

# Hemsby Parish Council



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Minutes of the Annual Parish Council Meeting Thursday 10<sup>th</sup> May 2018 at 7.30 pm (after the Annual Parish Meeting) in the Barn Room, Hemsby.

Present: Chairman Keith Kyriacou, Vice Chairman Mike Peake

Clerk: Elaine Galer

County Councillor: Ron Hanton

Borough Councillor: Noel Galer

Parish Councillors: Noel Galer, Scott Bensly, Terry Barnes, Leslie Mogford, Ian Brennan, Maria Ellis, Caz Eden, Pam Richmond

Public: 4 members of the public were in attendance

Meeting Declared open at 7.50 pm

THE MEETING WAS RECORDED

*1. Election of Chairman and completion of Acceptance of Office*

Nominations were called for Chairman. Keith Kyriacou was nominated by Councillor Maria Ellis. Terry Barnes was nominated by Councillor Caz Eden. A vote was held. Keith 3 votes, Terry 6 votes. Terry Barnes was elected Chairman. The outgoing chairman wished Terry Good luck and vacated his seat. Terry signed his acceptance of Office, witnessed by the Clerk.

*2. Election of Vice Chairman and completion of Acceptance of Office*

Nominations were called for Vice chairman. Councillor Leslie Mogford nominated Mike Peake. No further nominations were forthcoming. Councillor Leslie Mogford proposed that Mike Peake continue in his role as Vice Chairman, seconded by Councillor Pam Richmond. All in favour apart from 1 abstention. Mike signed his acceptance of Office, witnessed by the Clerk.

*3. Appointment of Councillors onto Committees / Responsibilities*

Councillor Maria Ellis tendered a letter of resignation to the Chairman and left the meeting.

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## List of Committees / Responsibilities for 2018/2019

Assets	Clerk – Elaine Galer
Bloomin' Hemsby / Open Spaces	Councillor Leslie Mogford
Burial Ground	Vice Chairman Mike Peake
Businesses Representative	Keith resigned from this role. Councillor Noel Galer volunteered
Hemsby Playing Field Management Committee	Councillor Keith Kyriacou
Neighbourhood Plan	Councillor Leslie Mogford
Parish Clerk / Administration	Chairman / Vice Chairman
Parish Council internal Audit	Full council led by the Clerk
Parish Council Standing Orders / Policies	Full council led by the Clerk
Parish Surgeries	Vice Chairman Mike Peake/ Clerk Elaine Galer - other councillors to attend as available
Patient Liaison Committee	Councillor Pam Richmond
Planning Applications	Full Council
Police	Vice Chairman Mike Peake
Risk Assessments	Chairman Terry Barnes
Roads / Street Lighting / faults	All but report to Clerk
Save Hemsby Coastline	Councillor Ian Brennan
School Governor	Councillor Keith Kyriacou
Social Media / Parish Magazine / Website	Clerk Elaine Galer now also to include Parish magazine editorial Vice Chairman to liaise with village correspondent re Mercury
Village Hall	Vice Chairman Mike Peake + Councillor Noel Galer

Councillor Caz Eden left.

It was proposed that the above list be accepted by Councillor Noel Galer, seconded Councillor Ian Brennan. All in favour.

#### 4. *Review of Register of Interest*

All Councillors were asked if anything had changed on their register of interests – the only one that had changed was councillor Noel Galer as he was now a Borough Councillor.

#### 5. *Review of Dispensations to Councillors*

The Clerk explained what a dispensation was and how it worked. It was felt that it was better to review these on an item-by-item basis rather than have them long standing (legally they should be regularly reviewed). It was proposed that all dispensations were removed. Proposed Councillor Leslie Mogford, Seconded Councillor Ian Brennan. All in favour.

#### 6. *Public Participation*

a. *Monthly Reports from County Councillor, Borough Councillors and Police* – included in Annual Parish Meeting held earlier that evening.

b. *Questions/Comments from The Public*

Leslie Mogford ( as a member of the public) thanked the outgoing chairman for all his hard work.

#### 7. *Apologies for Absence*

Councillor Tony Bowgen, Borough Councillor James Bensly  
Apologies were accepted by the Council

#### 8. *Declarations of Interest*

None declared

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## 9. *Approval of Minutes of meeting held 16<sup>th</sup> April 2018*

It was proposed that the Minutes of meeting held 16<sup>th</sup> April 2018 are a true and accurate record. Proposed Vice Chairman Mike Peake, Seconded Councillor Ian Brennan. All in Favour.

## 10. *Chairman's Report*

As incoming Chairman, there was nothing to report

## 11. *Vice Chairman's Report*

Covered in previous meeting

## 12. *Items reported to Parish Councillors during the month*

Councillor Pam Richmond had received a complaint regarding the electricity box outside the Chinese restaurant. Councillor Noel Galer reported that the Environmental Ranger had contacted the owner. The Electricity Board had been contacted and they deemed it was the owner's responsibility. This was to be followed up.

Councillor Noel Galer reported that the step outside the Pavilion had caused several people to trip over on the recent polling day. There were a total of 9 people involved. Chairman Terry Barnes suggested that a rail should be added. Councillor Keith Kyriacou stated that when it was used by footballers, a ramp would not be ideal. The parking space for disabled people was not clearly marked. There is no legal requirement to provide a disabled parking space. The Burial Ground car park was also discussed.

Vice Chairman Mike Peake said that the gate at the Burial Ground Car Park was sagging and is difficult to open and close. He suggested a wheel be added to the bottom of the gate. He was advised to get a quote for this work.

## 13. *Committee Reports*

- a. *Bloomin' Hemsby*
- b. *Neighbourhood Plan*
- c. *Village Hall*
- d. *Playing Field / Pavilion*
- e. *Patient Participation Group*
- f. *Save Hemsby Coastline*

All covered in the previous meeting.

## 14. *Councillors' Reports*

### a. *Risk Assessments*

Fly tipping is becoming a problem. As are cars parking over the footpath in the burial ground. Councillor Keith Kyriacou had replaced the bench in the Burial Ground as mentioned last month.

### b. *Projector for Parish Office*

Councillor Noel Galer stated that they are still awaiting to know what funds are available. The small projector had been tested but the resolution was not enough to view text. The Clerk is working on the budget for last year/ this year and this should be available at the next meeting. This item to be carried over to next month.

### c. *Access to the Broads*

Councillor Noel Galer explained that little progress had been made to date. The offer of a walk to the site will be taken up shortly. This could be incorporated into the work being undertaken to define the footpaths in the Parish

## 15. *Community Resilience Plan*

The outstanding items of the appendices, containing the contact details has not been updated. It was required to liaise with Hemsby Inshore Rescue Service (HIRS) to determine the exact details that they require.

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## 16. Further donation(s) to Hemsby Inshore Rescue Service

Councillor Keith Kyriacou explained that he had received a request from HIRS for financial help in providing the digger to reinstate the lifeboat ramp. He explained that he had rung other councillors to agree this request as he has done in the past. The clerk explained that this is not the correct procedure as stated in the standing orders adopted 26/3/2018. Proposed that this is paid as emergency funding to help the village. Councillor Leslie Mogford, Seconded Councillor Ian Brennan. All in favour.

## 17. Correspondence received by Clerk

### a. Review of Norse Contract

The Clerk explained that on examination of the Norse Contract, it was discovered that there were errors in the existing contract. Weed killing was included, as was cutting the grass in the Congregational Churchyard. The original contract was annotated 'Not agreed by the PC' but signed by the previous clerk. A meeting was called with the Norse representative, the Clerk, Vice Chairman Mike Peake and Chairman Keith Kyriacou. Details of the new contract were discussed, and several amendments made. Complaints had been received from parishioners re the grass cutting. The clerk had complained to Norse. It was proposed that the new contract was accepted by Councillor Leslie Mogford, seconded Councillor Noel Galer. All in favour.

The current contract expires in October 2018 and this year, requests to tender will go out. Councillor Leslie Mogford suggested 'Flying Shepherds' who will bring in sheep to eat the grass.

### b. Review of Insurance Policy with Zurich

The Clerk explained that it appears the values have been transferred from the Asset list. Councillor Keith Kyriacou explained that he thought the Sports Pavilion was valued at £700,000 so this was realistic. The playing field land was not insured. Any person using the field must be insured to cover any damage. The contents of the Parish Office were listed at approx. £13,000. This should have been amended last year. It needs to be changed to £6,000.

### c. Items arising from audit received 30/4/2018

An extension to the audit has been requested. The internal auditor has been booked for the first week in June to revisit the accounts.

A discussion was held re the playing field accounts following the recent report issued by the clerk. It was explained that a Statement of Variance would need to be issued on completion of the audit as the precept figure entered on the audit for last year could not be verified.

The clerk will continue to work through the recommendations from the internal auditor.

## 18. Bills to be paid – see separate list

Proposed to be paid Councillor Ian Brennan, Seconded Councillor Pam Richmond. All in favour.

## 19. Planning Applications

This had been previously emailed to Councillors and there were no objections.

## 20. Financial Statement for April 2018 – see separate sheet

It was explained that the Parish Council has 2 bank accounts, a working account and a savings account. A balance of £4000 is maintained in the working account by automatically transferring between the savings account as required. Accepted Proposed Councillor Ian Brennan, Seconded Councillor Noel Galer. All in favour

## 21. Further comments from Members of the Public

Councillor Pam Richmond mentioned that two people had been seen driving the wrong way in the one way street outside the Parish Office. Other councillors had similar experiences. The clerk explained that the police had been made aware. It had also been requested if NCC could amend the signage.

There was a complaint re the amount of dog mess around the village. Councillor Leslie Mogford offered the use of stickers to put around the village.

The meeting closed at 9.10pm