



# 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 24<sup>th</sup> January 2024.

Date: 19/01/2024

## AGENDA

*This meeting requires a proposer and seconder for a councillor to chair the meeting,  
as the Chair of Council has sent apologies in advance*

### 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 29<sup>th</sup> November 2023.
- 3.2. To review the Action Log from those minutes.
- 3.3. To approve minutes from extraordinary meeting held via Teams 9<sup>th</sup> January 2024
- 3.4. Any matters arising from these minutes/actions, other than updates at Item 6, 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. Welcome Trustees from CLT and open discussion for a 10-minute slot.
- 4.4. Open forum for members of the public.
- 4.5. 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.
- 4.6. Sean Offord and Cllr.E Punchard to present a Hedgehog Proposal

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

- 5.1. Events,
  - 5.1.1. *To discuss proposed D-DAY 80 Celebration - 6TH JUNE 2024 – Cllr Carr*
- 5.2. Remove phone number from car Recreation Ground carpark signage issues – Any update– *All.*
- 5.3. Village Hall Painting Update – *Cllr Clegg*
- 5.4. New Village Hall Hirers Update – *Cllr Clegg*
- 5.5. To confirm PAT Testing has been arranged for 26<sup>th</sup> January 2024
- 5.6. Asset Register Update – *Cllr D Clegg*
- 5.7. ALC Auditor – Any response on name? – *Cllr Clegg*

### 6. Correspondence, Consultations, and administration.

- 6.1. Cllr J. Bensly - NCC Updates (3) Available on PC [website](#) (*click on link*) – *No action*
- 6.2. Operation Randall Newsletters (3) received and distributed. Available on PC [website](#) (*click on link*) – *No action*
- 6.3. Confirm proposed meeting dates for 2024 - *All*

### 7. Proposals and Projects raised in Finance Committee

- 7.1 Any update regarding the traffic management project

## 8. Planning.

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

### 8.1.1. Applications Received

| Reference                      | Location  | Proposal  | Type               | Date   | Status       |
|--------------------------------|---|---|--------------------|--|--------------|
| <a href="#">06/23/0883/CU</a>  | Mill Farm House<br>Hemsby Road<br>NR29 4AE                | Change of use from grazing land and dog exercise field to a mixed use of grazing, dog exercise and holding car boot sales up to once a week on Sundays from 06:00 to 15.30, for no more than 28 days a year. Car parking for visitors to the car boot to be provided within existing dog walking facility, which will be closed during the car boot sale operation. | 02-12-23           | Change of Use                                  | Undecided    |
| <a href="#">06/23/0807/TCA</a> | The Rectory<br>Somerton Road<br>Winterton-on-sea NR29 4AW | Proposed works to trees: T3 - Maple - 9m ht - To raise low canopy to 5m over driveway; T4, T9 - Sycamore - 10.7m ht - To raise low canopy to 5m over driveway   | Trees in Con.Area  | Received 31-10-23.<br><br>Decision By 25/12/23 | No Objection |
| <a href="#">06/23/0694/TRE</a> | Land to East of 12 The Cobbleways                         | Proposed works to tree (TPO. 15 2023) Sectional fell to round level, grind stump & roots  | Works to TPO trees | Received 07-09-23                              | Refused      |

8.2. To consider consultee response to applications received from Great Yarmouth Borough Council and the Broads Authority after publication of the agenda.

8.3. To receive notification of planning decisions taken by Great Yarmouth Borough Council and the Broads Authority, where applicable.  
No applicable applications– none affecting Winterton on Sea

## 9. Finance Committee Meeting 06/12/2023.

Documents available at [WoSPC website Finance Cttee](#) click on link

9.1. To receive the minutes and the action log from that meeting

9.2. To consider and approve/note the following recommendations from that committee:

9.2.1. Note the receipts/payments against budget summary, noting the explanations in item 4.1

9.2.2. Note the bank reconciliation until end November 2023, fully examined in the Finance meeting.

9.2.3. To note that committee made no recommendations to vary the 23/24 budget or earmarked reserve allocations.

**10. Financial Matters.**

10.1. To note receipts to-date for December 2023

| <u>RECEIPTS</u>  | <u>AMOUNT</u>    | <u>DECSRIPTION</u>      |
|------------------|------------------|-------------------------|
| HMRC             | £870.05          | VAT reclaim 21/22       |
| Allotments       | £535.70          | Plot hire               |
| HMRC             | £1,002.76        | VAT reclaim 22/23       |
| VH hire          | £50.00           | hall hire               |
| Xmas Fair        | £130.00          | stall hire              |
|                  | <b>£2,588.51</b> |                         |
| Savings Interest | £649.92          | 31/12/23                |
| HMRC             | £1,915.18        | VAT reclaim to 30/11/23 |
|                  | <b>£5,153.61</b> |                         |

10.2. To agree the following payments to be made by end December 2023.

| <u>PAYEE</u>     | <u>AMOUNT</u>    | <u>DESCRIPTION</u>       | <u>METHOD</u> |
|------------------|------------------|--------------------------|---------------|
| Plan             | £29.99           | Mobile phone             | DD            |
| Anglian Water    | £6.00            | Allotments               | DD            |
| Anglian water    | £31.00           | VH sewerage              | DD            |
| Hugo fox         | £11.99           | Website                  | DD            |
| Salaries/HMRC/NI | £1,037.40        | Staffing                 | BACS          |
| CAN              | £50.00           | Subscription             | BACS          |
| Mr R Viner       | £600.00          | Fmans wall repair (part) | BACS          |
| Mr C Attew       | £300.00          | VH decorating (part)     | BACS          |
| Cyan             | £459.00          | Duffles bench order      | BACS          |
| Eon next         | £198.80          | Recreation electric      | DD            |
| NALC             | £108.00          | Clerk training           | BACS          |
| Ang. Water       | £75.48           | VH water                 | DD            |
|                  | <b>£2,907.66</b> |                          |               |
| Mr C Attew       | £700.00          | VH decorating (2nd part) | BACS          |
| Unity Bank       | £18.00           | Quarterly service charge |               |
|                  | <b>£3,625.66</b> |                          |               |

10.3. To note receipts to-date for January 2024

| <u>RECEIPTS</u> | <u>AMOUNT</u>  | <u>DECSRIPTION</u> |
|-----------------|----------------|--------------------|
| Allotments      | £507.57        | Up to 12/1/2024    |
| VH Hire         | £110           | Up to 18/1/24      |
|                 | <b>£617.57</b> |                    |

10.4. To agree the following payments to be made by end January 2024.

| <u>PAYEE</u>  | <u>AMOUNT</u> | <u>DESCRIPTION</u>   | <u>METHOD</u> |
|---------------|---------------|----------------------|---------------|
| Plan          | £29.99        | Mobile phone         | DD            |
| Hugo Fox      | £11.99        | Website              | DD            |
| Ang.Water     | £6.00         | Allotments           | DD            |
| Ang. Water    | £31.00        | VH sewerage          | DD            |
| Salaries/HMRC | £1,037.40     | Staffing             | BACS          |
| Cllr. Clegg   | £40.27        | Office supplies      | BACS          |
| SLCC          | £158          | Subscription         | BACS          |
| Cllr. Clegg   | £29.99        | VH cleaning supplies | BACS          |
|               | £1,344.64     |                      |               |

- 10.5. To confirm all invoices for Village Hall Hirers for December and January have been issued – *Cllr D Clegg*
- 10.6. Fixed rate for village hall electricity has ended. Approve request to obtain new rates and possible supplier.
- 10.7. Council Commercial Combined Insurance up for renewal 24/02/24. Note quotations and approve chosen supplier.
- 10.8. Agree new financial regulations.
- 10.9. Confirm invoices for the allotments have been issued - *Cllr Clegg*
- 10.10. To confirm Parish Clerk, Jolene Towne, has been added to the Bank as Key Contact
- 10.11. To confirm that the 24/25 Precept has been applied for.

#### 11. 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.

#### 12. The date of the next meeting

To confirm that the **next council meeting will be on Wednesday 28<sup>th</sup> February 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.**

#### 13. Quotes and Tenders

- 13.1. To discuss quotes received for changing rooms update / repairs x 3.

#### 14. Staffing Matters

- 14.1. Clerk probation review No. 1  
14.2. To consider staffing remuneration in line with NMW.