

WINTERTON ON SEA PARISH COUNCIL

MINUTES OF PARISH COUNCIL MEETING HELD ON WEDNESDAY 21ST FEBRUARY 2018 IN THE VILLAGE HALL AT 7.30 PM

Present Eric Lund (Chair) , Cllrs Mark Bobby, Ayeshia Hammond Young, Steve Chalkley, John Allen, Roger Jarvis. Sarah Welsh (clerk). Residents: 9, Village Hall Committee Chairman Chris Barlow, BCllrs Shirley Weymouth and James Bensly.

1. To consider apologies for absence.

Cllr Bob Bolch on leave, Cllr Simon Bowman otherwise engaged. Unanimously accepted.

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

None.

3. Police Report.

There have been 11 calls since 10/01/2018, these include:

Anti-Social Behaviour (Nuisance) x2

Concern for safety x2

Domestic Related Incident x2

Fraud

Road related incident

Suspicious Circumstance's

Suspicious Package (WW2 mortar found on the dunes)

Violence against the Person

(please note not all calls are crime related)

There have been 2 recordable offences / incidents during the same time period, these include:

Common Assault (domestic related)

Mental Health Investigation (non-crime)

(please note one of the above incidents are non-crime, however these have to be recorded under national crime recording standards).

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

4. Public discussion -

A resident commented that the application for further parking restrictions along Beach Road was a good idea, but there is still an issue with no available parking near some residences in the village. She asked about the possibility of parking permits. The Council will make enquiries.

A resident raised the issue of erosion on the beach and queried whether measures taken to prevent this in front of the cafe had contributed to this. The Chair confirmed following meetings and correspondence with the Borough Council and other parties that the expert consensus was - the village is not at risk and the work in the area in front of

the cafe was not significant enough to have affected the change. However, it has been noticed that the sandbank has moved and if dredged, may make a difference. Winterton is now being monitored by the relevant parties.

5. Report from Borough Councillors/County Councillor – if present

BCllr James Bensly reported a meeting of the Environmental Services Committee will take place on 27/3; there is a Borough Council election in May and a Community Land Trust Meeting on 13/3 at Scratby, 7pm.

Reopening of the meeting:-

6. To confirm minutes of the previous meeting and the Extraordinary Meeting in November.

It was proposed by Ayeshia Hammond Young and seconded by Cllr John Allen that the minutes be approved as a true record of the last meeting. Unanimously agreed. The minutes were signed by the Chair.

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

- Cllr Ayeshia Hammond Young asked what the current status of the Emergency Plan was in view of the recent erosion. Village Hall Chairman Chris Barlow had received several inquiries about the plan. Cllr Roger Jarvis has the information from the consultation. It was resolved that the Plan will be re-visited.
- The clerk reported Cllr Steve Chalkley asked if one of the bench plaques can be replaced because it has been obscured. The clerk will check ownership and enquire. Cllr Chalkely will send the clerk a picture of the plaque to be replaced.

8. Resignation of clerk and approval of job advert - recommendations from Personnel Advisory Committee.

The Chair Eric Lund informed the meeting the clerk will be retiring from September 2018. The councillors had received copies of the draft advert for a new clerk and the job and person specifications from the Personnel Advisory Committee. It was proposed by Cllr Ayeshia Hammond Young and seconded by Cllr John Allen that all be approved; the advert will be placed on the website and with the Norfolk Association of Local Councils, with a closing date at the end of June.

9. Playing Field Management Committee (PFMC) membership, amended Allotment Advisory Committee terms of reference.

It was agreed that councillors on the former Amenities Advisory Committee: Roger Jarvis, John Allen, Bob Bolch and the Chair, Eric Lund will now sit on the PFMC. Representatives from users of the playing field and others interested in the development of the playing field and changing rooms will also be invited to sit on the committee. The clerk will draw up draft terms of reference for approval at the next parish council meeting.

10. Finance

- To agree payments in accordance with the budget. Payments for February totalling £4289.47; receipts totalling £1469.08; combined adjusted bank balance (excluding the Village Hall Accounts) of £25244.09, as per attachments.
- Confirmation of request for combined precept and grants of £37012 received from GYBC

It was resolved to accept the payments as attached.

Cllr Mark Bobby asked for the Parish Council Village Hall Fund balances to be included with the Parish Council main account balances to state the totals for which the Parish Council are responsible. The clerk and Responsible Finance Officer will include these for future meetings.

11. Review of Insurance.

Councillors had received copies of the renewal proposals and agreed they covered the needs of the council.

12. Parking Restrictions Beach Road - update.

Councillors had received a draft copy of the consultation for the Newsletter and direct delivery to houses around Beach Road with a 28 day response time. It was resolved to approve the draft documents. Cllr Steve Chalkely offered to deliver the letters around Beach Road.

13. Cinema Club - approval of draft Agreement between the Parish Council and the Cinema Society, update.

The Parish Council approved the draft Agreement and the clerk will forward to NPLaw for a cursory viewing.

14. To consider Planning Applications received/decisions

Applications: 06/18/0076/F Construction of a single storey extension The Old Craft Shop, King Street, Winterton-on-sea Great Yarmouth NR29 4AT. Cllr Mark Bobby reported on behalf of the Planning advisory Committee that the original building is rendered masonry, but the proposal is for weatherboard cladding on the extension. The Council agreed to recommend that that the extension should match the original building, but otherwise had no objections.

15. Training - Clerk and Councillor Training - update: the Data Protection Training Sprowston was postponed due to clarification of terms of the Act being needed. The clerk and Cllr Bob Bolch were unable to attend the revised date.

16. Committee/Group Reports

- **Village Hall Committee** - Chairman Chris Barlow reported the new floor and covering had been completed and the hall re-decorated. There has been one meeting since the last Parish Council meeting and dates have been set for future events and will be

published in the Newsletter. Chris reported that sadly one of the committee members had been taken ill and this was the committee's main concern at present.

- **Safer Neighbourhood Action Plan (SNAP)** Next meeting 11th January, Martham. Cllr Roger Jarvis reported that in future meetings will include all of North Yarmouth. The main issues remain rural speeding and anti-social behaviour, theft of motorcycles and mopeds. Parking obstruction had been clarified - if a person is leaving their property and are obstructed by a vehicle, this was a police matter. If they are being prevented from coming into their property by a vehicle, it was not a police matter.
- **Patient Participation Group (PPG)**. The next meeting will be the 7th March.
- **Allotment Advisory Committee and Allotments** - there have been no further meetings. The company supplying materials to fill the pot holes would not deliver to the allotments. Cllr Chalkely will look for alternatives. There are 6 allotments currently available, which are being cleared.
- **Neighbourhood Plan Steering Group - approval of contracting consultancy**. The Steering Group had met with consultants Small Fish and recommended their proposal for working with the Steering Group to the Parish Council at an estimated cost of £8450 and £150 expenses. It is anticipated the work will be paid for from government grant funding for Neighbourhood Plans. Cllr Steve Chalkely proposed the Parish Council agree to work with Small Fish, seconded by Cllr Ayeshia Hammond Young. Unanimously agreed.

17. Playing Field

Changing Rooms, Refurbishment - update: the Parish Council are waiting for a response from the Cricket Club re the Council's proposal to take over the pavilion, to incorporate into the plans for the new build.

18. Coastal Erosion - report from joint meetings and to consider re-creation of Coastal Erosion Group. Plan to solicit interest in membership via the newsletter if agreed to go ahead.

- Reports from meeting - reported during public discussion.
- Cllr John Allen proposed that a Coastal Erosion Group be re-established, seconded by Cllr Mark Bobby. Unanimously agreed. Chair Eric Lund and Cllr John Allen agreed to represent the council on the group. The files of the original group have been retrieved from Norfolk Archives, for information.

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

- Cllr Ayeshia Hammond Young - a resident has raised the issue of drainage problems along Back Path with Norfolk County Council, who have since inspected and will arrange for repairs.
- Residents have complained about dog poo being put in their residential bins near the path near James Gray Close, and have asked if a bin can be placed there. The clerk will inquire.

20. Purchase of Parking Signs - update: the signs have been paid for and will be placed within the next 90 days.

21. Correspondence received

- a) Traffic concerns - resident - the Chair had advised calling any dangerous incidents into 101
- b) Mr King - thanked the Parish Council for having the Ivan King sign restored and has kindly donated £25 towards the cost.

22. Action Log February

		Details	What has happened	Update
1	Residents/Councillor	Pothole in Empsons Loke.	The Parish Council have investigated responsibility	Cllr John Allen - will continue to monitor.
2	Peter & Dawn Clegg	Playground inspection	No issues reported.	Domestic rubbish is being put in the bins at the playground again. The clerk will ask a notice to be put in the Newsletter again.
4	Resident	Light not working near school	Reported by resident and clerk	
6	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.
7	Cllr Simon Bowman	Damaged wall in The Lane.	Residents are discussing repairs.	Debris has been removed from the highway. Repaired. Completed.

It was reported that the light across from the Post Office is not working and the glass is out of the Bus Stop on Bulmer Lane. The clerk will report.

23. Date of the next meeting: 21st March 2018 in the Village Hall at 7.30pm.

The meeting closed at 9.20 pm.

Attachments: Draft payments, receipts lists, bank reconciliation.

Winterton on Sea

DRAFT PAYMENTS LIST: (Cheque order) Vouchers 164 to 250

Vchr.	Cheque	Cde.	Name	Description	Amount	
164	BACS	14	Norfolk County Council	Beach Parking Signs	676.63	✓
			<i>Power to provide under Road Traffic Regs Act 1984 s.96</i>			
165	BACS	9	Came & Company	Insurance	1,613.74	✓
			<i>25.2.18-24.2.2019</i>			
166	BACS	13	Scribe 2000 Ltd	SCRIBE ANNUAL SUBSCRIPTION	339.60	✓
167	BACS	3	Ormesby Garden Machinery and Equipme	Mower service	117.83	✓
168	BACS	5	K Brown	Bus shelter cleaning	40.00	✓
			<i>Jan/Feb</i>			
169	BACS	5	P Lynham	Bus shelter cleaning	40.00	✓
			<i>Jan/Feb</i>			
170	BACS	12	S Welsh	Clerk's salary	877.94	✓
			<i>M 11</i>			
171	BACS	12	HMRC	PAYE	124.27	✓
			<i>Employer and employee tax and NI</i>			
172	BACS	27	Norfolk Pension Fund	Clerk Pension	273.25	✓
			<i>Employer and employee pension payments for M 11</i>			
173	BACS	13	Makro S Welsh	Stationery	2.99	✓
			<i>Repayment to S Welsh</i>			
174	BACS	13	S Welsh	Office costs	18.00	✓
			<i>Repayment to S Welsh</i>			
179	BACS	18	Winterton Parish Council	VAT payment VH	137.55	✓
			<i>Payment to VH fund of VAT refund.</i>			
180	BACS	13	Eric Lund	Chair's Allowance	180.00	PAID JAN
			<i>Quarterly allowance</i>			
Subtotal Cheque No. BACS					4,441.80	
175	DD	13	Virgin Media	Telephone	6.18	
176	DD	13	Virgin Media	Telephone	6.18	
177	DD	13	Virgin Mobile	Telephone	6.00	
178	DD	6	Eon	Electricity playing field	38.31	
			<i>Changing rooms 4.10.17-12.1.18</i>			
Subtotal Cheque No. DD					56.67	
TOTAL					4,498.47	

Winterton on Sea
DRAFT RECEIPTS LIST: Vouchers 45 to 60

Vchr.	Ref	Cde.	Name	Description	Amount
45	Cash	21	Miscellaneous	Allotment Rent	230.00
46	BACS	21	C Vickers	Allotment Rent	24.85
			<i>2018 rent plot 62 £17.35 + £7.00 sales. Overpayment of .50p.</i>		
47	Cheques	21	Miscellaneous	Allotment Rent	270.35
48	BACS	18	HMRC	VAT refund	664.33
49	BACS	18	HMRC	VAT refund	137.55
			<i>Village Hall VAT refund - for repayment to VH Fund A/C.</i>		
50	Cheques	21	Miscellaneous	Allotment Rent	40.20
			<i>Vershoye plot 22; Butcher plot 23,25.</i>		
51	Cheque 5	21	Hudson	Allotment Rent	17.35
			<i>plot 1</i>		
52	Cheque 5	21	Casemore	Allotment Rent	10.95
			<i>plot 38</i>		
53	Cash	21	Benson and Greenacre	Allotment Rent	38.40
			<i>Plots 11, 19, 20. See V54 re donation.</i>		
54	Cash	21	Benson and Greenacre	Allotment - donation	0.10
			<i>Donation.</i>		
55	Cash	21	Mr Fox & Goffin	Allotment Rent	10.00
			<i>Plot 64</i>		
56	cheque 1	6	D King	Donation	25.00
			<i>Donation towards Ivan King Sign restoration.</i>		
TOTAL					1,469.08

Winterton on Sea

	Bank Reconciliation at 21/02/2018		
	Cash in Hand 01/04/2017		
			20,691.11
	ADD		
	Receipts 01/04/2017 - 21/02/2018		40,041.44
			60,732.55
A	SUBTRACT		
	Payments 01/04/2017 - 21/02/2018		35,488.46
	Cash in Hand 21/02/2018 (per Cash Book)		25,244.09
	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	31/01/2018	2,406.67
	Unity Trust Deposit 0687	31/01/2018	27,042.10
B			29,448.77
	Less unrepresented cheques As attached		4,267.98
			25,180.79
	Plus unrepresented receipts As attached		63.30
	Adjusted Bank Balance		25,244.09
	A = B Checks out OK		