

## **NOTICE OF HEMSBY PARISH COUNCIL MEETING**

You are hereby summoned to attend the Hemsby Parish Council Meeting at the  
Parish Office on: **Monday 21<sup>st</sup> October at 7.00pm**  
Members of the press and public are invited to attend

*Sarah Hunt*

Sarah Hunt  
Locum Parish Clerk

### **AGENDA**

#### **1. ATTENDANCE**

To note those present and consider apologies for absence.

#### **2. DECLARATIONS OF INTEREST AND DISPENSATIONS.**

You have a Disclosable Pecuniary Interest in a matter to be discussed if it relates to something on your Register of Interests Form. You must declare the interest and leave the room whilst the matter is under discussion.

You have a Personal Interest in a matter to be discussed if it affects:

- Your wellbeing or financial position.
- That of your family or close friends.
- That of a club or society in which you have a management role.

In these instances, members must declare a PERSONAL interest, but can speak and vote on the matter. Whenever you declare an interest you must say why the interest arises so that it may be included in the minutes.

#### **3. MINUTES OF PREVIOUS MEETING**

To confirm the accuracy of the minutes of the Parish Council Meeting held on 23<sup>rd</sup> September 2019.

#### **4. PUBLIC FORUM**

- 4.1 To receive reports from County Councillor – Ron Hanton, Borough Councillors – James Bensly and Noel Galer and Police if present.
- 4.2 To receive comments from members of the public, restricted to 5 minutes per person, on matters elsewhere in the agenda. Item to last no more than 20 minutes.

#### **5. MATTERS ARISING FROM PREVIOUS MEETINGS – TO RECEIVE UPDATES**

- 5.1 Council Risk Assessments – ongoing. Clerk/Cllr Nudd
- 5.2 Alternative Domain Hosting completed – Broadland Computers Ingham now host domain name.
- 5.3 Benches – update. Cllr Kyriacou
- 5.4 Bank signatories - Keith Kyriacou to remain, Mike Peake and Tony Bowgen to be removed. Leslie Mogford, Dudley Tucker, Pamela Richmond and Tina Nudd to be added. Update.
- 5.5 Filing Cabinet Keys – Parish Office. Ongoing.
- 5.6 Unpaid Work Team – still pending meeting. CLERK.
- 5.7 Entrance gates to Playingfield. Cllr Kyriacou.
- 5.8 Servicing of Office Alarm. completed.
- 5.9 Village Gates. Update Cllr Kyriacou. To consider placing two more boats.
- 5.10 Outdoor Gym. Cllr Eden
- 5.11 50/50 Partnership Funding for 2 more SAM cameras – ongoing. Clerk/Cllr Bensly.
- 5.12 Speed Watch – to confirm a co-ordinator has volunteered. 5 More volunteers needed.
- 5.13 Common Road Grass Cutting – GYBC confirmed car parking sometimes causes an access issue.
- 5.14 Facebook to confirm Cllr Bensly has access.

Hemsby Parish Council, Parish Office, Kingsway, Hemsby, NR29 4JT  
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- 5.15 To note that Mark Thompson of Collective Community Planning will be making a presentation to Councillors at the meeting on 18<sup>th</sup> November.
- 5.16 Tree Preservation Orders within the Pontins Site – available to meeting.

## 6. CORRESPONDENCE

Email	Broads Authority – Planning Consultation	Circulated.
Email	R Hanton – Co Co Highways re-organisation	Circulated.
Email	Local Govt Boundary Commission Review	Circulated.

## 7. PLANNING

### Applications for discussion and comment.

7.1 06/19/0521/F – The Oaks, Kings Loke, Hemsby, NR29 4HN. Construction of a single storey annex building in rear garden.

06/19/0522/F – The Bakery, The Street, Hemsby, NR29 4EU. Conversion of shop into 3 self contained holiday accommodation; Reconfigure 1<sup>st</sup> floor to 3 self contained holiday units.

### Decisions

7.2 06/19/0464/F – 46 Barleycroft, Hemsby. Erection of front porch and internal alterations to facilitate fully accessible living area on ground floor of dwelling.

06/19/0314/F – The Bakery, The Street, Hemsby. Vary cond 2 of pp 06/17/0542/D – internal revs to allow 4 beds instead of 3, alts to external appearance and layout. GRANTED.

06/19/0332/F – Lifeboat Station, Hemsby Beach, The Gap, Hemsby. Erection of new detached storage building for Broads Rescue Boat and Truck; Extension of existing building to allow storage of new boat and launch.

7.3 To note the meeting with Strategic Planning officers of Great Yarmouth Borough Council took place. Cllr Mogford

7.3 Neighbourhood Plan Workshop date to be agreed.

7.4 Update on claim for funding for Neighbourhood Plan. Cllr Mogford.

7.5 Feedback from meeting with Cllr Adrian Peck, Ormesby St Margaret with Scratby Parish Council.

Cllrs Kyriacou/Bensly

## 8. ADMINISTRATIVE MATTERS

8.1 Parish Office Ownership – confirmed as belonging to the Parish Council – original documents obtained. Council to decide if registration to be sought and if certified copies required to enable guaranteed return of originals.

8.2 Youth Provision – report from Cllr Mogford.

8.3 To consider CCTV installation at the Parish Office. To consider quotation of £680.95 within office plus £1,307.96 for external cameras – no insurance implication if installation is under £500.00.

8.4 To note that the following minute books/records have been deposited at the Archive Centre:

Accounts Ledger book 1975 - 1988  
 Accounts Ledger book 1973 - 1979  
 Accounts Ledger book 1895 - 1973  
 Hemsby Poors Charity minute book 1904 - 1958

Hemsby Parish Council minute books:

November 1970 - March 1976  
 December 1949 - October 1970  
 November 1988 - March 1992  
 April 1976 - October 1979  
 November 1979 - October 1988  
 March 1988 - May 2007

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December 1894 - December 1949

Declarations of Parish Councillors April 1931 to April 1946

8.5 To consider permitting the Clerk to bind professionally more recent minutes prior to depositing.

8.6 Congregational Church – to confirm this was sold privately during 2019.

## **9. FINANCIAL MATTERS**

9.1 To authorise payments as circulated schedule.

9.2 To receive bank summary as at 30<sup>th</sup> September showing a balance of £71,224.97.

9.3 Insurance Review. Cllr Nudd

9.4 Policies: To agree reviewed:     Standing Orders  
  Code of Conduct  
  Financial Regulations  
  Financial Risk Assessment  
  Statement of Internal Control

9.5 To consider donation to the Village Hall towards the Insurance for the Firework Display.

9.6 To consider paying eon electricity charges (toilet/bus shelter) by direct debit.

9.7 To note interim internal audit booked for 15<sup>th</sup> November 2019.

9.8 To consider membership and Terms of Reference for Finance Committee.

9.9 To review Asset Register.

9.10            To Note that the Annual External Audit is now completed.

9.11            To consider Grass Cutting Tender for 2020.

9.12            To note the second precept instalment of £40,630 was made 22<sup>nd</sup> September 2019

## **10. ADDITIONAL BIN PROVISION.**

10.1            To note that the Bin Installation by the Bus Stops has been approved. Quotations to be obtained.

## **11. BURIAL GROUND.**

11.1            To review cost structure and terms.

## **12. HEMSBY IN BLOOM.**

12.1            To receive costings and suggestions. Cllr Richmond.

## **13. PLAYINGFIELD.**

13.1            Fencing – Playingfield. Completed.

13.2            First committee meeting November 13<sup>th</sup> at 7pm. Clerk.

13.3            To note that the Playingfield have closed their bank account and returned all funds to the Parish Council.

13.4            To consider quotations for necessary work on Fire Alarm System. Cllr Kyriacou.

## **14. FLAGPOLE.**

14.1            To consider costs and location.

## **15. TOILETS – KINGSWAY.**

15.1            To confirm that the anticipated Land Registry fees are in the region of £150.00.

## **16. LAND AT NORTH ROAD.**

To consider ownership/maintenance. Cllr Nudd

## **17. ITEMS FOR INCLUSION IN THE NEXT AGENDA**

Next Meeting: Monday November 18th.

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The Chairman may RESOLVE that in accordance with the Public Bodies (admission to Meetings) Act 1960 that the public and press be excluded during consideration of the following items due to their confidential nature.

**18. PARISH CLERK EMPLOYMENT.**

- 18.1 Update on recruitment process and timings.