



# WINTERTON-ON-SEA PARISH COUNCIL

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Chairman: Mark Bobby, Vice-Chairman: *Vacant*

Clerk to the Council: *Jolene Towne*

Interim Responsible Financial Officer: Cllr. D. Clegg.

## 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 27<sup>th</sup> March 2024.

Date: 22/03/2024

Clerk: *J. Towne*

## AGENDA

### 1. Apologies.

To consider and approve apologies for absence.

### 2. Declarations of interest.

- 2.1. Councillors should 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> February 2024.
- 3.2. To review the Action Log from those minutes.
- 3.3. Any matters arising from those minutes/actions, other than updates at Item 5, must be tabled for discussion at the discretion of the Chair.

### 4. Public Participation and Reports

- 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. Cllrs could briefly present items raised with them by residents but should always encourage members of the public to raise their own issues in this forum.

### 5. Finance Committee Meeting on 21<sup>st</sup> March 2024.

*Documents have been circulated to councillors, draft minutes on website.*

- 5.1. To receive/note the draft minutes and the action log from that meeting (proposals at Item 9)
- 5.2. To consider and approve/note the following recommendations from that committee under Accounting Procedures, as reported in the minutes of that meeting:
  - List of payments and receipts against budget to February 2024, noting the estimated year-end position;
  - Bank reconciliation to February 2024
  - The Banking Mandate (note addition, recommendation no change)
  - List of regular payments
  - Charges and rentals with review dates
  - Statement of Internal Control (to approve)
  - Recommendations arising at item 5.4 from the list of documents required for internal audit – some may appear on this agenda;
- 5.3. To consider the recommendation that there are no further changes to budget or reserve allocations and that the financial year closes on 31<sup>st</sup> March with accounts correctly reported. There is a predicted overall underspend, largely due to not employing a clerk before November 2023. This underspend is in budget only, it does not reflect money to carry forward. Note: The Annual Governance and Accountability Return for 2023-24 will contain these accounts. The year-end accounts will be made available to council.

- 5.4. Note the recommendations to council for final expenditure in this financial year (Item 7 of the minutes) which should be reflected in the Payments presented at Item 10 below.
- 5.5. To agree to increase the 2024-25 budget line for council pension contributions by £800 (statutory duty) and to note this removes any contingency in the budget.
- 5.6. To consider the recommendations for 2024-25 made by the Finance Committee that will inform both planning (for the AGM) and allocation of reserves for projects and sinking funds. These include:
  - Examination of the amount allocated to the General Reserve (to cover running costs in the event no income is received);
  - Implementation of a Preventative Maintenance Regime for council assets;
  - Approve the use of an application form for grants, requiring financial information only based upon the sum requested;
  - To note and discuss (at the Chair's discretion) at Item 14 below the drafted proposals for allocation of reserves based upon the estimated bank balance carried forward to 2024-25. These proposals remain draft, thus confidential until the final proposal for adoption.

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

- 6.1 Events, no new events proposed (see Item 11)
- 6.2 Update progress on quote for new Recreation Ground Car Park Sign – *Cllr. D. Clegg*
- 6.3 Confirm Bin locations have been received. To be distributed – *Cllr. D. Clegg*
- 6.4 Update regarding cars parking on pavements – *Cllr. R. Henwood*
- 6.5 Removal of Vegetation - Awareness Update, including Southern Valley tree removal & steps concerns – *Cllr. E. Punchard*
- 6.6 Duffles Pond Update – *Cllr. L. McMahon*
- 6.7 Changing Room Repairs Update – *Cllr. J. Smithson*
- 6.8 Newsletter Update – *Cllr. R. Henwood*

**7 Correspondence, Consultations, and Administration.**

- 7.1 Cllr J. Bensly - NCC Updates (3) Available on PC [website](#) (*click on link*) – *No action*
- 7.2 Operation Randall Newsletters (4) received and distributed. Available on PC [website](#) (*click on link*) – *No action.*
- 7.3 Correspondence received regarding the increasing number of cars using Low Road
- 7.4 Correspondence about a planning Issue – Currently being looked into by *Cllr. J Bensly*
- 7.5 Confirm signed Contracts and Insurances received from Grass Cutting Contractors – *J. Towne*
- 7.6 Agree and Adopt Co-Option Procedure
- 7.7 This council will amend its Financial Regulations (approved in January 2024) for item 1.14 (2<sup>nd</sup> Bullet) to read “approve any grant or single commitment in excess of £1,000.” as without this amendment, the item contradicts the authorities granted in section 4.  
Proposed by Cllr. M. Carr and seconded by Cllr. D. Clegg
- 7.8 Water meter reading for Recreation Ground obtained – *Cllr. M. Bobby*
- 7.9 Agree and Adopt Biodiversity Policy

**8 Proposals and Projects**

- 8.1 Plaques for Village Hall and noticeboard – Update – *Cllr. R. Henwood*
- 8.2 Traffic Management – Update – *Cllr. N. Coe*

**9 Planning.**

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

9.1.1 Applications Received

Reference	Location	Proposal	Date PC Informed	Received by GYBC	Type	Status
<a href="#">06/24/0098/TCA</a>	The Lighthouse The Holway Winterton NR29 4BS	Notice of proposed works to trees in a Conservation Area - Removal of dead tree that has fallen; 1x Ash tree to be crown thinned; 1x Sycamore to be crown thinned; 1x Sycamore to be crown thinned	13/03/24	08/02/24	Trees in Con .Area	Undecided  NB – No consultation date on the portal
<a href="#">06/24/0034/TCA</a>	Broadview King Street Winterton NR29 4AT	Proposed works to trees in a conservation area - T4 - Tree Of Heaven - Removal of tree; T1, T2 and T3 - Sycamores - Reduction in height and canopy size by 25% (3-4m) and 10% thinning.	Not informed	15/01/24	Trees in Con .Area	No Objection  NB – No consultation date on the portal
<a href="#">06/23/0905/TRE</a>	Land to the east of 12 The Cobbleways Winterton NR29 4AG	Proposed works to protected Grey Alder tree (Tree Preservation Order ref: TPO. 15 2023) - Crown reduction / canopy spread pruning by 1.5m and thin the canopy by 20%.	12/03/24	07/12/23	Works to TPO trees	Undecided NB - Consultation dates ended with a decision due by 15/03/24 (passed)

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, where applicable.

**10 Financial Matters.**

- 10.1 To note receipts to-date for March 2024 – *attached list*
- 10.2 To agree payments to be made by end March 2024 – *attached list*
- 10.3 Confirmed all invoices for Village Hall Hirers for Mark have been issued – *Cllr D. Clegg*
- 10.4 Consider Request for Grant from Winterton (Norfolk) Trust Fund (recommended in Finance Committee)

**11 Forthcoming Meeting Planning**

- 11.1 Discuss Annual Parish Meeting

**12 Any other Business for Future Meeting**

To note any business for the next meeting of the council.  
This will include the council's schedule of policies to consider.

**13 The date of the next meeting**

To confirm that the **next council meeting will be on Wednesday 24<sup>th</sup> April 2024 at 7:30pm.**

**In accordance with the Public Bodies (administration to meetings) Act 1960, the meeting will RESOLVE to exclude the press and public during the following items due to their confidential nature.**

**14 Allocation of Reserves**

These are based upon an unaudited and estimated position and are therefore confidential to the council.