

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

You are hereby summoned to attend the Hemsby Parish Council Meeting at the Parish Office on: **Monday 23<sup>rd</sup> September 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**

2.1 To consider the process for dispensations – either via the Clerk or by Full Council.

2.2 To consider any 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 last Parish Council Meeting held on 19<sup>th</sup> August 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 Risk Assessments – To confirm all necessary Playground Risk assessments are covered by GYBC.

5.2 Council Risk Assessments – ongoing. Clerk/Cllr Nudd

5.3 Alternative Domain Hosting in hand – Broadland Computers Ingham taking over.

5.4 Benches – update. Cllr Kyriacou

5.5 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.

5.6 Filing Cabinet Keys – Parish Office. Ongoing.

5.7 Unpaid Work Team – still pending meeting. CLERK.

5.8 Entrance gates to Playingfield. Cllr Kyriacou.

5.9 Servicing of Office Alarm. Cllr Bensly.

5.10 Village Gates. Cllr Hill.

5.11 Co-option. To note only one applicant so far. October Agenda.

5.12 Outdoor Gym. Cllr Hill.

Hemsby Parish Council, Parish Office, Kingsway, Hemsby, NR29 4JT  
Locum Clerk: Mrs Sarah Hunt Telephone: 01493 719235 Email: hemsbypc@outlook.com

- 5.13 Parking Fines during Fireworks – the Council has received letters of thanks from the individuals concerned as these were rescinded.
- 5.14 50/50 Partnership Funding for 2 more SAM cameras – ongoing. Clerk/Cllr Bensly.
- 5.15 Speeding Beach Road – Grant possibilities for a 20mph zone. Cllr Mogford.
- 5.16 Speed Watch – to confirm a co-ordinator has volunteered. 5 More volunteers needed.
- 5.17 Common Road Grass Cutting – still no response from GYBC.
- 5.18 To confirm PC Gary May has access to the Parish Office.

## 6. CORRESPONDENCE

Email – Parishioner	Re: Planning Officer meeting.	For information.
Email	Collective Planning – Neighbourhood Plan work	For information.
Telephone	Work on Common Rd Substation to take place.	For information.

## 7. PLANNING

### Applications for discussion and comment.

7.1 06/19/0459/F – Peacehaven, Yarmouth Road, Hemsby, NR29 4NJ. Demolish existing bungalow and replace with detached bungalow and garage.

06/19/0465/F – Albany, 20 Ormesby Rd, Hemsby, NR29 4LA. Front porch, rear extension and render whole house.

### Decisions

7.2 06/19/0431/F – Field View, North Road, Hemsby. Single store rear extension linking garage conversion 0 previously approved 06/18/0647/F - GRANTED.

06/19/0379/F – 9 Vine Close, Hemsby. Removal of existing garage. Form single storey extension (lounge and bedroom) to side of existing property.

7.3 To note the offer of a meeting with Strategic Planning officers of Great Yarmouth Borough Council. To confirm the date.

7.4 To consider the authorisation of a Neighbourhood Plan Workshop at £1080 plus mileage. Agenda previously circulated.

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

Cllrs Hill/Bensly

## 8. ADMINISTRATIVE MATTERS

8.1 Parish Office Ownership – confirmed as belonging to the Parish Council – original documents being sought only copies available. To consider registration with Land Registry.

8.2 To consider allowing Cllr Bensly access to Facebook page to post photographs of activities in the village.

8.3 Youth Provision – Cllr volunteer sought.

8.4 To consider CCTV installation at the Parish Office. Insurance response received, if installation less than £500 no additional premium payable. Quotations to be provided. Cllr Bensly.

8.5 To receive the most recent notes from the Neighbourhood Plan Committee.

8.6 To note that LGS Services will take over the payroll from 1<sup>st</sup> November 2019

8.7 To consider lodging the minute books and records at the Archive Centre for security and preservation.

## 9. FINANCIAL MATTERS

9.1 To authorise payments as circulated schedule.

9.2 To receive bank statement showing.

9.3 To confirm that the external audit has been submitted – two queries to date.

9.4 To receive the Internal Auditors report and recommendations.

9.5 To note that the Parish Council has not yet made the 30/6/2019 VAT return. An assessment has been issued and paid – this will be balanced when the payment is calculated.

9.6 Insurance Review. Cllr Nudd

9.7 To consider recommendation from Internal Auditor/RFO that an Internal as well as end of year audit be undertaken in 2019/20 at a cost of £466.00. To appoint Trevor Brown to undertake this role.

9.8 Policies: To agree reviewed:	Standing Orders	Cllr Hill
	Code of Conduct	Cllr Hill
	Financial Regulations	Clerk
	Financial Risk Assessment	Clerk
	Statement of Internal Control	Cllr Hill

#### **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.

11.2 To note Children's Funeral Fund is now in place.

11.3 To confirm that soil can be removed from site unless it is from an exhumation.

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

12.1 To receive costings and suggestions. Cllr Richmond.

#### **13. PLAYINGFIELD.**

13.1 To receive and agree Terms of Reference for Playingfield Committee.

13.2 Fencing – Playingfield. Ordered awaiting completion.

#### **14. FLAGPOLE.**

14.1 CLERK

#### **15. PARKING ON KINGSWAY.**

15.1 To discuss parking issues in the centre of the village. Cllr Nudd.

#### **16. TOILETS – KINGSWAY.**

16.1 To consider i) Purchasing from Norfolk County Council or ii) pursuing an adverse possession claim with the Land Registry.

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

Next Meeting: Monday October 21st.

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 To receive minutes from Personnel Committee.