



WINTERTON-ON-SEA PARISH COUNCIL

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

Clerk to the Council: *Vacant*

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

MINUTES OF THE MEETING of Winterton-On-Sea Parish Council held at the Village Hall at 7.30pm on Wednesday 27th September 2023.

Councillors Present: Cllrs., Mark Bobby, Marina Carr, Dawn Clegg, Nigel Coe, Liam McMahon, John Smithson and Emma Punchard.

Public Present: 14 members of the public

Minutes taken by: Cllr. M. Carr

Cllr. Bobby welcomed all to the meeting noting there was a lot to get through as there had been no meeting in August and a Finance Committee at the start of September. Everyone was very welcome, and councillors were delighted to see so many members of the public present.

1. Apologies.

Apologies received from Cllr. R. Henwood and Cllr. James Bensley.

2. Declarations of interest.

- 2.1. No councillors declared a pecuniary or non-pecuniary interest on any item on the agenda.
- 2.2. There were no dispensation requests received to consider.

3. Minutes.

- 3.1. COUNCILLORS ALL AGREED the minutes of the Council meeting held on Wednesday 26th July 2023.
- 3.2. While reviewing the Action Log from those minutes, the following points were noted:
 - 17-05-23 Action 5 is Closed: 2 quotes have been obtained and processing the insurance claim is now required.
 - 17-05-23 Action 13 is closed: A Policy Master /Schedule has been drawn up indicating a number of policies to be reviewed by Council in November.
 - Actions 28-06-23 1 & 7 are closed, complete.
 - Actions 26-07-23 1-5 are closed, completed, with all remaining actions ongoing with any updates at Item 6.
- 3.3. No matters arising from the minutes/actions were tabled for discussion at Chair's discretion.

4. Annual Governance & Accountability Return (AGAR)

- 4.1. Councillors considered the report from the external auditor, concluding the AGAR. Cllr. Carr explained that the mistake referred to in the report was for £160 of income added to the wrong income column (as it was paid with the precept) a simple and genuine mistake that did not change the overall income balance of the council, just how it was described.
- 4.2. Considering comments made and how they may be addressed, Cllr. Bobby reminded the meeting that Cllrs. Clegg and Carr had taken this on at very short notice, immediate 'in the job' training, and all could be sure that the mistake in describing precept figures would never be made again! Cllr. Clegg pointed out that the external auditor had found that all relevant legislation and regulatory requirements had been met, and the additional comment about insufficient (public) view of reconciled bank accounts in 2022-23 had been more than rectified since the departure of the last clerk, as Cllr. Clegg ensured it was presented to councillors at every meeting! (see item 8.2.2 below)
- 4.3. THE COUNCIL INSTRUCTED the Proper Officer to complete the required closure of audit and publication actions before 30th September 2023.

Cllr. Bobby thanked Cllr.s Clegg and Carr for all the work they had put in to achieving the successful outcome of the 22-23 AGAR.

5. Public Participation and Reports

- 5.1. Apologies had been received from Great Yarmouth Borough and Norfolk County Councillor James Bensley. This council receives regular emailed updates on country council initiatives.

- 5.2. The council has not had representation at its meetings from Great Yarmouth Borough Councillor Noel Galer for almost 2 years.

- 5.3. Open forum for members of the public.

Lt.Col. Paul Dodson, Chair of the Trustees for the Marine Cadet Corps introduced the new commander for 901 Troop Marine Cadets, Justin Brown. It is unusual to include names in three minutes but express permission was given, however contact details will not be published here, but may be available on village noticeboards. Cllr. Bobby extended a welcome and hoped that mutual support between council and cadets would be ongoing.

A member of the public raised missing street signs but Cllr. Clegg had already reported them via the information available to all residents on the Parish Council website under the Report It Menu. Residents are asked to make use of this information as there are many council services over which the parish council has no management role or function. It was then asked if the Parish Council to do something about a Facebook post on one of the village pages, but the parish council does not manage that page and does not permit anything other than informational event-based posts on its own Facebook page. All other Winterton-on-Sea Facebook and other social media pages are completely independent of the council.

A member of the public updated the meeting on the application to have the (currently closed) footpath between Winterton & Hemsby that runs along the end of the Winterton Valley Estate, declared a footpath updating the Definitive Map and Statement.

This began in 2015, and was initially refused by Norfolk County Council on grounds that it could not be proved the footpath was in use for over 20 years prior to closure. On Appeal, that NCC decision was overturned but challenges were made which prevented NCC from drawing up the Order and the case was referred to the Planning Inspectorate. The Planning Inspectorate has now confirmed that a Public Inquiry will be held in Winterton-on-Sea, likely next year, following due legal process. NCC have declared they will remain neutral while the public inquiry procedure is taking place.

This process is very formal with defined legal proceedings and heralds a lot of work for the member of the public in presenting their case and gathering witnesses, statements, historic documents, etc. Any new evidence must be submitted to the Planning Inspector and objectors to the order within 8 weeks of a Formal Notification of the Date of the Inquiry. Objections are expected and proper process must be carefully followed, as there is a further opportunity to challenge the result of the Public Inquiry in the High Court if a legal irregularity is cited and proved. The member of the public asked for assistance from the parish council in accessing printing, likely to require thousands of pages, and in publicising the need for witnesses being residents (or even regular holiday-makers) who have used that footpath in the past. She offered her contact details, but these should not appear in council minutes and so it was agreed that Cllr. Punchard as Chair of the Council Environment Group would assist in co-ordinating offers of support that may come through the council and in publicising the need for statements. It was emphasised that the support required is 'people' not funds.

ACTION: Cllr. E. Punchard

Cllr. Coe asked for clarity on "witness statements" and it was confirmed that it meant statements from people who had freely used the footpath for a significant period of time before it was closed in 2015. It was also confirmed that there was support from Hemsby residents for the footpath. The timescale is unknown but very unlikely to be this calendar year. Cllr. Bobby thanked the member of the public for all that was being done for residents by the member of the public in this matter.

- 5.4. Cllrs raised the following items raised with them:

- 5.4.1. Tree behind bus stop – a walnut tree is growing well in the current climate, and a member of the public is concerned that the roots may cause an issue if the tree is not pollarded. Cllr. Punchard will speak to GY Arboriculture services for advice.

ACTION: Cllr. E. Punchard

5.4.2. In Bloom fundraising proposal – a proposal had been received from Winterton InBloom for people to purchase a commemorative copper leaf engraved with the name of their late pet to be hung on the Hawthorn trees opposite the Church halls. Council had already received satisfactory answers about maintenance, tree & wildlife protections, etc. and therefore unanimously AGREED that InBloom could proceed as planned and outlined.

5.4.3. Cllr. Carr had just received details of a consultation from Consortium Trust, which manages Winterton-on-Sea Primary School & Nursery, to build an 8-place Social, Emotional and Mental Health Base (SEMH) at the school by extending an existing classroom. There is a drop-in event at the school on Wednesday 17th October at 3.00pm to 4.30pm at Winterton Primary School and Nursery. It was AGREED that the council would publish the consultation information on their website under Local Reporting/Surveys so residents could enter any comments or concerns.

6. Councillor Updates

- 6.1. Recreation ground improvements: Cllr. McMahon reported that 2 items remained outstanding for delivery and he would chase them. Once delivered, there would be posters displayed to garner interest in the 'walking football' initiative, while the goalposts would be installed and a pitch marked out. End October is the anticipated timeframe.
- 6.2. Additional Litter Bins: Cllr. Clegg gave the response from Great Yarmouth Borough Council (GYBC) which, paraphrased, reads that GYBC is changing its services to ensure that all bins are sited where a lorry with a lift may access them and its advice to parish councils, including sale and siting of additional litter bins, will be reworked in "the next few months". Cllr. Carr asked if there was any opportunity to find a private contractor or other alternative provision, especially as identified sites for additional bins will not meet large vehicle access constraints. Other councillors felt this would not achieve required levels of service. Cllr. Clegg will continue to press GYBC and look for alternative suggestions.
- 6.3. Events, notably Craft Fair: Cllr. Smithson reported that the Craft Fair will be held on 2nd December 2023, centred around the village hall and bookings for tables and spaces to sell are open now with over 50% reserved. Additionally, there will be a choral event at the village Christmas Tree although the date is to be publicised. Cllr. Carr suggested that involving children from Winterton-on-Sea School should be considered if appropriate.
- 6.4. Fisherman's Garden Wall Update: this was covered under review of the Action Log.
- 6.5. Additional Gritting bins: Cllr. Carr read the lengthy response from NCC Highways stating no new bins and suggested moving existing bins to alternative locations if required. George Beck Road was not considered suitable for a bin as The Craft is gritted by NCC Highways. Cllr. Clegg explained that, even if the parish council purchased a gritting bin privately, it would not be filled by NCC Highways.
- 6.6. High Tree Line at the foliage boundary between gardens of Empsons Loke and the allotments: Cllr. McMahon had entered into considerable correspondence and undertaken site visits with a number of contractors, including GYBC who were the only body prepared to provide a quote. The outcome is that the work – and the ongoing maintenance – would be so expensive as to render it unaffordable. Cllr. McMahon has been in touch with the resident initially raising concerns, with suggestions from GYBC to ameliorate the situation and the item is closed.
- 6.7. Additional Grass-cutting ongoing costs and concerns: Cllr. Clegg explained to the meeting that GYBC had consistently not met their promised 3-weekly timetable of grass-cutting, sometimes with 6-8 weeks going by without cutting. This is a particular issue in the children's playground but felt throughout the village. Calls to the service always elicited promises that were never met. This meant that the parish council had to arrange extra cuts, over and above the 'in-between' cuts that were already added to this year's budget, and the village suffered with unsightly results and impacts of the delays.

In this village, regular maintenance of green spaces is essential for the elderly to use them, children to play safely and to prevent dogs fouling which is always worse when grass is longer. As the council is beginning to consider its budgets for 2024-25 this uncertainty makes the necessary cost predictions impossible. Council AGREED to send a formal letter of complaint to GYBC.

ACTION: Cllr. M. Carr, Cllr. M. Bobby

Cllr. Coe commented that the current contractor used by the Parish Council for the extra cuts and other maintenance of green spaces was doing an excellent job and he had personally had very positive comments from villages.

- 6.8. Coastal Villages Flu & Covid vaccinations in Winterton: Cllr. Clegg reported that 275 people attended the 2 sessions provided by the Coastal Villages practice, demonstrating excellent support. She received grateful thanks especially from residents with mobility issues and told the meeting that Coastal Villages would definitely use the village hall again. Cllr. Bobby thanked Cllr. Clegg for arranging the sessions and working with the NHS.

7. Correspondence, Consultations and administration.

- 7.1. D-Day (80th anniversary) Beacons Celebration (6th June 2024)

Cllr. Carr asked the parish council to consider if they would be prepared to hold a D-Day event with beacons for the 80th anniversary of D-Day next June. She reminded council of the very successful event held in June 2022 for the late Queen's Jubilee, although was reminded in turn that the council had not recouped any costs on that! Extensive planning nationally was already underway on the same scale as the Platinum Jubilee beacons. Cllr. Carr had not spoken to other organisers of the June 2022 beacon event, wishing to seek Council's permission first but Lt. Col (retired) Terry Byrne was present at the meeting and explained to the council that this was a national tribute with full day events planned starting with a morning proclamation. The D-Day group of which he was part, had a well-rehearsed ceremony; he explained the importance of fish and chips to this event, and urged council to begin making plans and equipment reservations as soon as possible. Cllr. Smithson asked that a formal proposal be put to the parish council, and council AGREED that they were in favour of participating.

ACTION: Cllr. M. Carr

- 7.2. Cllr J. Bensly - NCC Updates (3) Circulated and available on PC website
- 7.3. Parish Council Website, notice of payments required: Cllr. Carr explained that monthly subscriptions for the current parish council website were required from 4th October 2023 and to pay these, the Financial Regulations required approval to set up a new 'direct debit' supplier. Council AGREED to a new supplier being set up for regular payments. However, Cllr. Carr continued that the intention was to move to an alternative provider that would likely be cheaper for hosting costs, but content management may be required. (see 12.4 below)
- 7.4. Council noted that the Great Yarmouth Borough-Wide Design Code Supplementary Planning Document (SPD) Consultation had been extended.
- 7.5. Resilient Coasts Project Meeting, 9th October.

ACTION: Cllr. E. Punchard, Cllr. M. Bobby

- 7.6. Council noted that the Great Yarmouth survey on their services had begun and urged residents to participate. Details may be found on the parish council website, under Surveys.

8. Finance Committee Meeting 06/09/2023

Documents available at [WoSPC website Finance Cttee](#) click on link

- 8.1. Council NOTED the minutes and the action log from that meeting and raised no queries.
- 8.2. Arising from that committee meeting:
- 8.2.1. Council noted the receipts/payments against budget summary (to end August), noting the explanations given in Finance Minutes.

- 8.2.2. Council noted the bank reconciliation until end August 2023, fully examined in the Finance meeting. Cllr. Clegg was asked when the next Precept payment was expected and she replied, October 2023.
- 8.2.3. Reallocation of 3 months of clerk salary to costs/reserves listed in item 7 of the Finance minutes was considered:
 - 8.2.3.1. Council APPROVED an allocation of £1,737.50 to Allotments for maintenance / enhancements; it was explained that this is a one-off addition as the allotments require a lot of updating this year.
 - 8.2.3.2. Council APPROVED an allocation of £2000 to 'Winterton Workshop' in Earmarked Reserves, a full proposal to be presented before expenditure made. Cllr. Smithson explained that current plans were to use the brick 'shed' at the back of the village hall, currently partitioned, to become a workshop where people could gather to make items. Cllr. Clegg explained that allocations to earmarked reserves were different from budget allocations as, if a proposal to use earmarked reserves was approved, a budget line would be created to enable spending.
 - 8.2.3.3. Council APPROVED a further allocation of £1000 to traffic management (also an Earmarked reserve) as it is anticipated that, to move forward with the various plans, council may have to use more of their own funds rather than hoping NCC Highways will provide in whole or part.
 - 8.2.3.4. Council APPROVED an allocation of £1000 to the Earmarked reserve for Business Continuity in case it would be required in recruiting and establishing a new clerk.
 - 8.2.3.5. Council APPROVED a new village hall maintenance budget code and 50/50 split of money allocated to the existing code for utilities & maintenance when it was explained that the rental obligations for upkeep of the village hall (internal and external) had not been found in any budget allocation (only utility and service costs). Repairs were needed to the storage sheds too as the continued 'propping up' and interim repairs could not continue much longer. Cllr. Smithson explained the storage sheds would need to be reframed and reclad as the bottom of the frame was rotten and the parish council needs to repair them. This would mean giving notice to users of the storage sheds that items would need to be removed while repairs were ongoing. Cadets asked if it would be possible to site a container somewhere to hold their equipment.
- 8.3. Council noted that discussions for the 2024-25 budget have begun, and a working group meeting for 8th November 2023 was agreed.

9. Proposals and Projects raised in Finance Committee

- 9.1. Beach cleaning (Precept funds) to be discussed in October meeting.
- 9.2. Winterton Workshop was discussed above.
- 9.3. Village Hall maintenance / upkeep requirements were discussed above with Council AGREEING that Cllr. Clegg should obtain quotes to paint internally and externally.
- 9.4. Village Hall enhancement plans will be discussed after the maintenance is completed.
- 9.5. Council 'Mission Statement' is required to provide a vision and purpose for the parish council behind which the council may unite and use to inform decisions and actions. Councillors were asked to make suggestions for a later meeting.

ACTION: ALL

10. Allotments

- 10.1. Cllr. McMahon reported that all allotment holders have received letters asking them to update their details with some replies. Significant work has been undertaken to clear lanes and boundaries, the contractor having done an excellent job. A small volunteer group has been set up to 'manage' Duffles Pond and tools are required so there may be an approach to council next month to request a small grant from the parish council. There are opportunities at Duffles Pond to enable wildflowers and native species to enhance biodiversity.

- 10.2. Maintenance requirements and possible costs will be greatly assisted by the allocation of extra funds above, but there is no 'major project', it is all about clearing, maintaining paths, lanes and boundaries and ensuring plots are of high standard. Work to ensure that holders keep their plots to high standard or return them to the council (where they are cleared before being available to rent) is ongoing, with good results so far. The waiting list is growing!
- 10.3. A proposal to update billing from 1st January 2025 to automatically include water at £5 per plot in the rental charge and to raise rental by 15% was proposed by Cllr. McMahon and seconded by Cllr. Carr. Cllr. Bobby asked how this compared to allotments in neighbouring villages and the local area and was told that rental charges would still be considerably cheaper than neighbouring counterparts. Council AGREED the proposal, to be implemented from January 2025. It was suggested that the noticeboard in the allotments would be used to notify allotment holders of the increase.

11. Planning.

- 11.1. No applications received from Great Yarmouth Borough Council and the Broads Authority.
- 11.2. No relevant applications received from Great Yarmouth Borough Council and the Broads Authority after publication of the agenda.
- 11.3. It was noted that an order was made for a TPO on a tree outside The Cobbleway in August and that the council has not heard of any objections raised within the time limit.
- 11.4. Planning decisions taken by Great Yarmouth Borough Council and the Broads Authority since last report, meant Council noted the following updates:
- 06/23/0157/F (site adjacent 26 Bulmer Lane) – Withdrawn
 - 06/23/0266/HH (The Wickets, Bush Lane) – Approved
 - 06/23/0477/F (Mill Farm House) Proposed change of use of land from grazing land for horses to provide a commercial dog exercising facility all year round and erect lighting -Undecided
 - 06/23/0532/HH (Mill Farm House) Proposed installation of 12 no. ground based solar panels and 2 storage batteries -Undecided
 - 06/23/0460/HH (51 Bulmer Lane) Proposed single storey infill rear extension and replacement of windows and doors on existing dwelling – Approved.
 - 06/23/0502/HH (15 Winmer Avenue) Proposed single storey rear extension – Approved.
 - 06/23/0509/HH (18 George Beck Rd) Proposed rear single storey garden room extension – Approved.

Council complained it was given insufficient time to consult on the last application above and received an apology from the Planning Officer. Cllr. Bobby stated that he had looked at plans and walked the area and this council would have raised no comments.

12. Financial Matters.

- 12.1. Receipts to-date for September 2023 were noted:

<u>SOURCE</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
Village Hall Hire	434.50	VH hire
Allotments	5.58	outstanding
Refunds	1470.00	Parish Partnership refund
	1910.08	

- 12.2. The following payments to be made by end September 2023 were AGREED.

<u>PAYEE</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>METHOD</u>
Salary/HMRC	£267.80	VH	BACS
Eon Next	£59.58	Rec. ground	D/D
Octopus energy	£9.21	VH	D/D
Anglian water	£166.00	Rec. ground	D/D

<u>PAYEE</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>METHOD</u>
Cllr. Henwood	£162.89	Beach signs	BACS
Cllr. Clegg	£24.99	VH kettle	BACS
Cllr. McMahon	£24.00	Stationery	BACS
Plan	£29.99	Mobile phone	D/D
PKF Littlejohn	£378.00	External Audit	BACS
Viking	£58.88	Stationery/Office supplies	BACS
Cllr. Smithson	£32.55	VH repairs/maintenance	BACS
Anglian Water	£31.00	VH sewerage	D/D
Anglian Water	£6.00	Allotments	D/D
R. Smith	£110	Dunes path clearance	BACS
R. Smith	£440.00	Allotments clearance	BACS
R. Smith	£450.00	Contracted grass-cutting	BACS
MRH Cleaning	125.00	VH External cleaning	BACS
HFC	£491.93	Flag pole	BACS
Winterton in Bloom	£39.92	Rope	BACS
NALC	£50.00	Conference	BACS
Total:		£2957.74	

- 12.3. Setting up a monthly payment of £9.99 +VAT for continued hosting of the Winterton-on-Sea PC website, unless/ until provider is changed was APPROVED by Council.
- 12.4. Investigating the hosting provision from Norfolk ALC on behalf of the PC at £70 per year and investigating provision, including porting & content management at £140 was APPROVED by Council.
- 12.5. Purchasing a stand with fan and a laptop bag for PC laptop at £47.42 + £22.99 = £70.41 was APPROVED by the Council.
- 12.6. The purchase of a flagpole, total cost of £491.93 (no installation cost) was APPROVED by Council. A member of the public asked where it would be sited and whether there would be noise from the flag flapping in high winds: it will be sited in the front of the village hall and the hoist mechanism is internal so it won't bang against the pole. Flags will be raised on special occasions such as the recent jubilee, state funeral and coronation.

13. Consider and vote upon the following resolutions.

- 13.1. Proposed by Cllr. Bobby and seconded by Cllr. Punchard, this council UNANIMOUSLY VOTED to use Standing Order 26a, and noting Standing Order 10a (xv), to 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 November meeting of the Parish Council: date is 6th December 2023.
- 13.2 Proposed by Cllr. Bobby and seconded by Cllr. Punchard, this council UNANIMOUSLY VOTED 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 6th December 2023. There will be no salary or payment of any kind for this role and any expenses incurred will require approval of the council.
- 13.3 Proposed by Cllr. Bobby and seconded by Cllr. Punchard, this council UNANIMOUSLY VOTED 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 6th December 2023. There will be no salary or payment of any kind for this role and any expenses incurred will require approval of the council.

- 13.4 The above appointments can be terminated, separately or jointly, 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.

14. Any other Business for Future Meeting

Cllr. Coe spoke of the SNAP meetings which the police hold every 3 months. These used to be well-attended by councillors and the public, until Covid struck and all went online. After Covid the SNAP team joined with Great Yarmouth Police and frankly the meetings became all about Great Yarmouth but have recently been reinvigorated and returned to being held for the coastal and rural villages within the area. Cllr Coe attended the recent meeting in Scratby Village Hall and reported better attendance than at the last meeting. Anyone interested is welcome to attend these meetings as the police take advice and encouragement on neighbourhood priorities. The key priority from the meetings attended so far is for police to be visible in the villages as deterrent to anti-social behaviour and petty crime. The next meeting is set for 14th December at 7pm in Scratby Village Hall.

Cllr. Clegg told the meeting that PAC testing was due in October and that would require access to the village hall, storage areas and 'shed' and the changing rooms at the recreation ground. She reminded council that now was the time to start looking for an internal auditor for the 2023-24 AGAR and was given authority to begin that search on behalf of the council.

15. The date of the next meeting

It was confirmed that the next council meeting will be held on Wednesday October 27th, 2023 at 7:30pm and that the next Finance Committee Meeting will be held on Wednesday December 6th, 2023 at 6:30pm

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 their confidential nature.

16. Staffing Matters

- 16.1. The Personnel Committee discussed with other councillors the upcoming recruitment actions and tasks for the post of clerk to the parish council.
- 16.2. Interviews will take place on Thursday 28th September and 9th October 2023. All details of interviews and interviewees will be confidential.