



# WINTERTON-ON-SEA PARISH COUNCIL

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

Clerk to the Council: J Towne

Responsible Financial Officer: Cllr. D. Clegg

## MINUTES OF THE MEETING

of Winterton-On-Sea Parish Council held  
at the Village Hall at 7.30pm on Wednesday 24<sup>th</sup> January 2024

**Councillors present:** Marina Carr, Nigel Coe, Dawn Clegg, Emma Punchard, John Smithson,  
L. McMahon, . R. Henwood,

**Public present:** 1 member of the public, Great Yarmouth Borough and Norfolk County Councillor James  
Bensly, CLT Trustees , S Day & M Kern

**Minutes taken by :** J Towne

Due to the Chair's absence, a Chair was proposed with all Cllrs present nominating Cllr. M Carr .  
Seconded by Cllr. D Clegg

Cllr. M Carr welcomed everyone to the meeting & thanked them for their support.

### 1. Apologies.

Apologies were received and accepted from. Cllr. M Bobby, Cllr. N. Galer

### 2. Declarations of interest.

- 2.1. Councillors should declare a pecuniary or non-pecuniary interest on any item on the agenda.  
NONE Received
- 2.2. To consider any dispensation requests received. NONE Received

### 3. Minutes.

- 3.1. To approve the minutes of the Council meeting held on Wednesday 29<sup>th</sup> November 2023.  
Councillors AGREED these were an accurate record of that meeting.
- 3.2. To review the Action Log from those minutes. When reviewing action log, it was agreed:  
Action 19-04-2023.7 Requesting permission from Natural England to make householder enhancement – Closed – No response from Natural England despite several attempts.  
Action 28-06-2023.8 – Closed as no progress made.  
Action 28-06-2023.1/2 Traffic Management Group – Closed. Cllr N. Coe is in discussions with Cllr J Bensley  
Action 26-07-2023 is closed as Parish Council Asset Register is in place and a live document.  
Action 27-09-2023 is closed as Response received from Grass Cutting Services  
Action 27-09-2023 is closed a proposal has been received from Cllr. M Carr  
Action 29-11-2023 is closed as grant has been issued.  
Action 29-11-2023 is closed as invitation issued.  
Action 29-11-2023 is closed as replacement bench is on order.  
Action 29-11-2023 is closed as CFG has been submitted.  
Action 29-11-2023 is closed as Fisherman's Wall Repairs have commenced.  
All other actions are ongoing.
- 3.3. To approve the minutes of the Extraordinary Council meeting held via Teams on 9<sup>th</sup> January 2024. Councillors AGREED these were an accurate record of that meeting. That meeting approved the 2024/25 budget managing the loss of concurrent functions for grass-cutting from GYBC and increased supplier costs, met by a precept increase. See Item 10.11 below.
- 3.4. Any matters arising from minutes/actions, must be tabled for discussion at the discretion of the Chair. None.

### 4. Public Participation and Reports

- 4.1. To receive a report from Great Yarmouth Borough and Norfolk County Councillor James Bensly if present.
  - 4.1.1 Cllr. J. Bensly was welcomed.

- 4.1.2 Cllr. J. Bensly conveyed that due to recent Measles Outbreak, Measles Vaccinations are being made available to those who are eligible . These can be booked through the GYBC or NHS Website
- 4.1.3 Cllr. J. Bensly advised Herring Bridge is now open to road traffic and pedestrians from 1<sup>st</sup> February 2024
- 4.1.4 Cllr. J. Bensly highlighted that it is currently cervical cancer prevention week which is an annual event organised by the charity Jo's Cervical Cancer Trust. You can find out more here: <https://www.jostrust.org.uk/get-involved/campaign/cervical-cancer-prevention-week>
- 4.1.5 Cllr. J. Bensly advised of current social housing issues and advised that if anyone did have any problems / complaints that they can submit these on the below link - <https://socialhousingcomplaints.campaign.gov.uk/>
- 4.1.6 Cllr. J. Bensly conveyed that whilst the issue of dog fouling did seem to be slowly improving , it now appears to be increasing again, especially Scratby.
- 4.1.7 Cllr. J. Bensly conveyed that he had received enquiries regarding the gritting not taking place outside the village hall. This is due to safety whereby the gritting lorry is unable to reverse due to parking along the road. Cllr. J Bensly will forward current gritting route for information. Winterton-on-Sea Councillors will email Cllr. J Bensly their concerns for resident and visitor safety without this gritting taking place and then Cllr. J Bensly will relay this to the relevant department. The Council encourages any concerned residents to send an email in relation to this topic.
- 4.1.8 Cllr J Bensly has received an email regarding a vehicle parking on the grass verge by George Beck Road which blocks other drivers' vision of the road. This resident also expressed concerns about safety when walking along this section due to lack of pavement that ends on George Beck Road however Cllr. J Bensly conveyed an idea to extend the path round the corner onto the Craft (in front of the railings). Cllr. D Clegg expressed that this would not necessarily stop the residents parking their vehicles on the verge. Cllr. J Bensly will investigate further
- 4.1.9 Cllr. J Bensley conveyed that the Marine Management Participation is now open to all, and we are encouraging all interested to take part. You can do so by following this link: <https://consult.defra.gov.uk/mmo/east-marine-plan-spp/>
- 4.1.10 Cllr. J Bensly conveyed how surface water is becoming a problem, especially in Beach Road. Cllr. J Bensly confirmed that he will be meeting with an Office on Fri 26<sup>th</sup> January to assess.  
Cllr. M Carr suggested that highways could contribute more to the traffic management and relevant signage
- 4.1.11 Cllr. D Clegg requested that the grass cutting schedule is forwarded to the Parish Council . Cllr. J Bensly advised he had emailed GYS to request and relevant contacts were given. Cllr. D Clegg had reported that GYS's subcontractor had damaged some of the playground area and that Cllr. Bensly confirmed this would be resolved.

4.2. To receive a report from Great Yarmouth Borough Councillor Noel Galer if present. NOT PRESENT & apologies received.

4.3. A Trustee and the Chairman from CLT were welcomed. The Chair, M. Kern, explained how this Committee were at the start of their journey and the aim of their Committee was to build Community Housing within surrounding villages which would be offered at a discounted rate to those living in the village or with a connection to the village. Spoke passionately about wanting to keep "Village Life Alive" and is concerned about how many youngsters are having to leave the villages they live in as they are unaffordable to them.  
CLT are looking for support and / or members to assist them in moving this project forward .  
You can see more by following this link: <https://www.fleggclt.org.uk/>  
Parish Council confirmed their interest to be informed of progress made.  
Member of public asked CLT how long they had been established – Response – Approx. 2 years.  
CLT asked whether they would be granted to issue a short paper survey to the residents of Winterton Sea which was approved.

4.4. Forum was opened to the public with no input requested.

4.5. **Councillor Raised Items on Behalf of Public**

4.5.1 Cllr. N Coe advised concern for locals being able to get to appointments which they may have and are unable to transport themselves. Cllr. N Coe was informed by one resident how they had once been charged over £120 for a return journey to James Paget . Cllr. D Clegg recommended Centre 81 and Cllr. J Bensly will get some leaflets to be distributed . A link to be added to the Winterton on Sea PC Website. **ACTION – Clerk J Towne**

4.5.2 Cllr. D Clegg informed the meeting that they had received a complaint regarding parking in The Holway , whereby some individuals were parking in the passing places. Cllr. J Bensly has requested a copy, and a possibility of a highway inspection was suggested. Cllr. N Coe to discuss further with Cllr. J Bensly – **ACTION – Cllr. N Coe / Cllr. D Clegg**

4.5.3 Cllr. J Smithson reported that a member of the public has advised him there were between 100 – 200 dead seals currently on the beach and asked what would happen next . Are they collected as they were in 2023? **ACTION - Cllr. J Smithson** to email Cllr. J Bensly for response.

4.5.4 Cllr. M Carr raised the issue whereby some of the road has fallen onto the beach and enquired who would clear this up . Cllr J Bensly will investigate.

4.5.5 Cllr. E Punchard advised that the streetlights in Winterton on Sea were currently being moved onto a timer schedule to promote “Dark Skies” . Schedule of dates when changes take place to be requested from GYBC and NCC . **ACTION – Cllr. E Punchard**

4.6. Cllr. E Punchard explained about a “Hedgehog Proposal” for which the Environment Group would like permission to proceed and to make a request for funds. Cllr. E Punchard explained the purpose of the proposal is to promote awareness and biodiversity by protecting hedgehogs’ access to gardens with the hope to involve residents and the school community. All Cllrs. AGREED and Cllr. E Punchard will submit a request for funds to be approved by the next Parish Council Meeting and to make contact with the school to see if any interest–  
**Action – Cllr. E Punchard**

**5. Councillor Updates**

5.1. Events,

5.1.1. D-DAY 80 Celebration in is progress. Cllr. M Carr is working with resident (T Byrne) to arrange a schedule for the day where all residents / church and school can take part in and support. Interest requested from Cllrs, and all were in agreement for this event to take place. Costings to be approved when all data in place inclusive of Insurance for the day and beacons to be covered by Winterton on Sea Parish Council – **ACTION - Cllr. M Carr**

5.2 Recreation ground sign has no update at this time. Further discussion required.

5.3 Village Hall Painting is almost complete with some of the outside outstanding due to weather. A new vent is in place with all painting of wood outside completed. Small note regarding current leak in ladies toilet in Village Hall recently reported. Spend authorised by all Cllrs to get this remedied. **ACTION – Cllr. J Smithson and Cllr. D Clegg**

5.4 Two new Village Hall Hirers have been confirmed.

5.5 PAT Testing of Village Hall has been booked and taking place 26/01/2024.

5.6 Asset Register is ongoing – Further input required from all Cllrs. when requested.

5.7 ALC Auditor request for name is ongoing – **ACTION -Cllr D Clegg**

**6. Correspondence, Consultations and administration.**

6.1. Cllr J. Bensly - NCC Updates (3) Available on PC [website](#) (click on link)

6.2. Operation Randall Newsletters (3) uploaded to Website.

6.3. Date for next meeting confirmed.

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

7.1. Traffic Management Update – Cllr. J Bensly will be corresponding with Highways for further information.

## 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 or updated. Councillors AGREED No Objections to the application below.

Reference	Location	Proposal	Type	Date	Status
<a href="#">06/23/0883/CU</a>	Mill Farm House Hemsby Road 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 –

8.2. No applications received from Great Yarmouth Borough Council and the Broads Authority after publication of the agenda.

8.3. No relevant planning decisions taken by Great Yarmouth Borough Council and the Broads Authority, for notification.

## 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 - Councillors noted the minutes and accompanying detail.

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 - Noted.

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

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

## 10. Financial Matters.

10.1. To note receipts to-date for December 2023 - Noted

<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.

It was noted that the payments in red were received following the Finance Committee meeting which took place 06/12/2023.

<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>TOTAL</b>	<b>£3,625.66</b>		

10.3. To note receipts to-date for January 2024 - Noted

<u>RECEIPTS</u>	<u>AMOUNT</u>	<u>DECSRIPTION</u>
Allotments	£507.57	Up to 12/1/2024
VH Hire	£110.00	Up to 18/1/2024
<b>TOTAL</b>	<b>£617.57</b>	

Extra income received following issue of agenda noted as below :

<u>RECEIPTS</u>	<u>AMOUNT</u>	<u>DECSRIPTION</u>
Allotments	£79.86	24/01/2024
VH Hire	£150.00	22/01/2024
<b>TOTAL</b>	<b>£229.86</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	£158.00	Subscription	BACS
Cllr. Clegg	£29.99	VH cleaning supplies	BACS
<b>TOTAL</b>	<b>£1,344.64</b>		

Extra payments made following issue of agenda noted as below :

<u>PAYEE</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>METHOD</u>
Mr.R.Smith	£668.00	VH wood treatment	BACS
<b>TOTAL</b>	<b>£668.00</b>		

Council APPROVED ALL Receipts and Payments.

- 10.5. To confirm all invoices for Village Hall Hirers for December and January have been issued – *Cllr D Clegg - Confirmed*
- 10.6. Fixed rate for village hall electricity has ended. Approve request to obtain new rates and possible supplier. - Confirmed
- 10.7. Council Commercial Combined Insurance up for renewal 24/02/24. Note quotations and approve chosen supplier. Delegated for **ACTION – Cllr. Clegg and Parish Clerk J Towne**
- 10.8. Agree new Financial Regulations. The proposed Financial Regulations were discussed with emphasis made on section 4.5 where a potential emergency process has been detailed - APPROVED.
- 10.9. Confirm invoices for the allotments have been issued - *Cllr Clegg - Confirmed*
- 10.10. To confirm Parish Clerk, Jolene Towne, has been added to the Bank as Key Contact - Confirmed
- 10.11. To confirm that the 24/25 Precept has been applied for. –An increase of £6,475 from 2023-24 has been submitted and is equivalent to a £0.91 increase per household per month for Band D. This will be the first increase in three years, and it should be noted that the increase is due to removal of concurrent functions grant for parks, open spaces, used to cut the grass plus increased operating costs. – Confirmed
- 10.12. Cllr. Clegg requested an additional request be added . To agree a health check of accounts through Scribe take place at a cost of £49 plus VAT – APPROVED.

## 11. Any other Business for Future Meeting

Next meeting will include the council's schedule of policies to consider. **ACTION - Cllr R Henwood to review GDPR and associated Data protection policies.**



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

The next council meeting will be on Wednesday February 28<sup>th</sup>, 2024, at 7:30pm.

In accordance with the Public Bodies (administration to meetings) Act 1960, the meeting **RESOLVED** to exclude press and public for the following item due to its confidential nature.

**13. Quotes and Tenders**

- 13.1. Council discussed quotes received for changing rooms update / repairs x 3. All quotes were evaluated, together with a possible proposal of a sponsorship being offered. Agreed to defer to await further information regarding the sponsorship . If no update received by 15<sup>th</sup> February 2024 , the approved supplier will be notified and appointed. – **ACTION – Cllr. J Smithson**

**14. Staffing Matters**

- 14.1. Clerk probation review No. 1 has taken place successfully with further development and training options discussed.
- 14.2. To consider staffing remuneration in line with NMW. AGREED – Letter of notification to be issued – **ACTION Parish Clerk J Towne**

**MEETING CLOSED 9.36PM**