



Minutes of the Hemsby Parish Council Meeting held at the
Parish Office on: **Monday 22nd July 2019 at 7.00pm**

Present: Cllrs S Bensly, C Eden, C Hill (Chair), K Kyriacou (part), L Mogford (part), T Nudd, P Richmond, D Tucker

1. ATTENDANCE

Apologies were received and accepted from Cllr Locke - away.

2. DECLARATIONS OF INTEREST AND DISPENSATIONS

None.

3. MINUTES OF PREVIOUS MEETING

The minutes of the last Parish Council Meeting held on 17th June were altered to read Monday 17th June and then signed as a true and correct record. The minutes of the Parish Council meeting held on 5th June were signed as a true and correct record.

4. PUBLIC FORUM

4.1 A report had been received from Cllr Bensly – the next SNAP meeting will be on Thursday 25th July at 7pm and will be held at Caister Community Centre. Funding has been received for a replacement pump in the disabled facilities at Hemsby and this is now being installed. The police report was tabled.

4.2 A parishioner requested financial support for a village event – request to be formally submitted to Clerk via email.

Back Market Lane – the overgrowth had been reported by Parish Council, but to date no action has been taken. Clerk to forward to District/County Councillors.

Speeding on Beach Road – Clerk to ascertain speed limit, contact Highways re: Repeater Signs, increasing height of speed bumps. Next Agenda. CLERK

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. Noted.

5.2 Parish Office Ownership – ongoing. Clerk.

5.3 Benches – update. Cllr Kyriacou has not yet received the benches. To notify Clerk when delivered to release payment.

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

6. CORRESPONDENCE

Email – Police	Currently there is no engagement officer.	Noted
NPLaw	Temporary Traffic Order	Noted.
Police	Great Yarmouth Cluster Newsletters	Noted.
Police	Scam Alerts	Noted.
Children of YRs 5/6	Assorted letters re: Pontins Site	Clerk to send thankyou.
East Suffolk Coastal partnership	Working together to adapt to climate change.	Noted.

Co-operative	Litter Pick 27 th July	Noted.
Parishioner	Speeding on Beach Road, Hemsby	See public forum.
Parishioner	Dogs on Beach.	Not a Parish Council matter.

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 11th July 2019. No comment.

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 11th July 2019. No Comment

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 1st floor level. Closing date for comments 5th July 2019. No comment.

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. Noted.

8. ADMINISTRATIVE MATTERS

8.1 Noted that an account has been opened with Viking Direct.

8.2 Noted that a computer has been purchased for the use of the Parish Clerk.

8.3 Meetings to continue to commence at 7pm.

8.4 Noted new email address: hemsbypc@outlook.com.

8.5 It was AGREED for contact changes to be made as necessary whilst Locum Clerk in place.

8.6 The Clerk was instructed to source alternative domain hosting provider. CLERK

8.7 Noted that keyholders for the Parish Office are Scott Bensly and Sarah Hunt. Additional keys can be cut, key is not code protected.

8.8 Noted that the alarm code to the Parish Office is known to Charlotte Hill, Scott Bensly and Sarah Hunt.

8.9 It was AGREED to adopt the following policies: Grievance, Disciplinary, Health and Safety, Sickness Absence.

8.10 Telephone handling to be considered in the closed session.

8.11 It was AGREED to form a Personnel Committee; Scott Bensley, Caz Eden – Christine Locke to be asked to join.

8.12 The Personnel Committee Terms of Reference as circulated were AGREED.

8.13 To confirm that Clerk is attempting to source keys for filing cabinets in parish office.

Noted.

Cllr Kyriacou joined the meeting.

8.14 Noted that Clerk has no access to official Facebook page – under investigation.

8.15 Noted that all planning applications will come to full council.

9. FINANCIAL MATTERS

9.1 It was AGREED to authorise payments as circulated schedule value £6,869.44

9.2 Noted bank statement showing £54,038.64.

Cllr Mogford joined the meeting.

- 9.3 The future Signatories for the bank account were AGREED – currently Keith Kyriacou, Mike Peake and Tony Bowgen. Mike and Tony to be removed. Cllr P Richmond, D Tucker, L Mogford and T Nudd to be added. Cllr K Kyriacou to remain.
- 9.4 S137 provision for 2018/19 is £8.12 per elector, 2675 electors = £21,721. An explanation of S137 law and Parish Council duties and responsibilities was given as a handout.
- 9.5 A request for a donation from Age UK Norfolk was denied.
- 9.6 ID Cards - £1.25 each plus £2.50 for processing. Needed: Details plus passport photo for each Councillor to be given to Clerk.
- 9.7 To note that the Annual Return extension is until 12th August 2019.

10. ADDITIONAL BIN PROVISION.

- 10.1 It was AGREED to order two bins at £780.00 + VAT supplied and fitted at the bus stops on the Yarmouth Road. Permission of Norfolk County Council required before installation. No cigarette bin to be installed due to fire risk.

11. REPORTS FROM COUNCILLORS.

- 11.1 Hemsby and Winterton Community Liaison Group Meeting 18th July. Cllr Tucker attended and reported back to the meeting.

12. PARISH PRINTER.

- 12.1 Briefing on existing contract from Clerk. The cost is £45.00/month lease plus 0.5p per black and white copy and 5p per colour A4 Sheet. Buying the printer was not advised as then maintenance/call outs and cartridges would need to be paid for, currently all servicing and inks are free as it is under contract.
- 12.2 It was AGREED, given the revised understanding the charges, that only the Clerk and Councillors were to use the printer of Parish Council business.

13. PLAYINGFIELD.

- 13.1 Entrance Gates to Playingfield these were sprayed officially as a short term measure – they will be restored to white paint shortly. Cllr Kyriacou.

14. UNPAID WORK TEAM.

- 14.1 To consider suitable areas of work within the Parish – suggestions included The multipurpose next to the social club. Brambles near pumping station. Check burial ground. Clerk to draw up a list and arrange meeting. CLERK

15. ITEMS FOR INCLUSION IN THE NEXT AGENDA

Next Meeting: To be confirmed.

Neighbourhood Plan – to look at benefits and agree next steps. Cllr Eden

Hemsby in Bloom – finances available – Cllr Richmond.

To consider the installation of a flagpole. Cllr Hill

The Chairman RESOLVED 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 The meeting was informed of current arrangements for Locum Clerk. Answerphone with remote access to be purchased.

- 16.2 The locum contract for Sarah Hunt was agreed and signed.

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

Payments 22nd July 2019

The Garden Guardian	£ 885.00	£ 177.00	£ 1,062.00
J G Services	£ 260.00		£ 260.00
Norfolk PTS	£ 35.00		£ 35.00
wave	£ 315.44		£ 315.44
Play area hygiene	£ 1,077.99	£ 215.60	£ 1,293.59
HMRC	£ 395.00		£ 395.00
Elaine Galer	£ 1,231.75		£ 1,231.75
J G Services	£ 260.00		£ 260.00
zurich insurance	£ 78.81		£ 78.81
eon	£ 244.45	£ 12.22	£ 256.67
urm recycling	£ 45.00	£ 9.00	£ 54.00
the little garden co	£ 280.00		£ 280.00
vocalvale	£ 80.00	£ 16.00	£ 96.00
Mark Witheridge	£ 437.66		£ 437.66
norse	£ 93.70	£ 18.74	£ 112.44
c hill (expenses - lock)	£ 19.53	£ 3.91	£ 23.44
s hunt (postage/computer)	£ 501.94	£ 88.05	£ 589.99
bOnline	£ 73.04	£ 14.61	£ 87.65
	£ 6,314.31	£ 555.13	£ 6,869.44

The meeting closed at 8.58pm.