

MINUTES OF HEMSBY ANNUAL PARISH COUNCIL MEETING

Which took place at Hemsby Village Hall on: **Wednesday 23rd June 2021 7pm,**

Present: Cllrs, Kyriacou (Chair), Cllr Bowgen, Cllr Taylor, Cllr Bennett, Cllr S Bensly, Cllr Tucker, Cllr M Kern arrive at 7.25pm. Apology received from Cllr L Mogford

Also present GYBC & NNDC Cllr James Bensly. Apology received from GYBC Cllr Noel Galer

Clerk: Mrs Kerrie Wilton.

Five members of the public were in attendance.

1. DECLARATIONS OF INTEREST AND DISPENSATIONS.

- 1.1 Cllr Kyriacou declared an interest in the Playing Field.
- 1.2 Cllr Bowgen declared an interest in the Village Hall, Social Club & Playing field.
- 1.3 Cllr Bensly declared an interest in the Social Club.
- 1.4 Cllr Taylor declared an interest in the Hemsby in Bloom

2. MINUTES OF PREVIOUS MEETING

The minutes of the Parish Council Meeting held on 5th May 2021 were agreed as a true and correct record and signed by the Chairman.

3. PUBLIC FORUM

- 3.1 One minutes silence was held in honour of Shirley Weymouth who has recently passed away, she was a former Clerk to Hemsby Parish Clerk & GYBC Cllr & GYBC Mayor.
- 3.2 Cllr James Bensly confirmed;
 - 3.2.1 As NCC Cllr as circulated during the month, Over the next few years they are looking for additional measures to tackle speeding in the parishes. He is looking to work with the parishes to identify roads that could benefit from such a scheme. NCC Highways have been out & identified areas on the roads that have significant defects & hopefully the Post Office crossroads will be included.
 - 3.2.2 As GYBC Cllr, he gave a thank you the NHP group for their work with the Icarus Group regarding the workshops they attended, the topic was flooding, it is hoped that this will raise the awareness of the plight of coastal villages. He has requested that hand sanitiser stations are installed at Kingsway, Playing field & Newport Road.
- 3.3 The current village ranger advised that they have repaired the public toilets each time that they have been broken into over the last few days.
- 3.4 A member of the public has requested an additional litter bin near to the bench that the Parish Council installed outside the Vineries Care Home on Kingsway. It was confirmed that this land does not belong to the Parish Council.

4. HEMSBY IN BLOOM

- 4.1 Cllr Taylor advised that they have purchased their water bowser, most of the planting has been completed, St Mary's Close will be completed shortly. A Magnolia has been donated by Susan Hanton from GYBC for the Queens Platinum Jubilee at the Pavilion Gardens. The HRH Duke of Edinburgh rose has been planted & they are awaiting a plaque to be installed. The Co-op have also made a grant to the Hemsby in Bloom Group, they were also very appreciative to the grant that they received from the Village Sale & Scarecrow festival.

5. NEIGHBOURHOOD PLAN

- 5.1 The Parish Council considered the latest report from the Neighbourhood Planning Group, the report was circulated to the Parish Councillors during the month.
- 5.2 Tracy as Chairman of the NHP Group advised that she had recently attended the Coastal Liaison Group meeting on 8th June 2021, she advised that it was a working group rather than a decision making group & they hope that further engagement will increase.
- 5.3 It was noted that with assistance from the NHP Group the Parish Council have submitted an application to Locality for a Social Infrastructure Support Grant towards the refurbishment costs of the Tennis Court into a Multi Use Games area. -Outcome due later this year.

6. CORRESPONDENCE- as circulated during the month.

7. ADMINISTATIVE/DAY TO DAY MATTER

- 7.1 The contents of the Clerks report were noted.
- 7.2 Cllr Taylor to update on the Speed watch initiative, they still do not have sufficient volunteers to start the scheme & this will be not pursued further at this time.
- 7.3 Cllr Bennett gave a verbal report regarding the events that she & The NHP Group wished to hold at the Playing field, she advised that she did not have exact costings but thought at £1000 would be needed to run the event, it was agreed that up to that amount would be earmarked for the event & but all invoices would have to be in the name of the Parish Council & be presented for payment which may not be until September as the PC meet before the event & then not in August. It was also confirmed that she would supply all risk assessments & public liability insurance documents etc for all traders to the clerk in plenty of time so that they could be sent on to our insurers for approval as we have moved to a new insurance provider. Cllr Bennett is going to catch up with the NHP to start planning events for August 2021. She advised that she may now have someone to assist with a marquee. She will liaise with the Booking clerk for the village hall to try & make bookings for 2022.
- 7.4 The advised Clerk has approached several departments at GYBC regarding the legal requirements to hold markets at the Playing Field. A response from GYBC is still outstanding. GYBC Cllr James Bensly has offered to assist if he can.
- 7.5 The Clerk gave a verbal update regarding the bus shelter replacement project. She advised that she has now obtained all of the under-ground surveys for electricity & water passing near to the site as this was a requirement of the manufacturers before they would let us place the order. They have offered to send someone out to assess the site for access as the bus shelter comes fully assembled & it may be that there are some remedial tree works that need to be addressed prior to installation so that they can lower in on to the existing concrete pad.
- 7.6 To consider the parameters for the drafting of the Hemsby disaster fund & consider allocating funds from the existing budget. Item not discussed & this will be looked at in the autumn.
- 7.7 Cllr Tony Bowen (as a member of the Village Hall & Social Club Committee) advised that meeting that the Village Hall & Social that they are currently unsure if the annual fireworks event can go ahead, he will feed back to the July meeting.
- 7.8 It was agreed to adopt the updated version of the Standing Orders Policy (item 18 f).
- 7.9 It was agreed to adopt the revised terms of hire for all Parish Council Facilities.
- 7.10 It was agreed to permit the request from Hemsby FC to hold small one day youth tournament on Saturday 28th August 2021.
- 7.11 It was noted that one application has been received for the position of Village Ranger. The advert was also placed in the Parish Newsletter & on to the Noticeboards in the village closing date 5th July 2021.

8. FINANCIAL MATTERS

- 8.1 It was agreed to authorise payments as circulated on the schedule for May circulated to Cllrs following the 5th May 2021 meeting as they did not fall due until later than month is line with the

normal meeting day for the 3rd Monday of the Month. The Payment schedule for June 2021 was agreed as circulated as the total payments of **£5,831.96**. The receipts of **£214.00** were noted, with no pending receipts (see page 6).

The bank summary was received & accepted as at **31st May 2021** totalling **£105,344.59**:

Hemsby Parish Council savings account (Barclays)	£46,165.95
Hemsby Parish Council current account (Barclays)	£4000.00
Hemsby Parish Council Unity Trust current account	£2,058.64
Hemsby Parish Council Unity Trust deposit account	£53,120.00

£14,968.47 free funds were noted as at 31st May 2021.

8.2 The Clerk advised that one viewing had been held from a prospective tenant to lease the Parish Office building, but they had decided it wasn't for them. There is another booking pending for next week.

8.3 It was agreed to accept the recommendations & findings from the Finance Advisory Group who met on 8th June 2021 (present Cllr S Bensly, Cllr K Kyriacou, Cllr Bennett & Cllr Kern).

8.3.1 It was resolved to receive the internal auditors report. The RFO presented the Internal Audit Action Plan which highlighted the points arising from the audit. The Group commended the thorough job that had been done by the internal auditor. The following key points were noted: 1) The Council needed to develop an emergency / contingency fund 2) The Council now had the £50,000 reserve required 3) A small increase should be built into the precept annually, to prevent a large increase in future 4) The Council did not have spare money to pay off the loan, it was just where it should be financially 5) A suggestion was made that Hemsby should be brought together, rather than having 'village' and 'beach' areas dividing the community. It was suggested that Christmas lights could be put up at Kingway 6) The risk assessments needed to be reviewed, it was felt that this should be done quarterly by two councillors using a pro-forma which the RFO was asked to develop. The RFO confirmed all of the action points in the report were in hand.

8.3.2 Annual Governance Statement – It was agreed to complete the questions & respond accordingly for submission to PKF Littlejohn our external auditors.

8.3.3 Audit Accounting Statement – The accounting statement figures for the year ending 31 March 2021 was agreed.

8.3.4 Electors' Rights – It was agreed that the Exercise of Public Rights will be announced as soon as possible after the meeting, these will be displayed on the Website & noticeboards.

8.3.5 The Financial Committees review of Financial Regulations with a few small minor changes, including clarifying that the RFO was the service administrator on the bank account, and removing financial levels relating to EU legislation and replacing with 'in place at the time'. The amended Financial Regulations were recommended for approval by Council.

8.3.6 They also reviewed the Asset Register. The Asset Register was presented with no amendments required.

8.3.7 Pavilion, Playing Field and Burial Ground Fees The Burial Ground fees were considered, and the RFO was asked to do a comparison with other local burial grounds.

8.3.8 The Playing Field and Pavilion fees were considered and it was agreed to recommend to Council that the following schedule of charges be adopted:

<u>Item</u>	<u>Resident & Non Commercial</u>	<u>Non-Resident & Commercial</u>
Pavilion Hire (per hour)	£10 plus VAT	£15 plus VAT
Exclusive use of one field per day*	£200 plus VAT	£600 plus VAT
Playing Field Casual Hire (per 2 hour session)	£15 plus VAT	£15 plus VAT
Tennis Court Casual Hire (per 2 hour session)	£5 plus VAT	£5 plus VAT
Electric Tokens for Tennis Court Floodlights	each) £2 plus VAT	each) £2 plus VAT
Food Concession	£10 plus VAT per pitch	£10 plus VAT per pitch

*Two fields, defined as original playing field and extension playing field. Car parking not permitted on the extension playing field. Any hire excludes the premier pitch which can only be used by negotiation and agreement with Hemsby Football Club. Football Club, Social Club and Car Boot fees to remain unchanged.

8.3.9 Internal Auditor 2021/22. It was agreed to recommend to Council that Trevor Brown be appointed as the Internal Auditor for 2021/22.

8.3.10 Secure Email Addresses The RFO noted that the advice in the latest JPAG Practitioners Guide 2021 was that Councils should adopt .gov.uk email and web addresses, with dedicated Council email addresses for councillors. It was felt that not enough was known about the cost or implications, and it was agreed to wait to hear a report from the Clerk following her attendance at the webinar on the subject.

8.4 It was noted that unfortunately the application from the Parish Council claiming the Restart Grant of £8,000.00 has been declined for the premises at Pavilion, Waters Lane, Hemsby, by GYBC as Parish Councils are excluded from the fund.

8.5 It was noted that an application has been submitted to the Co-Op Community Fund for grant Funding assistance in refurbishing the tennis courts. Outcomes due October 2021.

8.6 The costings supplied by PHS for a clinical/sanitary waste collection for the public toilets, it was suggested that another local supplier may be able to provide a competitive quote also.

- Action Clerk

9. PLANNING

9.1 Applications received which have already been responded to:

9.1.1 **06/21/0371/F** 13 Springfield North Hemsby - Retrospective application for single storey side extension including garage conversion. **NO OBJECTION**

9.1.2 **06/21/0386/CU** Hemsby Beach Holiday Village -change of use of residential bungalow to holistic lounge. **NO OBJECTION**

9.1.3 **06/21/0385/F** Hemsby Beach Holiday Village -retain existing access for King's Loke to provide access to previously approved woodland lodges. **NO OBJECTION**

9.2 Planning application decisions issued by GYBC:

9.2.1 **06/21/0209/F** Homestead Gardens, Hemsby- Proposed new detached bungalow with parking and new vehicular access – **GRANTED.**

- 10.2.2 **06/21/0276/F** 63 Common Road Hemsby - Proposed demolition of rear conservatory and erection of a new single storey rear and side extension – **GRANTED.**
- 10.2.3 **06/21/0308/F** site adj to midway, Yarmouth Rd- 3 bedroom detached bungalow with integrated garage – **GRANTED.**
- 10.2.4 **06/21/0261/F** 16 Summerfield Road Hemsby Proposed application for siting an oil tank in front garden – **GRANTED.**

9.3 Consider Planning applications circulated and requiring decisions- **None**

9.4 Consider any Planning applications received since the publication of the agenda requiring Consideration;

- 9.4.1 **06/21/0490/F** 1 Beach Road Hemsby - Proposed demolition of outbuildings and erection of 1no. chalet style bungalow – **NO OBJECTION**, there was concern of the proximity to the busy Winterton Road/Kingsway junction.

9.5 It was noted that that Hemsby Parish Council submitted a response draft by the Neighbourhood Plan Group to the Planning Agent (Parker Planning Services) for the proposed Yarmouth Road development for 93 residential dwellings. This site was granted outline Planning Permission by GYBC in 2016 (ref 06/16/0583/O) which is due to expire shortly & it was indicated by the Planning Agent that following the consultation they would be applying to GYBC for full Planning Permission.

10. ITEMS FOR INCLUSION IN THE NEXT AGENDA

- 10.1 Nominate Cllr to Patient participation Group
- 10.2 Email addresses for Councillors
- 10.3 Continue the development of a disaster policy & allocating funding.
- 10.4 To receive a report for the position of Village Ranger to replace the current arrangements with Mr Witheridge later in 2021 (excluding beach cleaning).
- 10.5 Discuss vandalism at Public toilets & quotations for security measures
- 10.6 Discuss the Fireworks project

Next Meeting: hopefully will be on Wednesday 21st July 2021 at the Village Hall (this will depend on any revised legislation implemented by the government to confirm the recommencement of holding meetings indoors to allow for the required social distancing & the availability of a suitable venue to accommodate that.)

Meeting closed 8:20pm

Signed.....

Dated.....

Payments for Hemsby Parish Council June 2021

Expenditure

Cheque	Payee	Net	VAT	Total
DD	Bonline - Telephone/Internet	£9.00	£1.80	£10.80
BACS	Salary K Wilton - 25 hours/week @ SCP32 plus Expenses	£1,648.29	£ -	£ 1,648.29
BACS	Salary C Moore - 5 hours/week @ SCP26	£259.32	£ -	£259.32
BACS	HMRC PAYE	£553.56	£ -	£ 553.56
BACS	Norfolk Pension Fund	£703.30	£ -	£703.30
DD	URM - Recycling	£45.00	£9.00	£54.00
SO	Mr M Witheridge - Litter Picking	£337.66	£ -	£337.66
BACS	Mr M Witheridge - Toilets (April and May)	£200.00	£ -	£200.00
DD	Norse - Burial Ground Bin	£7.50	£1.50	£9.00
DD	Lloyds - Purchasing Card (Zoom & Instant Ink)	£33.73	£3.75	£37.48
BACS	Garden Guardian	£992.87	£198.58	£1,191.45
BACS	Trevor Brown - Internal Audit	£288.99	£ -	£288.99
DD	Wave - Burial Ground Water	£27.12	£ -	£27.12
BACS	James Charlton - Pavilion Cleaning	£385.00	£ -	£385.00
BACS	M Witheridge - Toilet Door Repairs	£75.00	£ -	£75.00
BACS	Viking - Office Consumables	£42.49	£8.50	£50.99
	Total	£5,608.83	£223.13	£5,831.96

Overdue/Outstanding invoices

£ -

Receipts since last meeting (14/05/2021 to 14/06/2021)

Football Club - Electric Tokens	£58.33	£11.67	£70.00
Dyble - Playing Field Use	£120.00	£24.00	£144.00
Total	£178.33	£35.67	£214.00

Pending Receipts (at 14/06/2021)

£ -