

## **WINTERTON ON SEA PARISH COUNCIL**

### **MINUTES OF PARISH COUNCIL MEETING HELD ON WEDNESDAY 18TH APRIL 2018 IN THE VILLAGE HALL AT 7.30 PM**

**Present** Eric Lund (Chair) Cllrs John Allen, Simon Bowman, Bob Bolch, Mark Bobby, Sarah Welsh (clerk). Residents: 9, Village Hall Committee member Michael Blake, BCllrs James Bensly, Shirley Weymouth. CCllr Ron Hanton.

Chair Eric Lund notified the meeting of the sad loss of former parish councillor Christine Iles who had served the council for many years. Cllr John Allen will be representing the Parish Council at her funeral when arrangements are confirmed.

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

Cllr Roger Jarvis, otherwise engaged. Ayeshia Hammond Young, indisposed. Cllr Steve Chalkley. Unanimously accepted.

**2. Co-option of Parish Councillor**

Annie Baker was unanimously co-opted by the Parish Council. Cllr Annie Baker signed her declaration of Acceptance of Office and was given her Declaration of Pecuniary Interest form to complete and welcomed to the council by Chair Eric Lund.

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

None.

**4. Police Report.**

None received. BCllr Shirley Weymouth said future reports would be for the area - (see the police newsletter.)

**To consider a motion to suspend the meeting to allow members of the public and the Borough/ County Councillors to inform the meeting :-**

**5. Public discussion -**

A resident asked if the area to the side of the village hall could be made into a landscaped parking area. The Chair replied the matter would be discussed by the parish council.

**6. Report from Borough Councillors/County Councillor – if present**

BCllr James Bensly reported back on the erosion consultation session in Hemsby. CCllr Ron Hanton had forwarded the annual report to the council. Surface dressing of roads will start next week. Ron Hanton had discussed the idea of a 20MPH limit in the village but reported there was no appetite for this limit. He has not seen the consultation re parking forwarded by Chair Eric Lund - it is with John Winnett, who hasn't read it yet. Once read, it will be forwarded to the legal team. Chair Eric Lund reported enforcement officers from GYBC recently gave out parking tickets in the village.

### **Reopening of the meeting:-**

**7. To confirm minutes of the previous meeting in March.**

It was proposed by Cllr John Allen and seconded by Cllr Mark Bobby that the minutes be approved as a true record of the last meeting. Unanimously agreed.

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

None.

**9. Bi-annual check of footpaths - update**

Cllr Mark Bobby has agreed to cover them all with his family and will report their condition back to the clerk.

**10. Finance: -**

- Bank reconciliations: Parish Council main accounts adjusted combined balance £23,051.51 as at 31.3.18. The Council have since received a half payment of the annual parish precept and concurrent functions grant of £18,506 making a combined balance of £41557.51. Parish Council Village Hall Fund adjusted combined balance £17,619.63 as at 31.3.2018.
- To agree payments in accordance with the budget: payments £3480.05, which includes a half yearly payment for Graveyard Maintenance of £1300 and the annual subscription to NALC and payment of Village Hall fees. Receipts: £18506.
- The clerk has completed the end of year accounts and a Statement of Accounts which matched the end of year bank balance. The anticipated balance at 31.3.18 from the budget prepared in autumn 2016 was £20651.94 and the actual balance was £20691.11 The Annual Governance and Accountability files will be taken to the Internal Auditor on 4th May and a notice of public rights to view the unaudited accounts (by the external auditors) will be posted on the noticeboard and website shortly afterwards.

It was proposed by Cllr Bob Bolch that the payments, receipts, bank recs, be approved, seconded by Cllr Simon Bowman. Unanimously agreed.

**11. Data Protection Legislation Action Plan and update**

Chair Eric Lund, Cllr Bob Bolch and clerk Sarah Welsh attended training on complying with the new act. The clerk and Council will be carrying out an audit of information held by the Parish Council. Norfolk ALC will provide the Data Protection Officer role. Chair Eric Lund will seek specific advice about the Emergency Plan and the data protection regulations.

**12. Emergency Plan - update**

Chris Barlow and a fellow co-ordinator have looked at the draft and a meeting will be arranged to finalise the plan and consider data protection issues.

**13. Parking Restrictions Beach Road - update.**

This was discussed under item 6.



#### 14. Parking outside Post Office

The owners have received complaints that spaces are being blocked for customers and deliveries. The Chair has forwarded the complaints to John Winnett. Investigation into parking issues are on-going. It was suggested that the other side of the road needs restricting to allow traffic through. A 20 minute waiting time was suggested or yellow lines. The Chair has a meeting with Norfolk Coast Partnership and will ask for a note to be included about parking issues.

#### 15. To consider Planning Applications received/decisions

Proposal for Tea Rooms at the Post Office. Poppy's had asked the Parish Council for their opinion about the proposal. The Parish Council had no issues with this. The shop owner said that some more parking would be made available at the side of the shop.

##### Applications:

- 06/17/0492/CU Change of use from holiday accommodation to residential use for all five cottages, Church Farm Cottages, Empsons Loke. There were no objections.
- 06/18/0204/F Ground and first floor extensions 3 Bulmer Lane. Cllr Mark Bobby reported the application appeared to be for similar extensions to its neighbour and proposed no objections, which was agreed by the parish council.

#### 16. Committee/Group Reports

- **Village Hall Committee** - Chairman Chris Barlow sent her apologies and her report was read out by committee member Michael Blake: Jean Neve has joined the committee. The committee are currently discussing and planning a kitchen extension and improvements. 10 residents have offered to join the Village Hall Fundraising Group. Following an incident on the village hall green, a letter has been sent to RBL asking for their co-operation, with a copy to the Parish council.
- **Safer Neighbourhood Action Plan (SNAP) Patient Participation Group (PPG)**. Cllr Steve Chalkely - not present.
- **Allotment Advisory Committee - Duffles Pond** - annual risk assessment and update - nothing to report.
- **Coastal Erosion Committee** - Cllr John Allen and Chair Eric Lund  
Chair Eric Lund and Cllr John Allen met and agreed a representative mix of people, not just those with expertise in the field, to invite onto the Erosion Committee. These will be contacted next week. Bernard Harris, consultants and GYBC are looking into erosion along the Winterton-Hemsby coast. Jan Bowles is continuing to try and conserve the cafe beach area and has been informed by Bernard Harris that he welcomed the work being done there. Cllr Mark Bobby asked if the tank traps will be moved. Jan Bowles reported the traps had sunk, but have been moved with a view to the beach being restored to how it was in 2004. Chair Eric Lund reported GYBC have pledged to bring sand to replenish the beach.
- **Playing Field Management Committee update:** Changing Rooms, Refurbishment - update: Electrical safety testing of the Changing Rooms was completed today. Transfer of interest in the Cricket Club Pavilion - An agreement between the Parish Council and Winterton Cricket Club regarding the transfer of interest in the pavilion is

being drawn up for approval of both, following which the changing room project can move forward.

**17. Proposed Dog Sign, North Market Road - update.** The Parish council is waiting for a response from a resident who offered to contact the landowner.

**18. Proposed bin footpath near James Gray Close - update.**

The clerk has requested an extra bin from GYBC and is waiting for a response.

**19. Voluntary Litter picking update**

The Parish council provided litter picks for the volunteers and GYBC provided refuse sacks. the team collected several sackfulls and are working along the beach to the North on a monthly basis. The parish council's contractors will continue to clear the beach road and area in front of the cafe on a daily basis during busy periods.

**20. Correspondence received**

- a) Appeal by Age Concern - The parish council does not have funds to support this.
- b) Somerton Parish Council - Low Road. The area is part of the circular walk and is often flooded. The Parish Council will initially discuss this with Highways.
- c) The Church Council asked for permission to use the green to the north of the village hall on their sale day. The Council unanimously agreed.

**21. Action Log April**

		Details	What has happened	Update
1	Peter & Dawn Clegg	Playground inspection	<ul style="list-style-type: none"> <li>a) The 5<sup>th</sup> bench is an original wooden bench and has cuts and sharp edge of the front piece of wood.</li> <li>b) bin still being used for domestic waste. Weed killer used around equipment.</li> </ul>	<p>The clerk has reported to GYBC</p> <p>Clerk will put in Newsletter again.</p> <p>Clerk has reminded GYBS not to weed kill - they will correct. - completed. BCllr Shirley Weymouth will ask GYBS to strim weed-killed areas around the village.</p>
2	Resident	Light not working near school	Reported by resident and clerk	Completed.
3	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.
4	Cllr Simon Bowman	47R Bulmer Lane, 74R off Winmer avenue and 19R streetlights are not working.	The clerk will report to Streetlighting.	Completed.

## **22. Arrangements for Annual Parish Meeting**

It was resolved the meeting will take place on 23/5/18 in the village hall. Groups and residents will be invited to attend and provide reports through the Newsletter.

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

Cllr John Allen - a resident at the bottom of The Craft has complained about the state of a neighbouring bungalow where rubbish has been left against fences and rats have been seen. The clerk suggested the resident report to Environmental Health and will also do so.

Cllr Bob Bolch reported that the potholes around the village had been marked so it looks like they will soon be attended to.

Cllr Simon Bowman gave his apologies for the May meeting.

## **24. Date of the next meeting: Annual Parish Council Meeting 16th May 2018 in the Village Hall at 7.30pm.**

The meeting closed at 8.45pm.

**Attachments:** Draft payments, receipts lists, bank reconciliations.

**Winterton on Sea**  
**DRAFT PAYMENTS LIST: (Cheque order) Vouchers 1 to 100**

Vchr.	Cheque	Cde.	Name	Description	Amount
1	BACS	5	K Brown	Bus shelter cleaning	40.00
			<i>March/April</i>		
2	BACS	5	P Lynham	Bus shelter cleaning	40.00
			<i>March/April</i>		
3	BACS	11	PCC Church Room	Hire of Church Rooms	7.50
			<i>Allotment Advisory Committee Nov 2017</i>		
4	BACS	14	RBL	Wreath - Remembrance Sunday 2017	18.50
			<i>Repayment to Mark Bobby</i>		
5	BACS	22	Norfolk ALC	NALC SUBSCRIPTION 2018-19	280.53
6	BACS	3	GROUNDS TIDY	Grass Cutting village	18.00
7	BACS	12	S Welsh	Clerk's salary	925.79
8	BACS	12	HMRC	PAYE	55.00
			<i>Employer and Employee payments Tax and NI less £61.34 overpayment.</i>		
9	BACS	27	Norfolk Pension Fund	Clerk Pension	462.90
			<i>Employer and Employee contributions</i>		
10	BACS	23	E. Lund	Chair's Allowance	180.00
			<i>Quarterly allowance</i>		
11	BACS	2	Winterton PCC	Graveyard Maintenance 50%	1,300.00
12	BACS	11	Winterton Village Hall Committee	Hall Hire	125.00
			<i>2017-18</i>		
			Subtotal Cheque No. BACS		3,453.22
13	DD	13	Virgin Media	Telephone	6.18
			<i>April</i>		
14	DD	13	Virgin Mobile	Telephone	6.00
			<i>April</i>		
15	DD	6	Eon	Electricity playing field	14.65
			<i>April</i>		
			Subtotal Cheque No. DD		26.83
<b>TOTAL</b>					<b>3,480.05</b>

**Winterton on Sea**  
**DRAFT RECEIPTS LIST: Vouchers 1 to 100**

Vchr.	Ref	Cde.	Name	Description	Amount
1	BACS	2	GYBC	Graveyard Maintenance 50%	1,300.00
2	BACS	3	GYBC	Grass Cutting	794.50
3	BACS	4	GYBC	Litter Picking	620.00
4	BACS	5	GYBC	Bus shelter cleaning and maintenance	500.00
5	BACS	6	GYBC	Playing Field & Open Spaces	815.50
6	BACS	32	GYBC	Village maintenance	1,000.00
7	BACS	9	GYBC	Insurance	817.00
8	BACS	10	GYBC	Audit Fees	250.25
9	BACS	11	GYBC	Room hire	160.00
10	BACS	12	GYBC	Staff costs	7,945.00
11	BACS	13	GYBC	Administration	400.00
12	BACS	14	GYBC	Precept other costs	3,903.75
<b>TOTAL</b>					<b>18,506.00</b>

## Winterton on Sea

	<b>Bank Reconciliation at 31/03/2018</b>		
	Cash in Hand 01/04/2017		
			20,691.11
	<b>ADD</b>		
	Receipts 01/04/2017 - 31/03/2018		40,197.58
	<b>SUBTRACT</b>		60,888.69
	Payments 01/04/2017 - 31/03/2018		37,837.18
<b>A</b>	<b>Cash in Hand 31/03/2018</b> (per Cash Book)		<b>23,051.51</b>
	Cash in hand per Bank Statements		
	Cash	01/04/2015	0.00
	Current 65035185	07/07/2017	0.00
	Deposit 03695239	07/07/2017	0.00
	Unity Trust Current 0674	31/03/2018	997.02
	Unity Trust Deposit 0687	31/03/2018	22,054.49
Less unrepresented cheques As attached		0.00	
		23,051.51	
Plus unrepresented receipts As attached		0.00	
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>23,051.51</b>
	<b>A = B Checks out OK</b>		



## Winterton PC Village Hall Fund

	<b>Bank Reconciliation at 31/03/2018</b>		
	Cash in Hand 01/04/2017		
			21,809.79
	<b>ADD</b>		
	Receipts 01/04/2017 - 31/03/2018		10,022.61
			31,832.40
<b>A</b>	<b>SUBTRACT</b>		
	Payments 01/04/2017 - 31/03/2018		14,212.77
	<b>Cash in Hand 31/03/2018</b> (per Cash Book)		<b>17,619.63</b>
	Cash in hand per Bank Statements		
	Cash	25/10/2015	0.00
	Current No 68155181	31/03/2018	14,956.61
	Deposit No 03695247	31/03/2018	2,663.02
<b>B</b>			<b>17,619.63</b>
	Less unrepresented cheques As attached		0.00
			17,619.63
	Plus unrepresented receipts As attached		0.00
	<b>Adjusted Bank Balance</b>		<b>17,619.63</b>
	<b>A = B Checks out OK</b>		