

MINUTES OF HEMSBY PARISH COUNCIL MEETING

Which took place at the
Parish Office on: **Tuesday 19th November at 7.00pm**

Present: Cllrs, Kyriacou (chair), Richmond, Eden, Nudd.
Clerk: Mrs Sarah Hunt & Mrs Kerrie Wilton
Mark Thompson & Louise Cornell from Collective Community Planning
5 members of the public were in attendance.

1. ATTENDANCE

Apologies were received and accepted from Cllr Mogford, Tucker, S Bensly, J Bensley. PC Gary May
No apologies were received from NCC Cllr Hanton or GYBC Cllr Galer.

2. DECLARATIONS OF INTEREST AND DISPENSATIONS.

None.

3. MINUTES OF PREVIOUS MEETING

The minutes of the Parish Council Meeting held on 21st October 2019 were agreed as a true and correct record and signed by the Chairman.

4. PUBLIC FORUM

4.1 A presentation from Mark Thompson & Louise Cornell of Collective Community Planning was received. They outlined the process from start to finish of undertaking a neighbourhood plan, the anticipated timeline of 18 months to 2 years to complete all of the required stages including the final referendum. The offer tailored support & can they can help with the policy writing as they both have experience of working within Local Authorities, they also provided a handout. Mark was able to confirm that if they were engaged on our plan then they would be able to review the progress so far & then formulate a plan to carry forwards. Following the presentation The Chairman advised that he wished for the next Neighbourhood Plan Meeting on 30/11/2019 be postponed & rescheduled.

4.2 The Police report was presented by the clerk.

4.3 A member of the public advised the meeting that they are keen to join the Community Speed watch group and also the Hemsby in bloom, but they had not received a reply to their email. They were thanked for their interest in both groups & Cllr Richmond invited them to join in on the planning process for spring bulbs.

5. MATTERS ARISING FROM PREVIOUS MEETINGS – TO RECEIVE UPDATES

5.1 Council Risk Assessments. Clerk/Cllr Nudd

-ongoing

5.2 Bank signatories - Keith Kyriacou to remain, Tony Bowgen to be removed. Leslie Mogford, Dudley Tucker, Pamela Richmond and Tina Nudd to be added.

-ongoing Clerk

5.3 Filing Cabinet Keys – Parish Office. Now received.

5.4 Unpaid Work Team, it was reported that a meeting has taken place and that the Service level agreement has been received outlining all of the work discussed, it was duly agreed & signed by Cllr Kyriacou, this can now be submitted

-Action Clerk

5.5 Entrance gates to Playingfield, Cllr Kyriacou advised that this was discussed at the playing fielf committee meeting & quotations are to be obtained to undertake the work once the outdoor gym is installed.

-Action Cllr Kyriacou

5.6 Village Gates/boats/benches Cllr Kyriacou advised that a meeting and site visits had taken place with Norfolk County Council Highways Officer & that they were currently confirming the sites & then licence applications will be required before the items can be purchased & sited. He also

confirmed that the new owners of the Congregational Church will maintain the Princess Diana bench in front of the church.

– **Action Cllr Kyriacou & Clerk.**

5.7 Outdoor Gym Cllr Eden advised the meeting that three quotations have been received and it was agreed that Caloo should be the preferred supplier for the project, the order will be placed. The equipment will need to be added to the asset register & Insurance provider advised.

– **Action Cllr Eden , Cllr Cllr Kyriacou & Clerk.**

5.8 50/50 Partnership Funding for 2 more SAM cameras, the application needs to be submitted shortly.

- **Action Clerk/Cllr**

Bensly.

5.9 Registration of Parish Office, the Clerk reported that this is underway & the documents required for the land registry have now been certified & will be submitted to the land registry shortly after an identity check has been performed.

-**Action Clerk**

5.10 CCTV installation Cllr Kyriacou advised that so far no replies have been received.

5.11 Binding of Parish Council minutes- **ongoing**

5.12 Bin Installation by Bus Stops, the order has been placed for these with GYBC & the Clerk is awaiting confirmation when they can be installed.

-**Action Clerk**

5.13 Toilet registration – Kingsway, -**ongoing**

5.14 Padlock for SAM cameras Cllr S Bensly confirmed these have been purchased.

5.15 Servicing of Office Alarm completed , **noted**

5.16 To receive a report of the Climate change, flood & coast Cllr Tucker

5.17 It was reported that the telephone box (Kingsway) is due to be removed, it was requested the the Clerk obtain costings to keep this asset & for the PC to explore alternative uses for it.

– **Action Clerk**

6 CORRESPONDENCE

30/10/2019	NCC re-budget recycling credit fees 2020/21	circulated
28/10/2019	North Quay Supplementary Planning document	circulated

7 PLANNING

Applications for discussion and comment.

7.1 Applications.

7.1.1 06/19/0604/F Removal of condition 3 of Planning Permission 06/18/0591/D – Relating to use of caravan no: 97 at Hemsby Belle Aire Ltd, Beach Road, Hemsby, NR29 4HZ. It was agreed that the Parish Council would object to this application as they felt that this could lead to a president being set for other sites to follow suit & there would potentially be a blending of tourist and permanent residential accommodation.

7.2 Decisions

7.2.1 06/19/0407/F Demolition of existing fire damaged property to allow the erection of a replacement single storey dwelling and garage at 4 Ormesby Glebe, Hemsby, NR29 4JA. Granted.

7.2.2 06/19/0513/F Removal of hedge and erection of 1.5M high close boarded fence at Holly Lodge, Mill Road, Hemsby, NR29 4ND. Granted.

7.2.3 06/19/0465/F – Albany, 20 Ormesby Rd, Hemsby, NR29 4LA. Front porch, rear extension and render whole house. Granted.

7.2.4 06/19/0510/F – 10 The Paddock, Hemsby, NR29 4HG. Replacement garage and proposed garden room. Granted.

- 7.3 Neighbourhood Plan Public consultation date Saturday 30th November at 10.30.
- 7.4 Feedback was received from the meeting with Cllr Adrian Peck, Ormesby St Margaret with Scratby Parish Council & it was confirmed that they would not be providing any funding

8 YOUTH MATTERS.

- 8.1 Museum Opportunities for young people. Cllr Mogford- **ongoing**
- 8.2 YMCA – to receive quotation **-ongoing**
- 8.3 Youth Council – to consider the creation of a Youth Council- **ongoing**

9 ADMINISTRATIVE MATTERS

- 9.1 The appointment of Kerrie Wilton as Parish Clerk was confirmed and sign contracts & confirmation of LGPS membership – resolution was agreed. **-Action Clerk**
- 9.2 Freedom of Information Policy adopted.
- 9.3 Model Publication Scheme adopted.
- 9.4 Email Privacy notice adopted.
- 9.5 Social Media & Electronic Communication Policy adopted.

10 FINANCIAL MATTERS

- 10.1 The payments schedule was authorised
- 10.2 The bank summary as at 30th October was agreed
- 10.3 Insurance Review. Cllr Nudd- **ongoing**
- 10.4 It was agreed to make a donation to the Village Hall of £39.60
- 10.5 It was agreed to make donation to the Royal British Legion following the Memorial Service for a wreath.
- 10.6 The internal audit report was received and it was agreed that good progress has been made by the locum clerk & she was thanked by the Parish Council.
- 10.7 To review Asset Register- ongoing.
- 10.8 Expenses Policy was adopted
- 10.9 Payroll administration, it was agreed that the payroll would not be provided by an external contractor & the new clerk would provide regular evidence that the obligations were being met.

11 BURIAL GROUND.

- 11.1 To review cost structure and terms, the clerk reported that she has asked for contactors costs for the next 12 months so that informed decisions can be made about any changes to the pricing structure.

-Action Clerk

- 11.2 The updated version of Burial Ground Regulations November 2019 were noted.

12 HEMSBY IN BLOOM.

- 12.1 Cllr Richmond provided some suggestions for the projects that she would like to prioritise & it was agreed that she would be provided with an initial budget of £300. **-Action Cllr Richmond**
- 12.2 Plantlife. Cllr Evans will obtain more information.

-Action Cllr Evans

13 KINGSWAY.

- 13.1 Outside office lights, timer Cllr Kyriacou.
- 13.2 LED lights to public conveniences Cllr Kyriacou advised that this is **ongoing**.
- 13.3 Fire extinguisher needs refreshing (due Jan 19), this will be arranged by the clerk & PAT testing of electrical items. **Action Cllr Kyriacou & Clerk**
- 13.4 Future thoughts on use of PC Office was discussed Cllr Eden had previously asked the PC to

consider alternative uses for the office & if an income could be realised, the clerk advised that the office & toilets next door share both a water & electricity supply, there would be insurance implications and other issues to factor in. The new clerk advised that she is proposing to work from there on two whole or part days per week and that she had concerns for lone working in an alternative location.

14 PLAYINGFIELD.

14.1 To receive minutes and recommendation following Committee meeting, it had been agreed to purchase a vacuum cleaner & disposable cups for the Pavilion. The hire agreements had been issued to all regular hirers that were able to attend the meeting & a contact list will be prepared by the clerk to display in a new notice board that it was agreed to purchase.

-Action Clerk.

14.2 An update on Fire Alarm System work was provided by Cllr Kyriacou reported that this has been undertaken by a new contractor & that he requested that the original contractor was written to as we would no longer be requiring their services.

Action Clerk

14.3 Hemsby Playing Field Play Area & incident of vandalism, it was reported that this had been speedily repaired by Great Yarmouth Borough Council.

15 FLAGPOLE.

15.1 To consider costs and location- **ongoing**

16 CO-OPTION OF COUNCILLORS.

16.1 To consider any applications for the position of councillor, Tony Bowgen was proposed & seconded & duly elected. Acceptance of Office was signed & he was welcomed back to the Parish Council.

17 ITEMS FOR INCLUSION IN THE NEXT AGENDA

Next Meeting: Monday 16th December 2019.

17.1 Operation London Bridge

The meeting closed at 9.25pm.

Payments approved:

Payee	Net	VAT	Total	
Tina Nudd (Cllr - refund of expenses)	£26.58		£26.58	
Eon - Toilets	£72.16	£3.16	£75.32	(Account £38.91 in credit)
Eon - Playingfield	£60.80	£3.04	£63.84	
Jayne Stewart - cleaning Pavilion (Sept/Oct)	£405.00		£405.00	
Norse Eastern - bin collection	£93.70	£18.74	£112.44	
URM Berryman Recycling	£48.60	£9.72	£58.32	
The Garden Guardian	£955.00	£191.00	£1,146.00	
Viking Direct (Memory Sticks)	£30.98	£6.20	£37.18	
Norfolk Copiers bonline	£31.01	£6.20	£37.21	
	£64.77	£12.96	£77.73	
Sarah Hunt (November)	£1,405.88		£1,405.88	
Flameskill (Pavilion Work on Fire System)	£239.50	£47.90	£287.40	
Kerrie Wilton (November)	£257.85		£257.85	
J G Services - Grave Digging	£260.00		£260.00	

CANCELLED

Sarah Hunt Expenses	£129.31	£21.67	£150.98
Village Hall	£39.60		£39.60
Inland Revenue	£630.46		£630.46
Diamond Plumbing	£140.00		£140.00
Mark Witheridge	£437.66		£437.66
British Legion (Poppy Wreath)	£25.00		£25.00
	£5,353.86	£320.59	£5,674.45

Signed:

December 16th 2019