

NOTICE OF HEMSBY PARISH COUNCIL MEETING

You are hereby summoned to attend the Hemsby Parish Council Meeting at the Parish Office on: **Monday 20th January 2020 at 7.00pm**
Members of the press and public are invited to attend

Kerrie Wilton

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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 16th December 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. Clerk/Cllr Nudd
- 5.2 Bank signatories – new bank mandate obtained & requires signature by all new persons. Clerk.
- 5.3 Unpaid Work Team –Clerk
- 5.4 Entrance gates to Playingfield. Cllr Kyriacou/Cllr Bensly.
- 5.5 Village Gates/ boat planters. Update following clerk speaking to landowner. Cllr Kyriacou/clerk
- 5.6 Registration of Parish Office. Land registry documents to be signed Clerk.
- 5.7 Binding of Parish Council minutes. Clerk
- 5.8 Bin Installation by Bus Stops. Clerk
- 5.9 Toilet registration at Kingsway, land registry documents to be signed.
- 5.10 Operation London Bridge- Clerk
- 5.11 Purchase of Flag for ST Marys Church – Clerk
- 5.12 Update on complaint regarding bus shelter on North road/replacement of shelters- Chairman & Clerk

6 CORRESPONDENCE

9/1/2020	Complaint received regarding cleanliness of public toilets	Response sent
2/1/2020	Complaint received regarding a memorial stone	Clerk dealing
20/1/2019	Planning application at Nova Scotia Farm West Caister & implications for Hemsby.	Response sent
20/12/2019	Complaint of litter at the Princess Diana Bench on Yarmouth Road	Response sent, consider sighting additional bin
2/1/2020	Request from the Ranger for works sought.	Clerk to respond
	V E day celebrations	Carried forward
3/1/2020	£1m Community Fund proposed	Circulated
6/1/2020	Police & Crime Commissioner Budget consultation 20/21	circulated
	Complaint received of overgrown hedge at Beach Road (bordering Richardsons site)	Clerk to respond
6/1/2020	Parking on Kingsway near to the Doctors surgery.	Reported to GYBC Parking Manager
Ongoing	Litter bin on corner of north road & Waters Lane, which has been re-sited on opposite side of the road by developer	Highways advice received, PC to consider action

7 PLANNING

7.1 Applications received for discussion and comment

- 7.1.1 **06/19/0711/F** La Marina, Yarmouth Road, Hemsby – sub-division of garden to form plot for a detached 2 bedroom bungalow. **Response due by 28th January 2020.**

7.2 Decision Received

- 7.2.1 **06/19/0522/F** Bakery, The Street, Hemsby – application to convert ground floor into 3 self-contained units: reconfigure 1st floor to 3 self-contained holiday units. **REFUSED**
- 7.2.2 **06/19/0604/F** Hemsby Belle Air Ltd – caravan 97, Beach Road Hemsby – application for the removal of condition 3 of Planning Permission 06/18/0591/D relating to the use of caravan no. 97. **GRANTED**
- 7.2.3 **06/19/0252/F** 24 Mill Road, York Cottage, Hemsby – application to re-develop outbuildings to form habitable annexe. Demolish and re-build cottage to form new living area. **GRANTED**

8 YOUTH MATTERS.

- 9.1 Museum Opportunities for young people. Cllr Mogford.
- 9.2 YMCA – to receive quotation.
- 9.3 Youth Council – to consider the creation of a Youth Council.

9 ADMINISTRATIVE/DAY TO DAY MATTERS

- 9.1 Consider adopting Risk Assessment SAM2 Policy(NPTS)

- 9.2 Consider adoption of Documentation Retention & Destruction Policy
- 9.3 Work schedule for Mr & Mrs Witheridge
- 9.4 To be advised that Locum Sarah Hunt has left, consider leaving gift

10 FINANCIAL MATTERS

- 10.1 To authorise payments as circulated schedule
- 10.2 To receive bank summary as at 31st December 2019
- 10.3 Insurance Review, Clerk has added the Outdoor Gym & also the Telephone box to the policy, no additional premiums to pay at present.
- 10.4 To review Asset Register, outdoor gym & Telephone box to be added
- 10.5 Consider SLCC membership.
- 10.6 Request from clerk to attend training on 3/4/2020 on Management of Memorials cost £75.00
- 10.7 NEST Pension - authorise change of signatories
- 10.8 VAT return has been submitted for Q1, Q2 & Q3

11 BURIAL GROUND.

- 11.1 Clerk to report vehicular damage to the grass, the drain gully is blocked, soil pile urgently needs removing.
- 11.2 New row in the burial area needs marking out.

12 HEMSBY IN BLOOM.

- 12.1 To receive update. Cllr Richmond.
- 12.2 Plantlife. Cllr Eden

13 KINGSWAY.

- 13.1 CCTV installation – update. Cllr Kyriacou.
- 13.2 Outside office lights – timer – update. Cllr Kyriacou.
- 13.3 LED lights to public conveniences – update. Cllr Kyriacou.
- 13.4 PAT testing of electrical items – update. Cllr Kyriacou.
- 13.5 Fire Risk Assessment has been completed.
- 13.6 Phone box adoption, refurbishment & future use.
- 13.7 Public Toilet refurbishment/ deep clean

14 PLAYINGFIELD.

- 14.1 Outdoor gym update, monthly & annual inspections & training Cllr Eden/Clerk
- 14.2 Fire Risk Assessment for Pavilion has been completed, awaiting report. Clerk
- 14.3 Cllr Scott Bensly to advise on accessibility issues to the flood light token meter.
- 14.4 Pavilion Gutters are full of debris & need clearing.
- 14.5 Cllr Bowgen to advise regarding installation of information board for the outdoor gym.
- 14.6 Consider publicity/opening event of the Outdoor gym

15 CO-OPTION OF COUNCILLORS.

- 15.1 To consider any applications for the position of councillor.

16 ITEMS FOR INCLUSION IN THE NEXT AGENDA

Next Meeting: Monday 17th February 2020