

**Minutes of the Meeting of Winterton-on-Sea Parish Council**  
**Wednesday 20th March 2019 7.30pm Winterton-on-Sea Village Hall**

**Present:** Eric Lund (Chairman)  
Mark Bobby  
Nigel Coe  
Roger Jarvis  
Alec Sutton  
Catherine Moore (Parish Clerk)

**Also attended:** 4 members of the public.

**1. Apologies**

Apologies for absence were received from John Allen. Noel Galer (Borough Councillor) and Ron Hanton (County Council) also sent apologies. The Chairman reported that Annie Baker and Simon Bowman had both resigned from the Council due to personal circumstances.

**2. Declarations of Interest and Applications for Dispensation**

None.

**3. Minutes of the Previous Meeting**

The minutes of the meeting held on 20th February 2019 were **agreed** and signed by the Chairman.

**4. Update on matters arising from the minutes**

None.

**5. Public Participation**

*Standing orders were suspended to allow Borough and County Councillors, and members of the public to speak.*

**a) Public Participation**

A member of the public asked whether the Council was any further forward with the wheelchair access onto the village green. It was confirmed that the Clerk had sent photos, and she was asked to chase up a response.

A member of the public noted that Parking Enforcement had been out a lot in the village in the last few weeks, with a lot of tickets issued.

A member of the public reported that grass clippings and dirt had been dumped on the In Bloom beds near the Church Rooms, she would be trying to identify who this was.

**Clerk**

**b) Borough Councillors**

James Bensley reported that the Venetian Waterways cafe had been let to a trust working with young people, and encouraged people to visit once it was open. He noted that the Dunes Cafe was now hosting a '2 minute beach clean' kit which would help with litter on the beach. The Public Space Protection Order relating to dogs on public land was being reviewed by the end of the year, with a view to including parish council lands. James was chasing the amendment of the gritting routes in the village. Finally, James noted that the school would be hosting an Easter Fair on 29th March.

**c) County Councillor**

Not present.

*Standing orders were reinstated.*

## 6. Planning

### a) Applications Received

- i) 06/19/0094/F Pebble Lodge, The Craft: Extension to form garden room.  
It was noted that this was a very modern building, and that the extension was in keeping with the existing. There were no objections to the proposals.

**Clerk**

- ii) 06/19/0135/F Shekinah, Bush Road: New roof to existing bungalow raising ridge heights to allow an attic conversion.  
It was noted that the proposal was to provide a master bedroom, and included a balcony. The conservation officer had asked that the roof height be brought down so that it was not intrusive. It was understood that an alternative plan had been suggested, but no revisions had been received for the plans.

### b) Planning Decisions

06/19/0027/F Beach Road Cafe and Car Park: Renewal of planning permission  
06/14/0167/F - Change of use of part of land (car park) for mobile catering units.

## 7. Correspondence and Consultations

### a) Dunerunners

The organiser of the event had replied saying that he would provide toilets, so that the changing rooms did not need to be used. He would make a contribution again, and was happy for collecting buckets to be used. It was felt that this was a good event to support, and **agreed** to go ahead on this basis.

## 8. Finance

### a) Receipts, Payments, and Bank Reconciliation

The Clerk presented a new format for reporting the finances, which focussed on budget comparisons rather than lists of payments made and received. It was suggested that the earmarked reserves and free funds figures should be included, so that a true figure was reflected. The bank balances at 31st January 2019 were:

- Current account - £3,501.17
- Deposit account - £56,177.95

This included the ring-fenced Village Hall balance of £22,587.69 and earmarked reserves of £19,884.70.

### b) Scribe Accounting Package

It was noted that the Scribe Accounts licence would cost £283 for the year. It was felt that the accounts could be adequately managed in Excel, and **agreed** not to renew for 2019/20.

**Clerk**

### c) Accounts for Payment

It was **agreed** to pay the following accounts:

C Moore	Salary March 2019	£967.57
HMRC	PAYE & NIC	£97.74
Norfolk Pension Fund	Superannuation	£295.11
K Brown	Bus Shelter Cleaning	£40.00
P Lynham	Bus Shelter Cleaning	£40.00
Collective Community Planning	N Plan Consultant	£3,100.00
PPL PRS	Music Licence	£121.20
G J Hunter	Tree Works	£350.00

Norfolk PTS	Training	£40.00
SMG Architects	Pavilion Architect	£795.61
K Jones	Maintenance	£143.50
Virgin Mobile	Mobile Contract	£6.38
V Parker	V Hall Cleaning	£55.25
Utility Warehouse	V Hall Electric	£87.62
A Baker	Duffles Pond Plaque	£24.00
	<b>TOTAL</b>	<b>£6,163.98</b>

## 9. Committees and Advisory Groups

### a) Village Hall Management Committee

No meeting had taken place.

### b) Safer Neighbourhood Action Group

The next meeting was scheduled for 25th April 2019.

### c) Patient Participation Group

There was no representative for this.

### d) Allotment Advisory Group

Annie Baker had resigned from the Council and was handing over to John Allan as assistant, and the Clerk, until a new Councillor was appointed after the elections.

### e) Playing Field Management Committee

Plans had been received from the architect and were being reviewed and amended with the Cricket Club.

### f) Neighbourhood Plan Steering Advisory Group

Nothing new to report.

### g) Review of Committee and Advisory Group Terms of Reference

The following terms of reference were agreed with no amendments:

- i. Village Hall Committee
- ii. Playing Field Management Committee
- iii. Neighbourhood Plan Steering Group
- iv. Finance Advisory Group
- v. Personnel Advisory Group
- vi. Planning Advisory Group
- vii. Allotment Advisory Group

## 10. Document and Policy Reviews

The following documents and policies were agreed:

- a) Financial Regulations
- b) Disciplinary Policy
- c) Grievance Policy
- d) Training & Development Policy
- e) Equal Opportunities Policy
- f) Freedom of Information Publication Scheme

## 11. Other Matters

### a) Erosion Update

The Chairman reported that the beach had not changes too much recently, and that sand was coming back, with the spit being built up. The owner would be

**Clerk**

piling more sand onto the beach, with permission from the Borough engineer.

**b) 2019/20 Draft Committee Dates**

The schedule of meeting dates was agreed.

**c) Newsletter Printing Provider**

The Clerk was asked to check the delivery charge for Norse. It was **agreed** to trial the London printers for the April edition.

**Clerk**

**12. Action Log**

The action log was noted, with the following updates:

- Chairman to speak with the householder about cutting back the hedge to allow the King Street sign to be reinstated.

**EL**

**13. Councillor Feedback and Items for Next Agenda**

Nigel Coe asked whether there would be any additional signage in October making people aware of the parking restriction changes. The Chairman agreed to ask.

**EL**

**14. Date of next meeting:**

- Wednesday 17th April 2019, 7.30pm, Village Hall.

The meeting closed at 8.30pm.

**CHAIRMAN**