



# WINTERTON-ON-SEA PARISH COUNCIL

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Chairman: Mark Bobby, Vice-Chairman: Nigel Coe

## NOTICE OF MEETING AND SUMMONS TO ATTEND

Councillors are summoned and the press and the public are invited to attend an extra ordinary meeting of Winterton-On-Sea Parish Council to be held at the Village Hall at 7.30pm on Wednesday 19<sup>th</sup> April 2023.

Date: 13/04/2023

## AGENDA

### 1. Apologies.

To consider and approve apologies for absence.

### 2. Minutes.

To approve the council minutes of the meeting held on Wednesday 22nd February 2023.

### 3. Declarations of interest.

3.1. Councillors are invited to declare a pecuniary or non-pecuniary interest on any item on the agenda.

3.2. To consider any dispensation requests received.

### 4. Foreword from the Chair (no public participation at this meeting)

### 5. To consider and vote upon the following resolutions.

5.1. 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 day after the first meeting of the new Parish Council in this election year.

This date is 18<sup>th</sup> May 2023.

Proposed by:

Secunder:

*This requires a 2/3 majority to pass.*

5.2. 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 18<sup>th</sup> May 2023. There will be no salary or payment of any kind for this role and any expenses incurred will require approval of the council.

Proposed by:

Secunder:

*This requires a 2/3 majority to pass.*

5.3. 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 18<sup>th</sup> May 2023. There will be no salary or payment of any kind for this role and any expenses incurred will require approval of the council.

Proposed by:

Secunder:

*This requires a 2/3 majority to pass.*

### 6. To agree to provide for the next Parish Council meeting

6.1. updates and details of appropriate correspondence and consultations from March – April 2023 this report to be available on the parish council website.

6.2. The financial information detailed in Standing Order 17c and d(i)

### 7. To agree the Asset Register for the council, 2022-2023

**8. To note the confirmation of precept at £37,000 based on 581 properties (1.7% decrease) and concurrent functions at £7,560, for tax year 2023-24.**

**9. Planning.**

9.1. To consider consultee response to applications received from Great Yarmouth Borough Council and the Broads Authority:

9.1.1.	06/23/0157/F	Site adjacent 36 Bulmer Lane Winterton NR29 4AF	Proposed construction of detached 3 bed bungalow, car port and provision of new access onto Bulmer Lane	Comments Due: 30-03-23
9.1.2.	06/23/0188/HH	Lavender House Somerton Road Winterton-on-sea NR29 4AW	Proposed installation of 8 no. solar PV panels to detached single-storey garage/outbuilding	Comments Due : 08-04-23
9.1.3.	06/23/0183/HH	Cliffholme, Bush Road Winterton-on-sea NR29 4BY	Proposed extension to first floor bedroom	Comments Due : 08-04-23
9.1.4.	06/23/0266/HH	The Wickets Bush Road NR29 4BZ	Proposed attached garage extension and main roof re-configuration and associated works.	Comments Due : 05-05-23
9.1.5.	06/23/0270/HH	Sunny Lodge 1 Bush Road NR29 4BZ	Proposed single and two storey extensions to existing dwelling	Comments Due : 05-05-23

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.

**10. Financial Matters.**

10.1. To note receipts for February and March 2023

Payer	Description	Amount
Village Hall Hire (Feb)	Hall Hire	£284.00
Village Hall Hire (Mar)	Hall Hire	£136.00
Allotment Holders (Feb)	Allotment Fees	£419.39
Allotment Holders (Mar)	Allotment Fees	£209.01
Bank Interest	Savings Account	£238.73
Winterton CC	Fees, 2022	£350.00

10.2. To note the following payments made in February and March 2023.

**10.2.1. February Payments**

Payee	Description	Method	Amount
Anglian Water	Allotments	DD	£6.00
Bulb Energy	VH Electric	DD	£295.06
Plan Mobile	Clerk phone	DD	£29.00
JK Bowles	Grant Funding (Toilets)	BACS	£750.00
SLCC	Training		£450.00
Viking	Stationery		£10.66
Salaries/HMRC/NI	Staffing	BACS	£1,583.10
Martham DIY	Duffles Pond/Allotment repair		£12.60

**10.2.2. March Payments**

Payee	Description	Method	Amount
Anglian Water	Allotments		£6.00
Bulb Energy	VH Electric	DD	£106.92
Plan Mobile	Clerk phone	DD	£29.99

Payee	Description	Method	Amount
Anglian Water	Recreation ground		£137.41
Bank charges	Current account		£18.00
SSAF	Car park sign		£96.84
Winterton PCC	Grass cutting		£1,300.00
A J Gallagher	Insurance		£2,305.09
Salaries/HMRC/NI	Staffing	BACS	£1,626.28
Martham DIY	Duffles Pond/Allotment repair		£86.67
Parasol Blinds	VH blinds		£690.00

10.3. To agree the following payments to be made by the end of April 2023:

10.3.1. All utilities and office costs under regular payments scheme;

10.3.2. Additional payments summarised below:

Payee	Description	Amount
SLS Scratby	Allotments track repairs	£59.00
Cllr Clegg	VH keys & cables	£57.00
Westcotec	SAM2 repair	£1,063.80
NALC	Annual Membership of Norfolk ALC	£306.72
Allotment Holder	Repairs & Maintenance of allotments/Duffles	£63.00
Viking	Printer ink and storage filing	179.63
Wave	VH sewerage (annual payment)	375.66

10.4. To allocate funds from budget/reserves for the following services:

10.4.1. Agreed amount of up to £1500 to be made for maintenance of trees at the recreation ground and on the village green;

10.4.2. Agreed spend amount of up to £180 against budgeted finds for councillor training;

10.4.3. Agreed amount of up to £750 for repairs to wall of Fishermans garden;

10.4.4. Agreed amount of up to £1100 for health and safety repairs to pavilion in recreation park;

10.5. To note anticipated increases in the following payments:

10.5.1. Octopus electricity as the Government's Energy Bill Relief Scheme (EBRS) is ending on the 31st of March. An anticipated 20% increase.

10.6. To note that agreed increase in village hall hire rate has been implemented from 1<sup>st</sup> April 2023.

## 11. Policies

11.1. To review and agree the following policies for the next year (until April 2024).

11.1.1. Reserves Policy

11.1.2. Statement of Internal Control

11.2. To review and agree the Parish Council's Risk Assessment for 2023

## 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 parish council meeting will be held on Wednesday 17<sup>th</sup> May 2023 (planned for 7:30pm) following the Annual Parish Meeting at 6pm.

To confirm that there will be no meeting on 26<sup>th</sup> April as planned and published.

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

**14. Staffing Matters**

- 14.1. To consider staffing reviews and remuneration.
- 14.2. To discuss shortfalls in office provision.
- 14.3. To agree banking arrangements and named personnel.

**15. Service Contracts**

- 15.1. Consider local quotes for maintenance at allotments.
- 15.2. Consider local quotes for repairs to Fishermans garden wall and insurance matters.