

## **WINTERTON ON SEA PARISH COUNCIL**

### **MINUTES OF PARISH COUNCIL MEETING HELD ON WEDNESDAY 21ST MARCH 2018 IN THE VILLAGE HALL AT 7.30 PM**

**Present** Eric Lund (Chair) Cllrs Steve Chalkley, John Allen, Roger Jarvis, Simon Bowman, Bob Bolch, Sarah Welsh (clerk). Residents: 16, Village Hall Committee Chairman Chris Barlow, BCllr Shirley Weymouth.

**1. To consider apologies for absence.**

Cllr Mark Bobby, work commitments. Ayesha Hammond Young indisposed.  
Unanimously accepted.

**2. Declarations of interest in items on the agenda and requests for dispensations.**

None.

**3. Police Report.**

Apologies from PC Gary May who sent the following report:

There have been 9 calls since 21/02/2018, these include:

Animal related (dog bite) x1

Anti-social Behaviour (nuisance) x2

Assist Utilities Agency x1

Road Related Incident x3

Suspicious Circumstance's x2

(please note not all calls are crime related)

I have searched the crime system and there were zero recordable crimes / incidents recorded during the same time period.

**To consider a motion to suspend the meeting to allow members of the public and the Borough/ County Councillors to inform the meeting :-**

**4. Public discussion -**

A resident asked for 23 spaces to be reserved outside the village hall for residents and hall users only. Chair Eric Lund will be meeting with CCllr Ron Hanton to discuss the potential for resident permits following a request raised at the last meeting. Cllr Bob Bolch had spoken to BCllr Barry Coleman - the cost of permits would be between £30-£100 per year. Residents wouldn't have personal permits it would be first come first served.

A resident living in Bush Road queried where she would park if there were reserved resident parking. The Chair confirmed before and if any proposal went forward, all residents would be consulted.

The Cafe owner explained that the concerning incident of beach erosion was on the 8th January when there was no easterly wind. She had carried out remedial work, but the 'Beast from the East' took this away. Work to restore/protect the cafe and car park will start again on Monday. The owner asked that people must take up responsibility for

their own safety and heed the warnings about not venturing onto the beach near the area. A survey of the coast is due in May and the effects of dredging are being reconsidered.

A resident reported that an Environmental Warden visited yesterday and stopped a dog walker on the green, who didn't have their dogs on a lead and requested they be put on the lead. Wardens will be patrolling regularly and advised walkers to be on guard for palm oil on the beach.

**5. Report from Borough Councillors/County Councillor – if present**

BCllr James Bensly and CCllr Ron Hanton sent their apologies.

BCllr Shirley Weymouth has contacted PC Gary May stating the crime figures are not correct. This had been rectified. One of the Council's main concerns are with Coastal Erosion at present.

**Reopening of the meeting:-**

**6. To confirm minutes of the previous meeting in February.**

It was proposed by Cllr John Allen and seconded by Cllr Steve Chalkley that the minutes be approved as a true record of the last meeting. Unanimously agreed.

**7. To report matters arising from the minutes not already on the agenda, for information only.**

None.

**8. Bi-annual check of footpaths - allocation to councillors.**

Due to the large amount of business to get through, it was agreed that the Chair and councillors would organise coverage between them.

**9. Appointment of Internal Auditor**

Pauline James of Upton. Proposed by Cllr Simon Bowman seconded by Cllr Steve Chalkley. Unanimously agreed.

**10. Finance: -**

- Bank reconciliations: Parish Council main accounts adjusted combined balance £23,231.06, Parish Council Village Hall Fund adjusted combined balance £17,561.86
- To agree payments in accordance with the budget: payments £2141.78, receipts: £128.75
- Internal governance and accounts check - Village Hall Accounts - Cllr Simon Bowman had carried out a check and reported that he was satisfied the Council's financial Regulations are being adhered to.
- Quotes for grass cutting - playing field, weekly cut from April to October - 26 weeks:  
GYBS £2275  
CGM £2418  
The field may require further cuts at less frequent intervals if the growing season is extended again this year.



It was proposed by Cllr John Allen that the payments, receipts, bank recs, Internal Governance and Accounts check and GYBS quote for grass cutting be approved, seconded by Cllr Bob Bolch. Unanimously agreed.

- 11. Draft Terms of Reference Playing Field Management Committee** - after consideration, it was proposed by the Chair that the parish councillor members be reduced to 2 or 3. Cllr John Allen would like to stand alongside Cllr Roger Jarvis and Chair Eric Lund and Cllr Bob Bolch will stand down. The Terms of Reference will be amended accordingly. At present the committee will also include 2 members from the Cricket and Croquet Clubs and representatives from other users/interested parties as they come forward.

**12. Data Protection Legislation Action Plan**

The Parish Council are still waiting for definitive guidance, but the ICO have stated that councils must focus on data audit, privacy notices, and policies. They are saying that there will be no excuse for poor preparation.

The issue will be publicised in the Newsletter and the clerk will start the audit. It was agreed that at least two councillors should attend training once things are clarified.

**13. Gritting**

- A resident requested Market Square, Beach Road, outside the Post Office and Kings Corner be gritted by GYBC. Another resident reported the Parish Council tried to get areas within the village re-instated when they were dropped approximately 10 years ago. The Chair reported the Parish Council will express their concerns about the lack of gritting in these areas.
- Grit bin on The Holway needs restocking. This was reported by the clerk and has been logged by the area office for monitoring.
- Gritting volunteers. Details of volunteers who will use the bins to grit the pathways will be asked for in the Newsletter. This is required for public liability insurance purposes.

**14. Emergency Plan - update**

Cllr Roger Jarvis reported draft copies have now been completed. A meeting will be arranged between Cllr Roger Jarvis, Chair Eric Lund and the area co-ordinators to look at the draft.

**15. Parking Restrictions Beach Road - update.**

The consultation is to continue to 3rd April. There have been several responses so far, all positive except one.

**16. To consider Planning Applications received/decisions**

**Applications:**

06/18/0121/F Demolition of existing house and erection of replacement dwelling and garage block. 1 High Farm Barn Edward Road Winterton NR29 4DA. Response date 27th March.

06/18/0147/F to construct a steel framed boat shed and include within a village Heritage Centre, Beach Road Fishermans Huts, Beach Car Park, Winterton. Response date 16th April.

There were no objections to either application.

#### **17. Committee/Group Reports**

- **Village Hall Committee** - Chairman Chris Barlow reported the date of the Christmas Fayre was not included in the Newsletter and asked that it is in the next one. The Village Hall Committee will need help if the Fayre is to take place and she has proposed setting up a fundraising group. The Chair will meet anyone interested on 11th April in the village hall - details to be placed in the Newsletter. The Chair thanked BCllr Shirley Weymouth for all she has done over the years for the village hall.
- **Safer Neighbourhood Action Plan (SNAP) Patient Participation Group (PPG)**. Cllr Steve Chalkely is waiting for the next meeting date.
- **Allotment Advisory Committee - Duffles Pond** - annual risk assessment and update - nothing to report.
- **Coastal Erosion Committee** - Cllr John Allen and Chair Eric Lund will represent the PC, and will look at applications at the end of March and appoint 6-8 others to represent a cross-section of the community. Village Hall Chair Chris Barlow asked for there to be links between the Coastal Erosion Committee and the Emergency Plan group.
- **The bins at the playing field are full**. The clerk will ask GYBC to empty them.

#### **18. Parish Liaison Meeting feedback - Cllr Mark Bobby**

Cllr Mark Bobby had sent a report in his absence. The Chair summarised the report and reported the 3rd River Crossing and dog mess were high amongst the concerns of parish attendees.

#### **19. Playing Field**

- **Changing Rooms, Refurbishment - update:**
- Electrical safety testing of the Changing Rooms is being arranged. Plumbing has been repaired following leaks and burst pipes during the freezing weather.
- **Transfer of ownership of pavilion** - the Cricket Club have agreed to transfer ownership of the pavilion to the parish council to enable it to be incorporated into the new changing room build. An agreement and provision for the sale will be drawn up by solicitors.

#### **20. Proposed Dog Sign, North Market Road**

Chair Eric Lund will meet with the previous Chair to look at the siting of the sign. The Council will check ownership of the land in question. There is one sign left from the allotments and posts, which can be used.

#### **21. Proposed bin footpath near James Gray Close - update.**

The clerk has requested an extra bin from GYBC.

#### **22. Purchase of Parking signs - update.**

Now installed.



### 23. Correspondence received

- a) NCC Consultation on the draft Norfolk Access Improvement Plan - end date June 15th 2018. To access the draft plan and make comments, go to: [www.norfolk.gov.uk/naip](http://www.norfolk.gov.uk/naip) Information is on the parish Council website.

### 24. Action Log

		Details	What has happened	Update
1	Residents/Councillor	Pothole in Empsons Loke.	The Parish Council have investigated responsibility	Cllr John Allen - will continue to monitor.
2	Peter & Dawn Clegg	Playground inspection	Protective cap missing from climbing frame and bin being used for domestic waste.  Inspection report received from GYBC. Copy given to Peter and Dawn for information/monitoring.	The clerk has asked for a notice to be put in the Newsletter again about the waste, and reported the screw cover - completed.
4	Resident	Light not working near school	Reported by resident and clerk	Completed.
6	Resident	Blocked drains in The Lane	Highways are carrying out improvement works	Highways have carried out some work, will monitor and carry out further repairs if required. A resident is chasing this - she believes there were 2 stages to the work and is enquiring about the second stage.
7	Resident	Burst pipe in playing field changing rooms following freezing weather conditions	PC Chair inspected and notified Cricket club and plumber.	Completed.
	Cllr Simon Bowman	47R Bulmer Lane, 74R off Winmer avenue and 19R streetlights are not working.	The clerk will report to Streetlighting.	

**25. Arrangements for Annual Parish Meeting**

It was resolved the meeting will take place on 23/5/18 in the village Hall. Groups and residents will be invited to attend and provide reports via the Newsletter.

**26. Meeting dates 2018-2019**

Councillors had been provided with a list of dates for the next parish council year. The list will be placed on the Noticeboard and website.

**27. Councillor Feedback and items for the agenda. Councillors to report on any residents' individual concerns/comments or any other item as required.**

Litter picker volunteers. The clerk is waiting for a response from GYBC for supplying bags and pickers. If they cannot supply, Chair Eric Lund asked the Council to approve payment of around £70 for equipment for the volunteers. Proposed by Cllr John Allen, seconded by Cllr Bob Bolch, Unanimously agreed. It was reported that National Beach Watch provide coastal cleaning groups.

Cllr Bob Bolch asked about Business Investment Districts and bids for funding. Jan Bowles reported £800 had been given to In Bloom last year and £900 this year. Cllr Bob Bolch will liaise with Jan Bowles and Emma Punchard regarding bids.

**28. Date of the next meeting: 18th April 2018 in the Village Hall at 7.30pm.**

The meeting closed at 9.30 pm.

**Attachments:** Draft payments, receipts lists, bank reconciliations.

## Winterton on Sea

## DRAFT PAYMENTS LIST: (Cheque order) Vouchers 181 to 200

Vchr.	Cheque	Cde.	Name	Description	Amount
181	BACS	5	P Lynham	Bus shelter cleaning	40.00
			<i>Feb- Mar 2018</i>		
182	BACS	5	K Brown	Bus shelter cleaning	40.00
			<i>Feb- Mar 2018</i>		
183	BACS	6	P Barnes	Duffles Pond Maintenance	48.70
			<i>Duffles Pond expenses repayment to P Barnes.</i>		
184	BACS	6	GYB Services Ltd.	Duffles Pond Maintenance	599.04
			<i>Tree work at Duffles Pond</i>		
185	BACS	12	S Welsh	Clerk's salary	877.94
186	BACS	12	HMRC	PAYE	124.27
			<i>Employer NICS and employee tax and NICS</i>		
187	BACS	12	Norfolk Pension Fund	Clerk Pension	273.25
			<i>Employer and employee contributions</i>		
188	BACS	13	S Welsh	Office costs	18.00
191	BACS	25	GYBC	Newsletter printing	102.40
			<i>Job 1218. £2.64 deducted re overpayment of V155 job 1185.</i>		
			Subtotal Cheque No. BACS		<b>2,123.60</b>
192	DD	13	Virgin Media	Telephone	6.00
			<i>February</i>		
189	DD	13	Virgin Media	Telephone	6.18
190	DD	13	Virgin Mobile	Telephone	6.00
			Subtotal Cheque No. DD		<b>18.18</b>
<b>TOTAL</b>					<b>2,141.78</b>

**Winterton on Sea**  
**DRAFT RECEIPTS LIST: Vouchers 57 to 70**

Vchr.	Ref	Cde.	Name	Description	Amount
57	BACS	21	Allen plot 24	Allotment Rent	11.50
58	BACS	16	Austin Fernandez	Newsletter Donation	15.00
59	Cash	21	Mr Potter	Allotment - donation	0.50
60	Cash	21	Plot 31 plot 39	Allotment Rent	21.75
			<i>plot 31 £10.25; plot 39 £11.50 see V59</i>		
61	Cheque 1	19	Winterton WI	Donation for Duffles Pond	80.00
			<i>Reserved for Duffles Pond</i>		
<b>TOTAL</b>					<b>128.75</b>



## Winterton on Sea

<b>Bank Reconciliation at 21/03/2018</b>			
	Cash in Hand 01/04/2017		
			20,691.11
	<b>ADD</b>		
	Receipts 01/04/2017 - 21/03/2018		40,170.19
			60,861.30
	<b>SUBTRACT</b>		
	Payments 01/04/2017 - 21/03/2018		37,630.24
<b>A</b>	<b>Cash in Hand 21/03/2018</b>		<b>23,231.06</b>
	(per Cash Book)		
	Cash in hand per Bank Statements		
	Cash 01/04/2015	0.00	
	Current 65035185 07/07/2017	0.00	
	Deposit 03695239 07/07/2017	0.00	
	Unity Trust Current 0674 04/03/2018	3,324.74	
	Unity Trust Deposit 0687 28/02/2018	22,042.10	
			<b>25,366.84</b>
	Less unrepresented cheques		
	As attached		2,135.78
			23,231.06
	Plus unrepresented receipts		
	As attached		0.00
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>23,231.06</b>
<b>A = B Checks out OK</b>			

## Winterton PC Village Hall Fund

<b>Bank Reconciliation at 13/03/2018</b>			
Cash in Hand 01/04/2017			
			21,809.79
<b>ADD</b>			
Receipts 01/04/2017 - 13/03/2018			9,819.36
			31,629.15
<b>SUBTRACT</b>			
Payments 01/04/2017 - 13/03/2018			14,067.29
<b>A</b>	<b>Cash in Hand 13/03/2018</b> (per Cash Book)		<b>17,561.86</b>
	Cash in hand per Bank Statements		
	Cash 25/10/2015	0.00	
	Current No 68155181 28/02/2018	14,923.03	
	Deposit No 03695247 28/02/2018	2,661.77	
			<b>17,584.80</b>
	Less unrepresented cheques As attached		22.94
			17,561.86
	Plus unrepresented receipts As attached		0.00
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>17,561.86</b>
<b>A = B Checks out OK</b>			