following goods and services:

10.6.1. Purchase the second SAM sign under the Parish Partnership Scheme (50% reimbursed after purchase) up to allocated budget of £3000.00 + VAT;

10.6.2. Repair village hall lights (external & in storage sheds\ ) up to allocated budget of £200 including VAT.

10.7. Councillors are asked to acquire quotations (and potential joint funding arrangements) for Safer beach / sea signs;

10.8. **To agree to hold a parish council meeting on Wednesday May 31<sup>st</sup> 2023 at 7:30pm,** specifically to consider 2022-23 Financial Year End matters and:

To consider, approve & sign the Annual Governance Statement (Section 1 of the Annual Return/AGAR)

To consider, approve & sign the 2022-23 accounts (Section 2 of the Annual Return/AGAR)

To approve the Explanation of Variances over 15%.

## 11. Policies

11.1. All councillors to note the following governance policies in force at this time:

11.1.1. Reserves Policy

11.1.2. Standing Orders

11.1.3. Financial Regulations

11.2. To review and agree the updated Parish Council's Risk Assessment for 2023

11.3. To review and agree the updated Statement of Internal Control

11.4. To request that a Policy Master/ Schedule is established by the Proper Officer

## 12. To agree dates of council meetings for 2023.

## 13. Any other Business for Future Meeting

To note any business for the next meeting of the council on 28<sup>th</sup> June 2023.

## 14. The date of the next meeting

To confirm that the next parish council meeting will be held on Wednesday 28<sup>th</sup> June 2023 at 7:30pm in the village hall.

The 31<sup>st</sup> May 2023 meeting (if agreed at 10.7 above) is a public meeting, but specifically to agree all items for the AGAR and submission to external auditors.