

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

You are hereby summoned to invited the Hemsby Parish Council Meeting at the  
Parish Office on: **Monday 22<sup>nd</sup> July 2019 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.

#### **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 – Cllr Nudd and the Clerk are meeting shortly to investigate any work necessary.

5.2 Parish Office Ownership – ongoing. Clerk.

5.3 Benches – update. Cllr Kyriacou

5.4 Asset Register – to next meeting with Annual Return. Clerk.

#### **6. CORRESPONDENCE**

Email – Police	Currently there is no engagement officer.	For information.
NPLaw	Temporary Traffic Order	Tabled.
Police	Great Yarmouth Cluster Newsletters	Tabled.
Police	Scam Alerts	Tabled.
Children of YRs 5/6	Assorted letters re: Pontins Site	For response.

East Suffolk Coastal partnership	Working together to adapt to climate change.	For information.
Co-operative	Litter Pick 27 <sup>th</sup> July	For information.
Parishioner	Speeding on Beach Road, Hemsby	For consideration.
Parishioner	Dogs on Beach.	For consideration.

## 7. PLANNING

### Applications for discussion and comment.

- 7.1 06/19/0335/F – Longshores, 39 Ormesby Road, NR29 4LA. Single storey side and rear extension. Closing date for comments 11<sup>th</sup> July 2019.
- 7.2 06/19/.332/F – Lifeboat Station, Hemsby Beach, The Gap Beach Road, NR29 4HS. Erection of new detached storage building for Broads Rescue Boat and Truck; Extension of existing building to allow storage of new boat and launch. Closing date for comments 11<sup>th</sup> July 2019.
- 7.3 06/19/0273/F – 79 Common Road, Kingsliver, NR29 4NA. Variation of condition 2 of 06/16/0273/F – Increase of internal head height at 1<sup>st</sup> floor level. Closing date for comments 5<sup>th</sup> July 2019.

### Decisions

- 7.4 06/15/0441/O – Demolition of existing buildings and redevelopment of site of up to 190 dwellings, retail development and holiday accommodation, together with associated open space, landscaping and infrastructure at former Pontins holiday centre, Beach Road, Hemsby, Great Yarmouth.  
APPROVED.

## 8. ADMINISTRATIVE MATTERS

- 8.1 To notify meeting that an account has been opened with Viking Direct.
- 8.2 To note that a computer has been purchased for the use of the Parish Clerk.
- 8.3 To consider start times of meetings – 7pm or 7.30pm.
- 8.4 To note new email address: [hemsbypc@outlook.com](mailto:hemsbypc@outlook.com).
- 8.5 To agree for contact changes to be made as necessary whilst Locum Clerk in place.
- 8.6 To instruct clerk to source alternative domain hosting provider.
- 8.7 To note that keyholders for the Parish Office are Scott Bensly and Sarah Hunt. Additional keys can be cut, key is not code protected.
- 8.8 To note that the alarm code to the Parish Office is known to Charlotte Hill, Scott Bensly and Sarah Hunt.
- 8.9 To adopt the following policies: Grievance, Disciplinary, Health and Safety, Sickness Absence.
- 8.10 To consider telephone forwarding - £31.95 last month.
- 8.11 To agree Personnel Committee members (3 members necessary)
- 8.12 To agree Personnel Committee Terms of Reference as circulated.
- 8.13 To confirm that Clerk is attempting to source keys for filing cabinets in parish office.
- 8.14 To confirm that Clerk has no access to official Facebook page – under investigation.
- 8.15 To note that all planning applications will come to full council.

## 9. FINANCIAL MATTERS

- 9.1 To authorise payments as circulated schedule.
- 9.2 To receive bank statement showing £54,038.64.
- 9.3 To agree signatories for bank account – currently Keith Kyriacou, Mike Peake and Tony Bowgen. Five signatories possible.
- 9.4 Clerk to confirm S137 provision for 2018/19 and explanation of S137 law.
- 9.5 To consider a request for a donation from Age UK Norfolk.
- 9.6 To consider ID Cards - £1.25 each plus £2.50 for processing. Needed: Details plus passport photo for each Councillor.
- 9.7 To note that the Annual Return extension is until 12<sup>th</sup> August 2019.

**10. ADDITIONAL BIN PROVISION.**

- 10.1 To receive quotation for provision of bins at £780.00 + VAT supplied and fitted. Permission of Norfolk County Council required before installation. Cigarette bin - £130.00 + VAT.

**11. REPORTS FROM COUNCILLORS.**

- 11.1 Hemsby and Winterton Community Liaison Group Meeting 18<sup>th</sup> July. Cllr Tucker attended.

**12. PARISH PRINTER.**

- 12.1 Briefing on existing contract from Clerk.  
12.2 To decide on access to printer: Clerk only; All Councillors unmonitored; Free of Charge use for Village Groups; Councillors and Clerk on Council business only – through Clerk; alternative suggestions from the Councillors present.

**13. PLAYINGFIELD.**

- 13.1 Entrance Gates to Playingfield – vandalism – to discuss. Cllr Bensly

**14. UNPAID WORK TEAM.**

- 14.1 To consider suitable areas of work within the Parish.

**15. ITEMS FOR INCLUSION IN THE NEXT AGENDA**

Next Meeting: Tuesday 6<sup>th</sup> August then Monday 19<sup>th</sup> August.

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.

**16. PARISH CLERK EMPLOYMENT.**

- 16.1 To inform the meeting of current arrangements for Locum Clerk.  
16.2 To agree and sign locum contract for Sarah Hunt.