



WINTERTON-ON-SEA PARISH COUNCIL

Tel: 07918 978921. Email: clerkwinterton@gmail.com

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

Clerk to the Council: *Vacant*

Interim Responsible Financial Officer: Cllr. D. Clegg. Interim Proper Officer: Cllr. M. Carr

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 28th June 2023.

Date: 21/06/2023

AGENDA

1. Apologies.

To consider and approve apologies for absence.

2. Declarations of interest.

- 2.1. Councillors are invited to 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 17th May 2023.
- 3.2. To approve the minutes of the Council AGAR meeting held on Wednesday 31st May 2023
- 3.3. To review the Action Log from those minutes.
- 3.4. Any matters arising from those minutes/actions, other than updates, must be tabled for discussion at the discretion of the Chair.

4. Public Participation and Reports (20 minutes maximum).

- 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. Open forum for members of the public.

5. Finance Committee Meeting on 7th June 2023

- 5.1. To receive the minutes and the action log from that meeting (proposals at Item 6)
- 5.2. To consider and approve/note the following recommendations from that committee:
 - 5.2.1. Terms of Reference
 - 5.2.2. Note the receipts/payments against budget summary, noting the explanations in item 6.1
 - 5.2.3. Note the bank reconciliation until end May
 - 5.2.4. Approve the reallocation of 2 months of clerk salary to costs/reserves listed in item 8.1/2
 - 5.2.5. Approve the 'changing room project' reserve plan at item 8.5
 - 5.2.6. Agree investigation for expense claim form and purchase-order based approval to spend.

6. Proposals and Projects raised in Finance Committee

- 6.1. Beach cleaning (Precept funds) suggestions for allocations (including additional bins)
- 6.2. Recreation ground improvements project proposal, including storage.
- 6.3. Wildflower section in children's playground

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

- 7.1. Beach signs, *Cllr. R. Henwood*
- 7.2. Environment Working Group *Cllr. E. Punchard*
- 7.3. Somerton Road *Cllr. D. Clegg*
- 7.4. SNAP Meeting, *Cllr. N. Coe*
- 7.5. Allotments *Cllr. L. McMahon*
- 7.6. Recreation Ground Buildings Fire Report *Cllr. M. Bobby*
- 7.7. JPH vaccination/health 'pop up' 30th June 10-2pm *Cllr, D. Clegg*

8. Correspondence, Consultations and administration.

- 8.1. Low Road, Restricted byway issues.
- 8.2. Cllr J. Bensly - NCC Updates. Circulated.
- 8.3. NCC Highways Parish Partnership 24/25 bids
- 8.4. Cllr N. Galer – Beach clean charity
- 8.5. 2023 Events – garage sale? Artisan fair? Christmas?
- 8.6. Note that fire extinguisher inspections are required for village hall and recreation ground.

9. Planning.

- 9.1. To consider consultee response to applications received from Great Yarmouth Borough Council and the Broads Authority. (None)
- 9.2. To consider consultee response to applications received from Great Yarmouth Borough Council and the Broads Authority after publication of the agenda.
- 9.3. To receive notification of planning decisions taken by Great Yarmouth Borough Council and the Broads Authority. All applications this year have been approved except
 - 06/23/0157/F (site adjacent 26 Bulmer Lane) – Withdrawn
 - 06/23/0266/HH (The Wickets, Bush Lane) - Undecided

10. Financial Matters.

- 10.1. To note receipts for June 2023

<u>SOURCE</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
Village Hall Hire	£80.00	VH hire
Refunds	£361.00	Electricity Providers
	<u>£441.00</u>	

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

<u>PAYEE</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>METHOD</u>
Wave	£6.00	Allotment water	DD
EoN	£38.51	Rec. Ground Electricity	DD
Octopus	£139.45	VH Electricity	DD
Multicell Int.Ltd	£90.00	SAM battery	BACS
Viking	£74.30	Office supplies	BACS
A2Z Handyman Svcs	£1,185	Changing rooms Repairs	BACS
Wave	£75.93	VH Water	DD
Wave	£31.00	VH sewerage	DD
Cllr. D. Clegg	18.99	laptop cable	BACS
HMRC	£5.00	Staff salary (June)	BACS
Staff salary	£268.00	Staff salary	BACS
Plan	£29.99	phone	DD
Cllr. L. McMahon	£12.30	Allotment Padlocks	BACS
Cllr. R. Henwood	£575.00	WoSPC laptop (replacement)	BACS
Rowland Smith	£280.00	Grass cutting	BACS
Cllr. M. Carr	£36.98	External hard drive + print	BACS
	<u>£2584.95</u>		

- 10.3. To consider authorising an additional grass cut of the children's playground for £240.
- 10.4. To agree the purchase of Microsoft 365 (with OneDrive Storage) at £148.32 annual charge and Google-1 Basic storage at £19.10 annual charge.

10.5. To confirm that all village hall hirers have been invoiced to the end of June 2023.

11. Consider and vote upon the following resolutions.

- 11.1. Using Standing Order 26a, and noting Standing Order 10a (xv), this council will set aside Standing Order 15a (which requires a member of staff to be a Proper Officer) and Standing Order 16a (which requires a member of staff to be a Responsible Financial Officer) until the week after the September meeting of the Parish Council: date is 4th October 2023. This requires a 2/3 majority to pass.
- 11.2. This council directs that Cllr. Marina Carr will undertake the duties of the Proper Officer as detailed in Standing Order 15b (excluding Standing Order 15b (xii)) and described elsewhere in the Standing Orders as applicable for the essential running of the council, until 4th October 2023. There will be no salary or payment of any kind for this role and any expenses incurred will require approval of the council. This requires a 2/3 majority to pass.
- 11.3. This council directs that Cllr. Dawn Clegg will undertake the duties of the Responsible Financial Officer as detailed in Standing Order 17 and described elsewhere in the Standing Orders as applicable for the essential financial management of the council, until 4th October 2023. There will be no salary or payment of any kind for this role and any expenses incurred will require approval of the council. This requires a 2/3 majority to pass.
- 11.4. The above appointments can be terminated, should different appointments need to be made, at any full council meeting or at an extraordinary meeting (possibly by Zoom) called by the Chair of the Council or any 2 members of the Council, by notifying the Proper Officer a week in advance.

12. Any other Business for Future Meeting

To note any business for the next meeting of the council.

13. The date of the next meeting

To confirm that the next council meeting will be held on Wednesday 26th July 2023 and that there will be no meeting in August 2023.

In accordance with the Public Bodies (administration to meetings) Act1960, the meeting will RESOLVE to exclude the press and public during the following items due to their confidential nature.

14. Staffing Matters

- 14.1. To consider requirements for clerk.
- 14.2. To form the Personnel Committee and establish meeting date

15. Local Business

- 15.1. Consider local quotes for repairs to Fishermans garden wall and insurance matters.