

WINTERTON ON SEA PARISH COUNCIL

MINUTES OF ANNUAL PARISH COUNCIL MEETING HELD ON WEDNESDAY 16TH MAY 2018 IN THE VILLAGE HALL AT 7.30 PM

Present Eric Lund (Chair) Mark Bobby (Vice chair) Cllrs , Roger Jarvis, Steve Chalkley, Bob Bolch, John Allen, Annie Baker. Clerk Sarah Welsh. Village Hall Chairman Christine Barlow.

Residents: 7.

1. Election of Chair of Parish Council and Signing of Declaration of Acceptance by Chair

Eric Lund (Incumbent) proposed by Cllr Bob Bolch seconded by Cllr John Allen.
Unanimously agreed. A Declaration of Acceptance of Office was signed by the Chair.

2. Election of Vice Chair of Parish Council

Mark Bobby (Incumbent) proposed by Cllr Annie Baker seconded by Cllr Steve Chalkley.
Unanimously agreed.

3. To consider apologies for absence.

Simon Bowman - on leave, Accepted. The Chair declared Cllr Ayeshia Hammond Young had resigned from the Council, and thanked her for her work whilst on the council. A Notice of Vacancy will be placed on the website, noticeboard and in the Newsletter.

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

None.

5. Police Report.

Individual reports will no longer be issued by the police. A link to the area report will be placed on the web site.

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

6. Public discussion / Report from Borough Councillors/County Councillor – if present.

Apologies from CCllr Ron Hanton.

Village Hall Chairman Chris Barlow queried the comments in the last minutes made by Ron Hanton 'there is no appetite for a 20MPH limit.' The clerk clarified she believed he was reporting the response from Norfolk County Council. It was agreed the issue of a 20MPH limit in the village would be put on the next parish council agenda. In the meantime, the Chair will contact Ormesby Parish Council to ask how effective their 20MPH limit has been.

A resident reported continual accidents on the corner by the church, resulting in damage to her boundary wall. This was being discussed with the Chair.

A resident raised the issue of poor Broadband speed. Cllr Bob Bolch asked residents to report the speeds they are getting to the Council.

A resident had expressed concerns about the amount of cut grass covering the drains. The clerk will report to Highways.

A resident reported there was a lot of grass left after the green at the side of the hall was cut. The Chair will discuss with the contractor.

Apologies were received from BCllr James Bensly and CCllr Ron Hanton. Chair Eric Lund read out the report sent by Ron Hanton. All 39 Borough Council seats will be contested next year. Issues re Broadband speed will go in the village newsletter.

Reopening of the meeting:-

7. To confirm minutes of the previous meeting.

It was proposed by Cllr Mark Bobby and seconded by Cllr Bob Bolch that the minutes be approved as a true record of the April meeting. Unanimously agreed.

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

None.

9. Review of councillor's Declarations of Pecuniary and other Interests.

Councillors were reminded to check their Declarations on GYBC website and amend if required. Forms are available from the clerk.

10. Finance

- To agree payments in accordance with the budget: Total Payments: £1895.53, total Receipts: £45. Combined Parish Council bank rec: £36,226.93 Combined VH Committee bank rec: £17519.42. Combined bank recs £53746.35 representing the current overall financial responsibility of the Council.
- Internal Auditor's Report - comments re the inclusion of the Village Hall accounts and the signing of the Payments lists noted.
- Approval of governance (Section 1) followed by approval of the Annual Accounting Statements (section 2) of Annual Governance and Accountability Return - the Annual Return (AGAR) will be sent for External Audit and a Notice of Elector's Rights to view the accounts placed on the website and noticeboard.
- Fixed Assets - review - no change from 2017-18

The above were proposed for approval by Cllr Bob Bolch, seconded by Cllr Steve Chalkley. Unanimously agreed

- A grant of £9000 has been approved and will be received upon completion of requirement forms by the clerk.
- A grant of £3000 has been awarded to the PC to fund equipment for the Cinema Society. The forms were signed by the Chair and Cllr Roger Jarvis.

11. Review of delegation arrangements to committees, sub-committees, local authorities & external bodies.

The Council was in agreement with the proposed allocation of roles.

12. Policy Review:

- a) Annual Risk Assessment - amended to reflect practice and changes in banking.
- b) Financial Regulations - amended to reflect practice and changes in banking
- c) Standing Orders - model Standing Orders issued by NALC to reflect changes in the Law. The clerk has added in specific information e.g. notice periods for resolutions from Winterton's previous SOs.
- d) Privacy Policy - new policy which complies with the new Data Protection requirements - to be placed on the website to refer people to.
- e) 3 Privacy Notices, 1 for staff and councillors, one general notice for everyone else and one relating to emails will be placed on the website to refer people to. Each councillor will need a dedicated email address for their Parish Council work - Eric Lund, Chair has already emailed everyone about this. Once these are set up, councillors should email the clerk who will provide councillors with a statement and link to add to their email signature.
- f) Subject Access Request checklist, policy and sample letters - lays out the procedure to be followed if a person requests information on what information the Council holds about them.
- g) Retention and Disposal Policy - if councillors or committee members hold any Council documents or personal data, this instructs how long it should be held for and what should happen to it afterwards. Please let the clerk know if you hold any such data/information.

In view of the large number of documents above, the clerk suggested deferring the Annual Plan to another meeting.

It was proposed by Cllr Annie Baker to approve the amendments and new documents above, seconded by Cllr Steve Chalkely. Unanimously agreed.

- 13. GDPR Action Plan update** - the clerk has carried out an audit of data held by the Council. Councillors should advise the clerk of any information they hold. This includes information held by non councillor committee members. Alongside the measures in item 12, people hiring the village hall and playing field will need to be issued/advised of Privacy Notices relating to these. Allotment Holders and those receiving their Newsletters by email will also need to be advised/referred to a notice. The clerk will need to keep a record of deleted data/information.

14. Newsletter - the Chair thanked Michael Blake for collecting and looking after the distribution of the Newsletter for many years and Cllr Steve Chalkley for taking over from Michael.

15. To consider Planning Applications - applications, decisions
None.

16. Community Emergency Plan - update - Annie Baker

The Plan is divided into 2 halves, the second being confidential. Cllr Annie Baker met with co-ordinators Chris Barlow and Bev Kay and will bring a draft to the next meeting for approval. The clerk has emailed suggested amendments re GDPR to Cllr Baker. Cllr Roger Jarvis will shred the return forms he has. The clerk will check if consent or referral to a Privacy Notice is required for those for whom the council hold sensitive data.

17. Committee/Group Reports

- Village Hall Committee re GDPR, Chairman Chris Barlow will shred documents discussed at the Village Hall Committee meeting and pass original documents to the clerk for safe keeping. Hammonds builders have provided a rough estimate for a new kitchen floor and kitchen of £15000 - £20000 to give the Committee an idea of what funds they need to raise should they decide to go ahead. A Fundraising Group has been formed and produced some very encouraging ideas including a Summer Fayre. The committee would like the support of the Parish Council for this. The Garage Sale will be held on Sunday 29th July and bookings forms will be in the Newsletter.
- Playing Field and Playing Field Management Committee (PFMC) - the parish council will review the grass cutting contract and report back next meeting. The Croquet Club has been established and will be meeting every Monday at 11am.
- Patient Participation Group (PPG) Cllr Steve Chalkley reported a meeting was held on 18th April the main points were sustainability and being more efficient, the decentralisation of services, promoting the use of Patient Line to book GP appointments. Use has increased to 13%.
- Allotments and Allotment Advisory Committee - Cllr Steve Chalkley: a committee meeting is planned for June. The footpaths and the main back path need cutting back. A dog waste sign has been put up at the back end. The clerk will ask about the cost of bins.
- Erosion Committee - Chair Eric Lund reported that members are considering making the committee independent of the parish council but with representation from the parish council. In the meantime, the Council and committee are waiting for the outcome of the survey of coastal erosion.

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

Cllr John Allen reported he had attended a memorial service at Acle for former Cllr Christine Iles, representing the Parish Council. The service was well attended. The Chair thanked Cllr Allen for attending on behalf of the council.

Chair Eric Lund reported the extension to the Beach Road parking restrictions could be in place before September.

19. Correspondence received

- a) Public Sector Mapping Agreement Secretariat - invitation to register for free access to aerial photography data. Unanimously agreed.
- b) Survey re SAM sign - the chair will complete.

20. Action Log May

		Details	What has happened	Update
1	Peter & Dawn Clegg	Playground inspection	<ul style="list-style-type: none"> a) The 5th bench is an original wooden bench and has cuts and sharp edge of the front piece of wood. b) bin still being used for domestic waste. Weed killer used around equipment. c) slight damage to the newer small climbing frame, a screw protector has been broken off. d) the old seat on the west side of the playing field, the wooden seats and backing has been removed leaving 3 concrete supports, the centre support has been broken at some point exposing 2 dangerous metal spikes these need to be cut off as soon as possible. 	<p>The clerk has reported to GYBS</p> <p>Clerk will put in Newsletter again - completed.</p> <p>Clerk has reminded GYBS not to weed kill - they will correct. - completed. BCllr Shirley Weymouth will ask GYBS to trim weed-killed areas around the village - the clerk has contacted GYBC Housing to ask them not to give permission for weed killer to be used on the land they're responsible for.</p> <p>Repair issues reported to GYBS.</p>
3	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. The resident has chased this up but has still had no response as yet.

4	WCC	Overgrown shrub obstructing view from the highway at entrance to playing field car park	Clerk reported to In Bloom who will arrange for its removal.	Completed.
5	Resident	Damage to verge along Holway between 2 benches caused by Openreach vans	Chair contacted Openreach - they advised asking landowner to contact their insurers.	Clerk has reported to Highways.
6	Request for repairs from Streetscene Inspector	Clerk has requested any work needing doing from councillors	Clerk has reported issues with Low Road to the Inspector. There are still potholes in The Lane and on the main road.	A resident has reported the King Street road sign is broken& resting in a hedge. The clerk will report to the Inspector.
7	Resident requested bin near footpath to beach by James Gray close	Clerk asked GYBC if they can place a bin there.	This has been referred to Paul Houghton, GYBC	

21. Website update

Nothing to report apart from continuing to upload council documents, news etc. This will be removed from the Agenda.

22. Date of the next meeting: 20th June 2018 in the Village Hall at 7.30pm.

The meeting closed at 9.30pm.

Attachments: Draft payments, receipts lists and bank reconciliation.

Winterton on Sea

DRAFT PAYMENTS LIST: Vouchers 16 to 50

Vchr.	Cheque	Cde.	Name	Description	Amount
16	BACS	3	GROUNDS TIDY <i>April/May</i>	Grass Cutting village	72.00
17	BACS	5	K Brown <i>April/May</i>	Bus shelter cleaning	40.00
18	BACS	5	P Lynham <i>April/May</i>	Bus shelter cleaning	40.00
19	BACS	6	Spectrum Hygiene Ltd <i>Toilet rolls for changing rooms</i>	Playing Field Changing Room	14.34
20	BACS	10	Spectrum Hygiene Ltd <i>Internal Audit Fee - Annual A/Cs</i>	Audit Fees	168.00
21	BACS	12	S Welsh <i>Includes 2018-19 pay award backdated to April.</i>	Clerk's salary	948.67
22	BACS	4	P Carver <i>April</i>	Litter Picking	195.80
23	BACS	12	HMRC <i>Employer and employee tax and NI + .38p underpayment April</i>	PAYE	133.43
24	BACS	13	Office Depot	Stationery	10.48
25	BACS	13	Tenzy Limited <i>Replacement laptop charger - repayment to S Welsh.</i>	Computer charger	14.99
26	BACS	13	Amazon.co.uk <i>Stapler - repayment to S Welsh.</i>	Office Equipment and supplies	21.47
27	BACS	13	S Welsh <i>Combined £67.95 (incl. unclaimed £18 2017-18) - £54.47 double claim 2017-18</i>	Office Expenses	13.48
28	DD	13	Virgin Mobile	Telephone	6.00
29	DD	13	Virgin Media	Telephone	6.18
30	BACS	24	NALC <i>GDPR Chair, Cllr Bob Bolch, clerk.</i>	Training councillors	90.00
31	BACS	27	Norfolk Pension Fund <i>Employer and employee contribution £294.28 - £173.59 payment on account from April.</i>	Clerk Pension	120.69
TOTAL					1,895.53

Winterton on Sea
DRAFT RECEIPTS LIST: Vouchers 13 to 50

Vchr.	Ref	Cde.	Name	Description	Amount
13	BACS 19	16	Austin Fernandez	Newsletter Donation	15.00
14	CH 2203	16	D Jones for K Jones <i>x 3 months Jun- Aug</i>	Newsletter donation	30.00
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TOTAL					45.00

Winterton on Sea

	Bank Reconciliation at 16/05/2018		
	Cash in Hand 01/04/2018		
			23,051.51
	ADD		
	Receipts 01/04/2018 - 16/05/2018		18,551.00
A	SUBTRACT		41,602.51
	Payments 01/04/2018 - 16/05/2018		5,375.58
	Cash in Hand 16/05/2018		36,226.93
	(per Cash Book)		
	Cash in hand per Bank Statements		
	Cash	01/04/2015	0.00
	Unity Trust Current 0674	30/04/2018	4,485.19
	Unity Trust Deposit 0687	30/04/2018	37,060.49
B	Less unrepresented cheques		41,545.68
	As attached		5,348.75
	Plus unrepresented receipts		36,196.93
	As attached		30.00
	Adjusted Bank Balance		36,226.93
	A = B Checks out OK		

Winterton PC Village Hall Fund

Bank Reconciliation at 15/05/2018			
A	Cash in Hand 01/04/2018		
			17,619.63
	ADD		
	Receipts 01/04/2018 - 15/05/2018		472.22
	SUBTRACT		
	Payments 01/04/2018 - 15/05/2018		572.43
A	Cash in Hand 15/05/2018 (per Cash Book)		17,519.42
B	Cash in hand per Bank Statements		
	Cash 25/10/2015	0.00	
	Current No 68155181 30/04/2018	15,046.53	
	Deposit No 03695247 30/04/2018	2,664.15	
			17,710.68
	Less unrepresented cheques As attached		343.35
	Plus unrepresented receipts As attached		152.09
B	Adjusted Bank Balance		17,519.42
A = B Checks out OK			