

DRAFT MINUTES OF WINTERTON PARISH COUNCIL MEETING

held at the Village Hall at 7.30pm on Wednesday 25 May 2022

Public Participation:

Pigeons – a member of the public raised an issue in relation to a vacant property for sale on James Gray Close. It was noted a number of Pigeons had been seen in parts of the property. The member of the public agreed to write to the Environmental Health department at Great Yarmouth Borough Council for further assistance. The Chair suggested to support this with a follow up email from the Parish Council. Cllr Coe added the property had been indicated as sold at the time of the meeting on the estate website. **Clerk**

Overgrown Hedge – a member of the public raised the matter of an overgrown hedge in a village property which was deemed to be encroaching on a nearby pathway. It was suggested for councillors to investigate the matter further. **Cllr Clegg**

Dog mess – a member of public raised matters including; bags being left in inappropriate places instead of using the bins provided. The Chair highlighted the village newsletter had also raised the matter in a recent article to raise awareness and encourage responsible behaviour.

Wild Flower Pilot Project grass cutting and lack of engagement had been reported. Cllr Parcell suggested cutting the grass fortnightly with progress being monitored and brought back to the next meeting. **Cllr Parcell**

Speeding – on The Craft was also highlighted as an issue. Cllr McMahon agreed to move the SAM sign to this location. **Cllr McMahon**

1. Election of a 'Chairman' for the forthcoming year and to receive a Declaration of acceptance of office.

It was PROPOSED Cllr Hartley, seconded Cllr Parcell to elect Mr Mark Bobby as Chairman for 2022/23. There were no further nominations. Mr Bobby was unanimously elected.

'Declaration of Acceptance of Office' - was signed by Cllr Bobby.

2. Attendance and Apologies for Absence.

It was noted Cllrs Bensly and Galer had other commitments.

3. Election of a Vice-Chairman for the forthcoming year.

It was PROPOSED Cllr Coe, seconded Cllr Smithson to elect Mr Nigel Coe as Vice-Chairman for 2022/23. There were no further nominations. Mr Coe was unanimously elected.

4. Declarations of interest for items of the agenda and applications for dispensations

Cllr Clegg declared an interest in planning application 06/21/1036/F, as a resident on the same road.

5. Minutes of the meeting held on 27 April 2022 were agreed as a correct record, signed by the Chair.

6. Matters arising from the previous minutes – none.

7. Correspondence and Consultations:

- GYBC: Consultations can be accessed [here](#).
- Hemsby Parish Council Neighbourhood Plan Regulation 14 Public Consultation. Noted

8. Planning: To consider applications and decisions received within the month from GYBC.

Applications made:

Norfolk County Council:

LLCON/2022/0001: - Norfolk County Council Local List for Validation of Planning Applications Consultation Draft, 2022: Invitation to respond their [consultation](#) held from 16 May - 11 July 2022. No comments.

Great Yarmouth Borough Council

06/22/0054/CD: Development- Discharge of conditions 4, 5, 7, 9 and 10 of PP 06/21/0410/F. Location: Caters Service Station, Black Street, Winterton-On-Sea, NR29 4AP.

Council Decision: It was RESOLVED, PROPOSED Cllr Bobby, seconded Cllr Carr to bring back a response in relation to the revised plan dated 17 May 2022, regarding parking which will be presented to council at the June meeting for a formal decision and before submission to GYBC. **Cllr Carr**

06/22/0055/VCF: Development: Variation of condition 2 of PP 06/21/0410/F - Change to internal layout Location: Caters Service Station, Black Street, Winterton-On-Sea, NR29 4AP.

Council Decision: It was RESOLVED, PROPOSED Cllr Bobby, seconded Cllr Carr to bring back a response in relation to the revised plan dated 17 May 2022, regarding parking which will be presented to council at the June meeting for a formal decision and before submission to GYBC. **Cllr Carr**

06/21/1036/F: Development: Proposed conversion of garage and first floor extension above. Erection of 2m high close boarded fence to enclose front garden. Location: 8 Winmer Avenue, Winterton, NR29 4BA
Council Decision: It was AGREED to raise an objection against the erection of the 2m high close boarded fence in relation to the material considerations, loss of light/overshadowing and design in keeping with other houses existing fencing. **Clerk**

Decisions received: None

9. Financial Matters

9.1. Receipts of £141 were noted.

Expenditure payments for May 2022 were **AGREED** and included at the end of the minutes for clarity.

The Chair highlighted the high costs for May which included the extra costs for utilities for the Village Hall over the last year and the cost of staff leaving with additional hours previously agreed for a handover to the interim Clerk.

9.2. End of Year Financial Matters

a) **Annual Governance Statement** (Section 1 of the Annual Return/AGAR) were considered, approved and signed by the Chairman.

b) **Accounts for 2021-22** (Section 2 of the Annual Return/AGAR) were considered, approved and signed by the Chairman.

c) **Explanation of Variances over 15%** explained by the Responsible Financial Officer, considered and approved.

d) The requirement for a new auditor for the forthcoming interim audit - financial year 2022-2023. Noted.

10. Village Matters

10.1 Consideration was given to a request received from the RSPB request to put a Bottle Drive Outside Village Hall – it was AGREED for the drive to be placed within the boundary of the village hall wall.

10.2 Updates and reports from Cllrs

Safer Neighbourhood Action Plan (SNAP) - meeting minutes held on the 12 May 2022 (Previously circulated).

Cllr Coe gave an update on the recent meeting which was held by face-to-face means. The focus for rural villages over the next three months is more police visits. He added he had been contacted by a parishioner who witnessed an attack on a deer by two greyhound dogs.

Village Hall – Cllr Smithson highlighted the need for a replacement cooker as the current one is in poor state.

Jubilee Event – Cllr Carr gave an update to include the production of a programme of events.

Annual Report – Cllr Bobby gave thanks to every individual contributor.

Wild Flower Pilot Project - Cllr Parcell gave an update and thanked Becky Durant for all of her hard work.

11. Administration

11.1. Policies - to review any policies tabled and includes:

- Annual review of Council General Risk Assessment 2022/23. **AGREED**

12. **Roles and Responsibilities** – to review for 2022/23. It was **AGREED** to defer to the June meeting.

13. **Annual Parish Meeting & Engagement** - the minutes of the event held on Tuesday 3 May 2022 were noted.

14. It was RESOLVED to exclude the press and public from the meeting as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

15. Staffing matters in relation to the appointment of a Locum Clerk were considered.

The Clerk gave an update of how the handover process had been going well with the locum Clerk in preparation of the current Clerk leaving the council. All requested documentation had been shared with the Personnel Committee members and previously circulated for consideration.

It was PROPOSED Cllr Hartley, seconded Cllr Coe and unanimously **AGREED** to appoint Samantha Bromley as interim Clerk on a three-month temporary contract from 30 May 2022 with a review period in August as stated in the contract. Hours of work are **AGREED** as per the contract shared with the Personnel Committee. It was noted that any training requests would be submitted to the Personnel Committee for consideration and recommendation with approval made by Full Council. This aligns with the current process.

Clerk

16. To approve financial matters in relation to banking arrangements.

It was PROPOSED Cllr Coe, seconded Cllr Bobby and unanimously **AGREED** to add Samantha Bromley to the Unity Trust Bank Accounts and to remove the current Clerk as administrator.

Clerk

Next meeting Full Council on Wednesday 29 June 2022 in the Village Hall

The meeting finished at 9.05pm

SignedChairman.....

(3) May 2022

Bulb	Electricity	£547.10
Staffing	HMRC/Pens/Final Salaries	£6,058.56
HR	Recruitment	£1,172.70
Liam McMahon	Fire Marshall Armband	£20.28
Liam McMahon	Training course	£27.90
Dawn Clegg	Hall (Ext) Rock Salt	£9.60
Dawn Clegg	Traffic cones	£59.90
Dawn Clegg	Phone Top up Village Hall	£10.00
Dawn Clegg	First Aid Kit	£46.14
L. Callow	Internal Audit	£405.00
Vortex	Grass cutting	£432.00
Viking	Hall/Supplies	£144.37
Blakes Bakes	Engagement Event	£55.00
Norfolk Safety CIC	Fire Marshall Course	£81.00
Clerk expenses	Stationery supplies	£33.41
Clerk expenses	Zoom	£14.39
Plan.com	Mobile phone	£29.99
<u>Total</u>		<u>£9,147.34</u>
<u>Income May</u>		
Hall Hirer	Village Hall Hire	£77.00
Plot Holder	Allotment Water Charge	£7.00
Hall Hirer	Village Hall Hire	£57.00
<u>Total</u>		<u>£141.00</u>