

WINTERTON ON SEA PARISH COUNCIL

MINUTES OF PARISH COUNCIL MEETING HELD ON WEDNESDAY 20th JUNE 2018 IN THE VILLAGE HALL AT 7.30 PM

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

Residents: 15 BCllrs: James Bensly

1. To consider apologies for absence.

All present.

2. Resignation of Cllr Bob Bolch

Chair Eric Lund announced Cllr Bob Bolch has resigned from the Council for personal reasons and thanked Bob for his work on the Council and Newsletter.

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

None.

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 - 15 minutes allowed.

- Following the announcement of the planned closure of Winterton Primary School, a resident informed the meeting that parents and residents are forming a 'Save the School' committee at a meeting on Thursday 21st June. Residents are being encouraged to complete the survey:
 - online <https://norfolk.citizenspace.com/childrensservices/winterton-and-hemsby>
 - Emailing the Education Department at schoolreview@norfolk.gov.uk
 - By post to School Organisation Team, FREEPOST IH 2076, Floor 8 Bay 29, County Hall, Martineau Lane, Norwich NR1 2DL
- The forms must be returned by 24th July 2018

Cllr Steve Chalkley will attend the meeting. The Parish Council confirmed their objection to the proposed closure of the school and will complete the consultation survey provided by the Education Department.

A resident requested support concerning holiday lets and planning permission. The Chair explained the Neighbourhood Plan being developed by the parish council can address what type of housing is built in Winterton and there will be public consultation about the future development of Winterton to inform the Plan. He encouraged residents to respond when the consultation comes out.

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

Apologies from CCllr Ron Hanton and BCllr Noel Galer - other commitments.

Chair Eric Lund read out the crime figures from the police report - available on the Norfolk Police website. PC Gary May joined the meeting later and reported: crime figures are now only available as areas rather than individual villages. Caister Police Station will be closing and staff moving to Great Yarmouth police station. PC Gary May has arranged to use the Martham and Hemsby parish offices to work from on occasion to keep in touch with the rural communities. A resident raised the issue of a dog attacking a postman in Winterton - reported to the police, but no response so far. PC Gary May will follow up.

BCllr James Bensly reported a planning application has been submitted for the Pontins site in Hemsby. The Hemsby Action Group is reinforcing the need for Winterton School to stay open to cater for the substantial planned increase in housing and expected increase in pupil numbers. The Great Yarmouth Local Plan 2 is currently being published.

Reopening of the meeting:-

6. To confirm minutes of the previous meeting.

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

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

None.

8. Arrangements for advertising councillor vacancies

The vacancy left by Ayesha Hammond Young can now be advertised for Co-option.

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

The Council was in agreement with the proposed allocation of roles, pending the appointment of co-opted councillors.

10. Finance

- To agree payments in accordance with the budget: Total Payments: £2808.95, total Receipts: £12385 which includes £9000 grant funding for the Neighbourhood Plan and £3000 grant funding for the Cinema Club equipment. Combined Parish Council bank rec: £45802.98. Combined VH Committee bank rec: £17284.44. Combined bank recs £63087.42 representing the current overall financial responsibility of the Council.
- cost of banner: Price for banner with eyelets 3000 x 250 mil £41.30 + vat, 2 x collection buckets £4.63 each.
- The price to supply a brass bench plaque with the letters inlaid in white/cream as the original would be £45.00 plus vat.

The above were proposed for approval by Cllr John Allen seconded by Cllr Mark Bobby. Unanimously agreed.

11. Arrangements for short listing and interviewing clerk candidates

The closing date is Friday 29th June, following which the clerk will send the applications to the Personnel Advisory Committee for short-listing and interviewing arrangements. Unanimously agreed.

12. GDPR Action Plan update -

Reminder that Councillors should advise the clerk of any information they hold. This includes information held by non councillor committee members. The council's Privacy Policy and Notices are now on the website. People hiring the village hall and playing field will be issued/advised of Privacy Notices relating to these. The clerk is keeping a record of deleted data/information. Cllrs now have dedicated email addresses.

13. Community Emergency Plan - update - Annie Baker

The Plan is divided into 2 halves, the second being confidential. Cllr Annie Baker had provided the councillors with a draft copy of the revised plan for approval. The Council resolved to approve the plan which was signed by Chair, Eric Lund, on behalf of the community. It was agreed the unrestricted version should be placed on the website. A note will also be placed in the Newsletter to notify residents and asking them to let Cllr Annie Baker know if there are any changes required.

14. Parking restrictions - Beach Road update.

Nothing more to report.

15. 20MPH speed limit

Chair Eric Lund apologised that he had not yet contacted Ormesby Parish Council due to other commitments, regarding the effectiveness of their 20MPH limit, and will do so for the next meeting.

16. Parish Partnership Scheme

The councillors had been sent information about the scheme, but it was agreed there was nothing to apply for at present.

17. Footpath no.8

A resident has queried the accuracy of NCC's definitive map regarding this footpath. Cllr Mark Bobby will walk along the path with the resident and report back.

18. Clerk's Leave - after taking some leave in June and July, the clerk will have 3 days left and because she will be preparing handover and/or induction for the new clerk, has asked to have the three days as pay instead of taking leave. It was proposed this be approved, by Cllr Mark Bobby, seconded by Cllr Steve Chalkley. Unanimously agreed.

19. Winterton Beach

Report from Jan Bowles, read by Chair Eric Lund:

Jan has continued to replenish the beach and it has started to come back. Jan Bowles requested a contribution from the parish council. Chair Eric Lund proposed there is no money in the budget to cater for this which was unanimously agreed. The Winterton Facebook page put out an appeal to Holiday Let owners to help contribute, the beach being a major tourist attraction, but no contributions were forthcoming. The chair suggested a Newsletter appeal.

BCllr James Bensly reported that the survey and report into the beach erosion is very vague. A meeting is being arranged to go through the report, to be followed by a public consultation.

20. Winterton School closure consultation

Discussed under item 4. The Parish Council confirmed its support for keeping the school open and it was agreed to complete the NCC consultation form.

21. To consider Planning Applications received/decisions

Applications:

06/18/0269/F Raising the ridge height and two front dormers to provide rooms in the roof. Proposed rear extension to garage Wymer The Craft Winterton NR29 4AX. The Council had no objections.

Decisions:

06/17/0492/CU Change of use from holiday accommodation to residential use for all five cottages. Church Farm Cottages, Empsons Loke NR29 4AR. Approved.

22. Committee/Group Reports

- a) **Village Hall Committee** - Chair Chris Barlow reported notices regarding the Garage Sale will be placed around the village and in the Post Office. The Committee are putting on a late Summer Fete in September which will include a Fun Dog Show. The Committee would like to use the 2 Greens either side of the village hall. The Parish Council approved. Clubs and associations will be invited to take part to fundraise and promote their own groups. The committee will not be progressing with the plan to refurbish and extend the kitchen at present because they will be working to 'stand still' financially to fund the core costs of the hall. Chair Eric Lund asked if the Playing Field Management Committee could have a stall.
- b) **Patient Participation Group (PPG)** - nothing to report.
- c) **Allotments and Allotment Advisory Committee** - Cllr Steve Chalkley: a committee meeting is planned for July. An allotment holder has requested permission to put up a shed - approved. There are 5 vacant plots. The path needs strimming and it was agreed that Cllr Chalkely will ask Grounds Tidy to cut. Empty plots will be strimmed to deter deer. Cllr Chalkely will write to two plot tenants regarding the state of their plots, as a final written warning.

Duffles Pond: It was reported that sadly Peter Barnes of Friends of Duffles Pond had passed away. Cllr Chalkely will attend his funeral on behalf of the Parish Council. A resident has reported foul smelling drains along Low road, possibly leakage from a septic tank. The clerk will report to Environmental Health. The run-off from Duffles Pond goes onto Marshland.

- d) **Erosion Committee** - the Committee is considering becoming an independent committee rather than a committee of the Parish Council as it had formerly been.
- e) **Playing Field and Playing Field Management Committee (PFMC)** - the Dune Runner Event will take place on 22nd July on the playing field. The PFMC will have a stall promoting the Playing Field Development Project and requesting donations. The clerk was asked to request better signage from Martin Rendle for the event. Basketball Net - Chair Eric Lund and Cllr Roger Jarvis will put up the new net. The storage unit needs sorting and clearing and a goal post for casual football has been requested. The Chair and Cllr Roger Jarvis will look at this.

23. Correspondence received:

- a) Historic England: Winterton -on-sea War Memorial - awarded Listed Building status. The clerk will notify Selwyn Tillet.

24. Action Log June

		Details	What has happened	Update
1	Peter & Dawn Clegg	Playground inspection		Repair issues reported to GYBS.
2	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.
3	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. No work has been done. The clerk will chase up.
4	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 has reported to the Inspector. The sign has not been repaired. The clerk will chase up. Response from Streetscene Inspector, North: A number of properties have vehicular access along this byway and they would be responsible for repairs to the surface. There is no drainage system along

				this route so it would require a major scheme which in the current climate is unlikely to take place.
5	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 for cost of bin and emptying.	Cost of bin £360, emptying £52/year. The Council will consider the options.
6	Council	Ivan King Sign refurbishment and repair		Completed.

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

Cllr Simon Bowman reported overhanging trees with branches starting to break off, along The Holway to Edward Road. The clerk will follow up.

A resident reported stinging nettles overgrowing the footpath from Low Road to the Playing field.

**26. Date of the next meeting: 18th July 2018 in the Village Hall at 7.30pm.
The meeting closed at 9.40pm.**

Attachments: Draft payments, receipts lists and bank reconciliation.

Winterton on Sea

DRAFT PAYMENTS LIST: (Cheque order) Vouchers 32 to 60

Vchr.	Cheque	Cde.	Name	Description	Amount
32	BACS	6	Market Cobbler	Playing Field keys	30.00
			<i>Repayment to Roger Jarvis (paid with May payments)</i>		
33	BACS	13	Tescos	Printer paper	2.75
			<i>Repayment to Roger Jarvis (paid with May payments)</i>		
			<i>Paper for Community Plan</i>		
34	BACS	3	GROUNDS TIDY	Grass Cutting	156.00
			<i>May/June</i>		
35	BACS	3	Norse Eastern Ltd.	Grass Cutting Playground	185.14
			<i>May/June</i>		
36	BACS	4	P Carver	Litter Picking	160.20
			<i>May</i>		
37	BACS	5	P Lynham	Bus shelter cleaning and maintenance	40.00
			<i>May-Jun</i>		
38	BACS	5	K Brown	Bus shelter cleaning and maintenance	40.00
			<i>May-Jun</i>		
40	BACS	12	S Welsh	Clerk's salary	937.13
			<i>M 3</i>		
41	BACS	12	HMRC	PAYE	124.99
			<i>Employer and employee payments</i>		
42	BACS	12	S Welsh	Office and meeting costs	25.31
			<i>Office costs and APM costs</i>		
43	BACS	25	GYBC	Newsletter printing	362.64
			<i>Job nos 1234, 1264, 1251</i>		
44	BACS	13	Cartridge Save	Printer Ink	76.85
45	BACS	13	Tasco Distributers Limited	Stationery	5.75
			<i>Repayment to S Welsh.</i>		
46	BACS	32	Amazon.co.uk	Duffles Pond equipment	64.88
			<i>Repayment to S Chalkley - paid 6.6.18</i>		
47	BACS	32	Fiona Davies	Ivan King Sign repair	230.00
			<i>Sign repair and restoration</i>		
48	BACS	32	Norfolk Pension Fund	Clerk Pension	294.28
			Subtotal Cheque No. BACS		2,735.92
49	DD	13	Virgin Media	Telephone	6.18
50	DD	13	Virgin Mobile	Telephone	6.00
39	DD	6	NWG Business	Water charges	60.85
			<i>28.1117 - 27.5.18 Changing rooms</i>		
			Subtotal Cheque No. DD		73.03
TOTAL					2,808.95

Winterton on Sea
DRAFT RECEIPTS LIST: Vouchers 15 to 60

Vchr.	Ref	Cde.	Name	Description	Amount
15	Ch 254	6	Winterton Cricket Club <i>Annual Fee</i>	Playing Field Booking	350.00
16	BACS	33	Groundwork UK	Grant funding	9,000.00
17	BACS	16	Austin Fernandez	Newsletter Donation	15.00
18	BACS	34	Norfolk Community Fund <i>Funding for Cinema Equipment in VH</i>	Grant funding cinema Equipment	3,000.00
19	BACS	16	Marrams	Newsletter Donation	20.00
TOTAL					12,385.00

Winterton on Sea

	Bank Reconciliation at 20/06/2018		
	Cash in Hand 01/04/2018		
			23,051.51
	ADD		
	Receipts 01/04/2018 - 20/06/2018		30,936.00
A	SUBTRACT		53,987.51
	Payments 01/04/2018 - 20/06/2018		8,184.53
	Cash in Hand 20/06/2018		45,802.98
	(per Cash Book)		
	Cash in hand per Bank Statements		
	Cash	01/04/2015	0.00
	Unity Trust Current 0674	31/05/2018	3,498.69
	Unity Trust Deposit 0687	31/05/2018	42,060.49
B	Less unpresented cheques		45,559.18
	As attached		2,776.20
			42,782.98
	Plus unpresented receipts		3,020.00
	As attached		
	Adjusted Bank Balance		45,802.98
	A = B Checks out OK		

Winterton PC Village Hall Fund

	Bank Reconciliation at 19/06/2018		
	Cash in Hand 01/04/2018		
			17,619.63
	ADD		
	Receipts 01/04/2018 - 19/06/2018		676.22
A	SUBTRACT		18,295.85
	Payments 01/04/2018 - 19/06/2018		1,011.41
	Cash in Hand 19/06/2018		17,284.44
	(per Cash Book)		
	Cash in hand per Bank Statements		
	Cash	25/10/2015	0.00
	Current No 68155181	30/05/2018	14,900.43
	Deposit No 03695247	31/05/2018	2,665.24
B	Less unpresented cheques		17,565.67
	As attached		401.23
	Plus unpresented receipts		17,164.44
	As attached		120.00
	Adjusted Bank Balance		17,284.44
	A = B Checks out OK		