

## WINTERTON ON SEA PARISH COUNCIL

### MINUTES OF PARISH COUNCIL MEETING HELD ON WEDNESDAY 15TH AUGUST 2018 IN THE VILLAGE HALL AT 7.30 PM

**Present** Eric Lund (Chair) Cllrs Roger Jarvis, Annie Baker, Mark Bobby (Vice Chair) , Steve Chalkley, Simon Bowman. Sarah Welsh (Clerk & RFO). Residents: 0 Village Hall Chairman Christine Barlow, Cllr Ron Hanton.

**1. To consider apologies for absence.**

Cllr John Allen.

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

None.

**3. Police/crime report**

The generic police newsletter has been received with no specific information about Winterton. There have been incidents reported of aggressive outbursts from a resident of a local care home, necessitating attendance by the police on a few occasions. The Manager has informed the Chair that the resident will be moved to alternative accommodation within 28 days.

**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.**

Village Hall Committee Chairman, Chris Barlow asked if anything had happened in relation to the car parked on the village hall green recently. The Chair has emailed the owner asking them to contact him. The Chair will follow up.

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

Apologies were received from BCllrs James Bensly and Noel Galer.

Cllr Ron Hanton reported consultations are now out for the Town Centre Maker Plan and the 3rd River Crossing. The completion date is expected to be 2023. Ron Hanton was aware of the proposed closure of Winterton School and the Chair read out an email and letter: Parents and Carers have been informed the Consortium Multi Academy Trust have provided an in principle agreement for Winterton Primary to join the Trust, subject to approval by the Head Teachers Board at their meeting on the 23rd August. The Chair commented that the Save Winterton School Committee had done a lot to bring about a solution.

**Reopening of the meeting:-**

**6. To confirm minutes of the previous meeting.**

It was proposed by Cllr Mark Bobby and seconded by Cllr Roger Jarvis that the minutes be approved as a true record of the July 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. Councillor vacancies**

The Chair reported the resignation of Cllr Steve Chalkley, who has moved out of the village, and thanked him for his contribution to the council. The Parish Council now has 3 vacancies, with one applicant who can join in October.

**9. Councillor Responsibilities**

Cllr Annie Baker has taken over responsibility for the Allotments and Allotment Committee, Cllr Roger Jarvis will take over responsibility for the website. Cllr Simon Bowman will temporarily take over responsibility for collecting and distributing the Newsletter. All will liaise with Cllr Steve Chalkley regarding the tasks involved. A person is urgently needed to take on the Newsletter collection and delivery.

**10. Finance**

- Two amendments were made to last month's payments and Receipts lists: Actual sum of VAT refund received was .08p more than that claimed = £1942.18. The payment to Norfolk Pension Fund should read £294.28, not £235.43. The amendments were signed by two signatories.
- To agree payments in accordance with the budget: Total Payments: £3581.57 including £1449 from Neighbourhood Plan grant held by the Parish Council. Total Receipts: £60. Combined Parish Council bank rec: £55933. Combined Parish Council VH Fund bank rec: £19646.16. Combined bank recs £75579.16 representing the current overall financial responsibility of the Council. The BACS authorisation list
- It was resolved that:
  1. The amendments to the Mandate for the operation of the bank accounts, payment instructions and banking services be approved and provided to the Bank by persons authorised to do so in accordance with the Bank's procedures and the Mandate;
  2. The Bank is entitled to rely upon the amended Mandate until it receives a later Mandate amending it;
  3. The Bank will be notified in writing of any changes to the organisation as per the terms and conditions of the account.
- Forms to remove the current clerk, Sarah Welsh and include the new clerk, Catherine Moore as administrator on the Unity Trust accounts with 'view and submit' online access were signed by two signatories.
- A quote of £1132.20 for Litter Picking around the Beach area for 2019 has been received.



The above were proposed for approval by Cllr Mark Bobby seconded by Cllr Steve Chalkley. Unanimously agreed.

- The parish council and village hall books will be handed to Cllr Simon Bowman next week for an internal governance and finance check.
- The 2017-18 AGAR has been completed by the external auditors. A Notice of Completion will be placed on the Noticeboard outside Poppy's Post Office and on the parish council website.

**11. Dune Runner event - feedback** - the clerk is waiting for a report from Martin Rendle, Dune Runners and the amount to be donated. £68.65 was raised towards the Playing Field Development Project from car park donations and a collection bucket on the stall. It was proposed by the Chair that the Playing Field Development Project does not provide a stall at next year's event, but a stall will still be set up at the Village Fete.

**12. Winterton Beach, including Fire Beaters - update** The Fire Service does not recommend using beaters but recommended signage instead. They emphasised the fire brigade should always be called. There is some signage provided by Natural England and the Beach Cafe regarding taking care and not lighting BBQs in the dry weather. The sand is beginning to come back leaving a small area of beach when the tide comes in.

**13. Winterton School update**  
See public discussion above.

**14. To consider Planning Applications received/decisions**

**Decision:** 06/18/0269/F Wymer, The Craft, Winterton. Raising the ridge height and two front dormers to provide rooms in the roof. Proposed rear extension and garage. Permission granted.

**15. Committee/Group Reports**

- Village Hall Committee: Chairman Chris Barlow informed the Parish Council the Committee will be changing banks to Unity Trust. The Garage Sale made £536 profit. The Village Fete will be on 2nd September. Further notices will be placed around the village. There have been 18 requests for stalls so far and there will also be a Fun Dog Show and BBQ. If needed the Church Rooms can be used too. An electrician has carried out repairs to the Ladies toilet and the audio-visual equipment is up and running, with the first Cinema Club showing on 25th August. Chris asked if the grass can be cut just before the 2nd September. The Council agreed and the clerk will contact the grass cutter to request this.
- Safer Neighbourhood Action Plan (SNAP) - meeting moved to 19th July. Nobody was able to attend. The next Northern Parishes meeting is expected to be in October.
- Patient Participation Group (PPG). Cllr Steve Chalkley will send the dates to the Chair and clerk. There are usually 6 meetings a year based in the northern parishes. These are held in the evenings in the summer and afternoons in the winter.

- Allotment Advisory Committee - Cllr Annie Baker will be taking over Cllr Steve Chalkely's role.
- Playing Field Management Committee (PFMC) Dune Runner Event and promotion of changing room Project (see item 11 above.) Basketball Net, Storage unit and goal post update: Chair Eric Lund and Cllr Roger Jarvis will look into this next week. The clerk applied for a free Active Places Sports Kit and signage from Sport England. It was resolved to give the kit to the Cricket Club. The Project will have a stall at the Village Fete 2nd September.
- Neighbourhood Plan Steering Committee - the next meeting is on the 3rd September in the village Hall, 7pm.

#### 16. Correspondence received:

- a) Sebastian Gasse Head of Education Participation, Infrastructure and Partnership Service - Annual Review of Small Schools - the Parish Council will be informed of any outcomes.
- b) GY Unemployed Workers support - registered charity offering advice and support to anyone in the borough. [www.gyuwc.org.uk](http://www.gyuwc.org.uk) 07376077003
- c) NCC Third river crossing consultation - the papers were given to the Chair to look at a possible response to the consultation.
- d) Yarmouth Parishes Group Meeting 5th September 2018 Carvery Room, White Hart Public House, Hopton. NR31 9AH.
- e) National Playing Field Association AGM 17/10/18 7pm Norwich.

#### 17. Action Log August

		Details	What has happened	Update
1	Peter & Dawn Clegg	Playground inspection	Hedges have been cut back and no further problems with domestic waste in the bins. Screw covers still missing from small climbing frame.	Clerk reported to GYBS again.
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. Completed. the situation will be monitored during further heavy rainfall.
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 has reported again.
4	Request for repairs from Streetscene Inspector	Clerk has requested any work needing doing from councillors	King Street road sign  Trees along The Holway to Edward Road - broken branches and need for pruning. Large pieces of rubble have been placed in the dips in the road.	The clerk has reported to the Inspector again.  The clerk has reported to the Inspector.



			Footpath no. 2 needs clearing and signage for FPs 1 & 2 from King Street.	
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. Due to the costs involved and there is already a bin not far from the area, which is currently only half full, the council resolved not to purchase another bin.
7	Resident	Stinging nettles overgrowing footpath from Low Road to the Playing Field	The clerk has reported to NCC Highways.	
8	Cllr Chalkley	A resident has reported smells of sewage along Low Road.	The clerk has reported to Environmental Health.	Environmental Health are clarifying report with Cllr Chalkley. Cllr Chalkley has spoken to the resident who believes it may be caused by a leaking septic tank. The clerk will chase up.
9	Resident	Dead overhanging tree posing a safety hazard in Low Road	Clerk has reported to NCC (public right of way)	On-going discussions about whose responsibility it is. The clerk is chasing up. Highways could not find a problem so no action was taken, possibly because the problem has been resolved. One of the councillors will have a look next time they are walking in the area.

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

- a) Resident, via Cllr Chalkley - fireworks at Hemsby and fire risk and response from Hemsby PC: Hemsby parish clerk had no record of an enquiry, but confirmed that she had contacted the organisers who had taken extra measures to ensure safety. The fires at Caister were mentioned as an example of the potential result of such activities in exceptionally dry weather.
- b) Cllr Chalkley asked about the progress of the Bench Plaque on the Holway. The clerk will follow up again.

**19. Date of the next meeting: 19th September 2018 in the Village Hall at 7.30pm.  
The meeting closed at 8.45pm.**

**Attachments:** Draft payments, receipts lists and bank reconciliation.

**Winterton on Sea**  
**DRAFT PAYMENTS LIST: (Cheque order) Vouchers 73 to 100**

Vchr.	Cheque	Cde.	Name	Description	Amount
73	BACS	3	Keith Jones	Grass Cutting	56.50
74	BACS	4	P Carver	Litter Picking	169.10
			<i>July</i>		
75	BACS	5	P Lynham	Bus shelter cleaning	40.00
76	BACS	5	K Brown	Bus shelter cleaning	40.00
77	BACS	12	S Welsh	Clerk Salary	937.13
78	BACS	12	HMRC	PAYE	124.99
			<i>Employer and Employee payments</i>		
79	BACS	13	S Welsh	Office costs	18.00
80	BACS	27	Norfolk Pension Fund	Clerk Pension	294.28
			<i>Employer and employee payments</i>		
81	BACS	35	Small Fish	Neighbourhood Plan	1,440.00
82	BACS	35	Village Hall Fund	Neighbourhood Plan	9.00
			<i>Room Hire 17.7.18</i>		
83	BACS	3	Norse Eastern Ltd.	Grass Cutting Playground	92.57
84	BACS	10	PFK Littlejohn LLP	Audit Fee	360.00
			<i>External AGAR fee.</i>		
Subtotal Cheque No. BACS					<b>3,581.57</b>
<b>TOTAL</b>					<b>3,581.57</b>

**Winterton on Sea**  
**DRAFT RECEIPTS LIST: (Cheque order) Vouchers 39 to 200**

Vchr.	Ref	Cde.	Name	Description	Amount
39	BACS	16	Poppys Post Office <i>August newsletter</i>	Newsletter Donation	10.00
40	BACS	16	Jubilee Coaches <i>September Newsletter</i>	Newsletter Donation	20.00
			Subtotal Cheque No. BACS		<b>30.00</b>
41	Cheque 2	16	Keith Jones <i>Oct - Dec Newsletters</i>	Newsletter Donation	30.00
<b>TOTAL</b>					<b>60.00</b>



## Winterton on Sea

	<b>Bank Reconciliation at 15/08/2018</b>		
	Cash in Hand 01/04/2018		
			23,051.51
	<b>ADD</b>		
	Receipts 01/04/2018 - 15/08/2018		52,068.88
<b>A</b>	<b>SUBTRACT</b>		75,120.39
	Payments 01/04/2018 - 15/08/2018		19,187.39
	<b>Cash in Hand 15/08/2018</b>		<b>55,933.00</b>
	(per Cash Book)		
	Cash in hand per Bank Statements		
	Cash	01/04/2015	0.00
	Unity Trust Current 0674	31/07/2018	1,878.63
	Unity Trust Deposit 0687	31/07/2018	57,585.94
<b>B</b>	Less unrepresented cheques		<b>59,464.57</b>
	As attached		3,581.57
	Plus unrepresented receipts		55,883.00
	As attached		50.00
	<b>Adjusted Bank Balance</b>		<b>55,933.00</b>
	<b>A = B Checks out OK</b>		

## Winterton PC Village Hall Fund

	<b>Bank Reconciliation at 14/08/2018</b>		
	Cash in Hand 01/04/2018		
			17,619.63
	<b>ADD</b>		
	Receipts 01/04/2018 - 14/08/2018		3,423.09
<b>A</b>	<b>SUBTRACT</b>		21,042.72
	Payments 01/04/2018 - 14/08/2018		1,396.56
	<b>Cash in Hand 14/08/2018</b>		<b>19,646.16</b>
	(per Cash Book)		
	Cash in hand per Bank Statements		
	Cash	25/10/2015	0.00
	Current No 68155181	30/07/2018	16,808.78
	Deposit No 03695247	31/07/2018	2,667.47
<b>B</b>			<b>19,476.25</b>
	Less unpresented cheques As attached		261.40
			19,214.85
	Plus unpresented receipts As attached		431.31
	<b>Adjusted Bank Balance</b>		<b>19,646.16</b>
	<b>A = B Checks out OK</b>		