



WINTERTON-ON-SEA PARISH COUNCIL

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Chairman: to be elected, Vice-Chairman: to be elected

Clerk to the Council: *Vacant*

Proper Officer: Marina Carr. Responsible Finance officer Dawn Clegg

Minutes of the Winterton-on-Sea Annual Parish Council Meeting held on Wednesday 17th May 2023 at 7:15PM (after the APM)

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

Public Present: two members of the public

Minutes taken by: Cllr. M. Carr

1. The Proper Officer declared that **all declarations of Acceptance of Office** had been received from elected councillors and all were eligible to vote in this meeting.
2. **To elect a Chair of the council for the forthcoming year.**
Cllr. N. Coe proposed Cllr. M. Bobby for the role of Chair which was seconded by Cllr. D. Clegg. There were no other nominations and Cllr. M. BOBBY WAS UNANIMOUSLY ELECTED by all members present.
Cllr. M. Bobby accepted the position and signed the Declaration of Acceptance for the role of Chair.
3. **Apologies.**
There were no apologies, all councillors present.
4. **To elect a Vice-Chair for the council for the forthcoming year.**
Cllr. Coe had indicated that he intended to retire from the role. Cllr. Bobby thanked him for his unstinting support and assistance as Vice-Chair. There were no nominations for the role of Vice-Chair. Cllr. Bobby hoped nominations would be forthcoming to facilitate a succession plan for the role of Chair when the time was right, but for the present the council would proceed without a Vice-Chair. Cllr. Carr reminded council that this meant that, should Cllr. Bobby be unable to chair a meeting, a Chair would need to be nominated at the meeting for that meeting.
5. **Declarations of interest.**
 - 5.1. No Councillors declared an interest on any item on the agenda.
 - 5.2. No dispensation requests received.
6. **Minutes.**
 - 6.1. Minutes of the meeting held on Wednesday 19th April 2023.
Councillors agreed the minutes were an accurate record of the meeting. Cllr. Carr reminded council that it was important to ensure that minutes were accurate and reflected discussions, as these were a legal record once agreed.
 - 6.2. Review the action list from that meeting
 - 6.2.1. Cllr Carr had only been able to complete correspondence detail for March, action ongoing
 - 6.2.2. Cllr Punchard had not found Natural England responsive to information requests, ongoing.
 - 6.2.3. Bid process for toilet cleaning, Cllr. Punchard agreed to pursue.
 - 6.2.4. Cllr. Punchard will thank Maple for their care in pollarding trees at the recreation ground.**ACTION: Cllr. E. PUNCHARD**
 - 6.2.5. Cllr. Clegg will speak to the groundsman at the cricket club about asking for additional work to be done in cutting hedgerows (not permitted at this time of year)**ACTION: Cllr. D. CLEGG**
 - 6.2.6. Insurance claim for Fisherman's garden wall not done, action ongoing.
 - 6.2.7. A new fence is required at the allotments following damage incurred during water installation; Cllr. McMahon will progress
 - 6.3. Matters Arising (information only)
None.

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7. Consider and vote upon the following resolutions.

- 7.1. 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 2nd meeting of the Parish Council in this election year: date is 5th July 2023.
Proposed by: Cllr. E. Punchard Seconded: Cllr. J. Smithson
This required a 2/3 majority to pass and was AGREED by all councillors.
- 7.2. 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 5th July 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: Cllr. E. Punchard Seconded: Cllr. L. McMahon
This required a 2/3 majority to pass and was AGREED by all councillors.
- 7.3. 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 5th July 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: Cllr. L. McMahon Seconded: Cllr. N. Coe
This required a 2/3 majority to pass and was AGREED by all councillors.

8. Correspondence and consultations

- 8.1. March Correspondence report.
- 8.1.1. Cllr. M. Bobby drew council's attention to the email from AMP Clean Energy, looking for small plots of land in Norfolk to host micro energy storage 'battery boxes' to support local electricity networks. This prompted considerable discussion for potential earning opportunities and Cllr. Bobby will respond to the contact details given to learn more.
- ACTION: Cllr. M. BOBBY**
- 8.1.2. It was AGREED Cllr. D. Clegg will investigate the water feed to the Bowls club.
- ACTION: Cllr. D. CLEGG**
- Cllr. Smithson asked about the advertising board that the council had placed in the bowls club: as some councillors had misunderstood the annual renewal, it was agreed not to renew this in February 2023.
- 8.1.3. It was agreed to get 2 quotes for the Fisherman's Wall repair: Cllr. M. Bobby will get one and Cllr. M. Carr will get a second.
- ACTION: Cllr. M. BOBBY, Cllr. M. CARR**
- 8.1.4. Discussion moved to the many issues and complaints received from residents about the construction of new property on the old Virgin Media site in Low Road. It was raised again at the Annual Parish Meeting earlier. The following actions were noted:
- 8.1.5. Get copies of original plans and revisions; **ACTION: Cllr. M. BOBBY**
- 8.1.6. Contact NCC Highways and NCC trail officer; **ACTION: Cllr. M. CARR**
- 8.1.7. Follow up planning enforcement raised in March; **ACTION: Cllr. D. CLEGG**
- 8.1.8. Contact environmental services re: loss of hedgerows. **ACTION: Cllr. E. PUNCHARD.**
- 8.2. Councillors noted the Norfolk County Council (NCC) report from Cllr. J. Bensly
- 8.3. May correspondence had not been prepared for councillors.

9. Planning.

- 9.1. Consultee response to applications received from Great Yarmouth Borough Council (GYBC) and the Broads Authority: two applications listed.
NO OBJECTIONS.

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- 9.2. Consultee response to applications received from Great Yarmouth Borough Council and the Broads Authority after publication of the agenda: **no applications received.**
- 9.3. Notification of planning decisions taken by Great Yarmouth Borough Council and the Broads Authority. **None received.**

10. Financial Matters.

- 10.1. Councillors received the 2023-24 budget and year-to-date information from the interim Responsible Financial Officer (RFO). This gave them the position to end of financial year 2022-23. It may be viewed under the financial detail on the Parish website.
- 10.2. Council noted receipts for April 2023

<u>SOURCE</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
Village Hall Hire	£806.00	VH hire
Allotments	£73.63	Plot rent
GYBC Precept/CC	£22,280.00	1/2 Precept
	£23,159.63	

- 10.3. Council noted payments made in April 2023.

<u>PAYEE</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>METHOD</u>
SLS Scratby	£59.00	Allotments	Bacs
Cllr Clegg	£57.00	VH keys & cables	Bacs
Rowland Smith	£280.00	Grass cutting	Bacs
Hurston Assets Ltd	£750.00	Toilet Grant	Bacs
Salaries	£273.00	Staffing	Bacs
Viking	£179.63	stationary	Bacs
Plan	£29.99	mobile phone	Bacs
Anglian water	£6.00	Allotments	DD
	£1,634.62		

- 10.4. Council approved the bank reconciliation to the end of April 2023, given below and noted the accompanying budget reconciliation.

A	Bank Reconciliation at 30/04/2023		
	Cash in Hand 01/04/2023		72,025.64
	ADD Receipts 01/04/2023 - 30/04/2023		23,159.63
			95,185.27
	SUBTRACT Payments 01/04/2023 - 30/04/2023		1,634.62
	Cash In Hand 30/04/2023 (per Cash Book)		93,550.65
B	Cash in hand per Bank Statements		
	Petty Cash 01/04/2023	0.00	
	Unity Savings 01/04/2023	51,106.55	
	Unity Current 28/04/2023	42,444.10	
			93,550.65
	Less unrepresented payments		93,550.65
	Plus unrepresented receipts Adjusted Bank Balance		93,550.65

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10.5. Council AGREED the following payments to be made by the end of May 2023:

<u>PAYEE</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>METHOD</u>
Wave	£6.00	Allotment water	DD
NALC	£306.72	Subscription	BACS
Cllr D Clegg	£4.99	Phone case (PC phone)	BACS
Miss S Blythe	£195.00	Internal Audit	BACS
Viking	£148.55	Stationary	BACS
J Pendergast	£130.00	Mole catcher, rec. ground	BACS
Wave	£31.00	VH sewerage	DD
SLS	waiting on inv	(+/- £100 expected)	
HMRC	£5.00	Staff salary (April)	BACS
Staff salary	£263.00	Staff salary	BACS
Plan	£29.99	phone	DD
HMRC	£5.00	Staff salary (May)	BACS
Cllr M Carr	£52.00	Software Reimbursement	BACS
NALC	£36.00	Training	BACS
NALC	£108.00	Councillor Training	BACS
	£1321.25		

10.6. Council AGREED to allocate funds from budget/reserves for the following goods and services:

10.6.1. Purchase a second SAM sign under the Parish Partnership Scheme (50% reimbursed after purchase) up to allocated budget of £3000.00 + VAT;

ACTION: Cllr. L. McMAHON

10.6.2. Repair village hall lights (external & in storage sheds) up to allocated budget of £200 including VAT.

ACTION: Cllr. D. CLEGG

10.7. Councillors were asked to acquire quotations (and potential joint funding arrangements) for Safer beach / sea signs. This prompted discussion where it was noted that wording was critical; too many words would be counterproductive; signs could not jeopardise businesses dependent on visitors to the beach; a windsock near the beach would help determine likelihood of rip currents; previous plans to acquire signs had petered out. Cllr. R. Henwood was tasked to contact Borough & County Councillor James Bensly, to progress acquiring appropriate signs and determining suitable location for safety signs.

ACTION: Cllr. R. HENWOOD

10.8. Council AGREED to hold a parish council meeting on **Wednesday May 31st 2023 at 7:30pm**, specifically to consider 2022-23 Financial Year End matters and:

To consider, approve & sign the Annual Governance Statement (Section 1 of the Annual Return/AGAR)

To consider, approve & sign the 2022-23 accounts (Section 2 of the Annual Return/AGAR)

To approve the Explanation of Variances over 15%.

11. Policies

11.1. Councillors NOTED the following governance policies in force at this time:

11.1.1. Reserves Policy

11.1.2. Standing Orders

11.1.3. Financial Regulations

11.2. Councillors AGREED the updated Parish Council's Risk Assessment for 2023

11.3. Councillors AGREED the updated Statement of Internal Control

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11.4. Council requested that a Policy Master/ Schedule is established by the Proper Officer

ACTION: Cllr. M. CARR

12. The list of **council meetings for 2023** was circulated with the agenda. Councillors AGREED to the dates which will be published on the website and Council noticeboards.

13. Any other Business for Future Meeting

Three items were raised for the next meeting of the council:

- It was reported that 3 residents of the parish, part of the Environment Working Group, undertake 'bird walks' on the Burnley Estate twice monthly, and have recently been joined by Lady Agnew and her daughter. Council were delighted, and an update on the Environment Group actions will be provided at the June meeting.

ACTION: Cllr. E. PUNCHARD

- The recent Coronation of King Charles III demonstrated that a village flag pole is required – if it is below 4.8m it does not require planning permission. Additionally, it should be of the design that prevents the noise of canvas flapping, if possible, Cllr. Smithson will investigate possibilities.

ACTION: Cllr. J. SMITHSON

- The next Police SNAP meeting will be held on Thursday 8 June 2023 at 7pm in Scratby Village Hall, Beach Road, Scratby, Great Yarmouth, NR29 3AJ. Cllr. Coe will attend, open to all.

ACTION: Cllr. N. COE

14. The date of the next meeting is **Wednesday 28th June 2023 at 7:30pm.**

Meeting closed at 8:50pm