

MINUTES OF HEMSBY PARISH COUNCIL MEETING

Which took place at the

Parish Office on: **Monday 16th December at 7.00pm**

Present: Cllrs, Kyriacou (chair), Cllr Bowgen, Cllr Nudd, Cllr Richmond, Cllr Bensly, Cllr Tucker & Cllr Bennett. GYBC Cllr James Bensly.

Clerk: Mrs Sarah Hunt & Mrs Kerrie Wilton
5 members of the public were in attendance.

1. ATTENDANCE

Apologies were received and accepted from Cllr Eden, Cllr Mogford, GYBC Cllr Noel Galer & NCC Cllr Ron Hanton.

2. DECLARATIONS OF INTEREST AND DISPENSATIONS.

None.

3. MINUTES OF PREVIOUS MEETING

The minutes of the Parish Council Meeting held on 19th November 2019 were agreed as a true and correct record and signed by the Chairman.

4. PUBLIC FORUM

4.1 The Chairman Cllr Kyriacou read a letter that he had received regarding ASB at the bus shelter on North Road in the village. It was agreed that the litter picker would visit this site more frequently, the letter would be replied to by the Clerk & the item would be Carried forward to January 2020 meeting to see if there are alternative bus shelter types that could be insatilled to help avoid ASB in all bus shelters in the parish. PC Gary May would also be advised of the issue as he was not present at the meeting.

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, Pamela Richmond, Tina Nudd & the Clerk to be added
- 5.3 Unpaid Work Team –Clerk **-Ongoing Clerk**
- 5.4 Entrance gates to Playing field, Cllr Kyriacou advised that this was discussed at the playing field committee meeting & quotations are to be obtained to undertake the work now that the outdoor gym is installed. **-Action Cllr Kyriacou**
- 5.5 Village Gates/boats/benches, It was confirmed that the licences to install the benches & one of the boat planters has now been granted and they will be installed shortly. The ownership of the land on Martham Road still needs to be verified before the licence for the second boat planter can be applied for & this may also need planning permission. Cllr James Bensly advised that he might be able to assist the PC with his matter. **– Action Cllr Kyriacou, Cllr Bensly & Clerk.**
- 5.6 The Clerk reported that the application for 50/50 Partnership Funding for two more SAM cameras has been submitted, response expected March/April 2020. **-Ongoing**
- 5.7 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**
- 5.8 CCTV installation Cllr Kyriacou advised that still no replies have been received from the businesses on Kingsway **-Ongoing**
- 5.9 Binding of Parish Council minutes- Sarah Hunt Locum clerk will arrange for these to be done shortly. **- Action Sarah Hunt**

5.10 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

5.11 Toilet registration – Kingsway.

-Ongoing

5.12 It was reported that the telephone box (Kingsway) was due to be removed shortly, the PC agreed to adopt the kiosk & make the adoption payment to British Telecom. It was noted that the electricity supply has already been disconnected.

– Action Clerk

6 CORRESPONDENCE

27/11/2019	Complaint received from Haycroft resident regarding blocked drains, leaf mulch	Reported to NCC ranger by Clerk
29/11/2019	Christmas bin collections – alternative timetable	circulated
29/11/2019	GYBC Christmas events, late night opening & Fireworks	circulated
25/11/2019	Consultation on Boundaries for Norfolk- date extended to 11/2/2020	circulated
21/11/2019	Great Yarmouth Borough Council to consult on continuing legal order promoting responsible dog ownership- ends 30/1/2020	For information
18/11/2019	Removal of BT telephone box at Long Beach Estate, Hemsby, NR29 4JD	Response required by 18/12/2019

7 PLANNING

Applications for discussion and comment.

7.1 Applications for discussion and comment

7.1.1 Applications Received

7.1.2 06/19/0653/F construction of new double garage & associated works at The Willows, Kings Loke, Hemsby, NR29 4HN- No objections, **Clerk to advise GYBC**

7.1.3 06/19/0671/F single storey rear extension at 7 Fallowfield, Hemsby, NR29 4NT - No objections, **Clerk to advise GYBC**

7.2 Decision Received

7.2.1 06/19/0521/F The Oaks, Kings Loke, Hemsby, **Granted**

7.3 A Neighbourhood Plan gathering was held date 14th December 2019 at 10am Parish Office Cllr Kyriacou advised that Cllr Mogford had stood down from the Committee. It was agreed that the current Neighbourhood Plan Committee was to be disbanded. The Parish Council wish to support any groups from within the Village should they wish to form a future committee as the Parish Council can be the named authority for any grant applications.

8 YOUTH MATTERS.

8.1 Museum Opportunities for young people. **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 Operation London Bridge – It was agreed that the Clerk should make contact with the Church & request a meeting to ensure that there are no duplications of duties. **– Action Clerk.**

9.2 The updated Sam2 SLA provided by NCC Highways was accepted & signed, it was discussed if adopting risk assessment (NPTS) for their placement should be considered & this will be carried

forward to early 2020. It was agreed that Cllr Bensly should purchase a florescent vest as soon as possible to wear whilst he is moving the signs between locations. -

Action Clerk & Cllr Bensly

9.3 Documentation retention & Destruction Policy, the Clerk reported that this policy will assist the PC in retaining the documents that are required and not un-necessary ones. Carried forward to early 2020.

- **Action Clerk.**

9.4 The meeting dates for 2020 were agreed & will be added to the website & noticeboards. Cllr Kyriacou suggested that future Parish Council Meetings could be held at the Pavilion on Waters Lane if there is no pre-existing bookings
-Action Clerk & Bookings clerk for the Pavilion.

10 FINANCIAL MATTERS

10.1 The Payment schedule of £14,207.68 was agreed & income of £1381.48 from NCC Re-cycling credits was noted.

10.2 The bank summary as at 2nd December was agreed at £71851.37

10.3 Insurance Review. Cllr Nudd

- **Ongoing**

10.4 To review Asset Register, The Insurers have provided a list of the assets that they are currently providing cover for.

- **Ongoing**

10.5 The budget for 2020/2021 was agreed. The precept of £53,595.00 & concurrent function funding of £24,449.00 was also agreed to be requested from GYBC for 2020/21 (No Change on 2019/20 amounts).

-**Action Clerk**

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. The Clerk also reported that another row needed marking out.

-**ongoing**

Action Clerk

12 HEMSBY IN BLOOM.

12.1 Cllr Richmond advised that she had not been able to purchase any bulbs so far as she has been caring for a relative. It was agreed that the PC would advertise on the Website & Facebook for additional volunteer helpers.

-**Action Cllr Richmond**

12.2 Plantlife. Cllr Eden will obtain more information

-**Action Cllr Eden**

13 KINGSWAY.

13.1 CCTV installation – see 5.8 Cllr Kyriacou.

13.2 Outside office lights – timer –Cllr Kyriacou.

- **Ongoing**

13.3 LED lights to public conveniences – update. Cllr Kyriacou.

-**Ongoing**

13.4 PAT testing of electrical items still needs to be arranged. The Clerk advised that when the fire extinguishers were recently serviced it was recommended that a fire risk assessments inspection was undertaken, this was agreed & will be booked for early January 2020. - **Action Cllr Kyriacou & Clerk**

14 PLAYINGFIELD.

14.1 The Clerk reports that the Fire extinguishers at the Parish Office & the Pavilion have been serviced & replaced where appropriate & a fire blanket has been installed in the kitchen.

14.2 The meeting was advised that the Outdoor Gym has been installed. The equipment will need to be added to the asset register, the Insurance provider has been advised. The Clerk has made contact with GYBC for them to confirm if they are to undertake the weekly inspections of the new equipment alongside the ones that they already do for the children's play area, however no reply as yet. As a

short term measure the clerk has sought advice from neighbouring PC's that carry out their own weekly inspections has been drafted. Cllr Richmond kindly offered that she & Cllr Eden will carry out the weekly inspections. Cllr James Bensly advised that he will chase up GYBC for a response.

Action - Cllr Eden , Cllr Richmond, GYBC Cllr Bensly & Clerk.

14.3 Fire Risk Assessment inspection for Pavilion see 13.4

14.4 The Clerk advised that the pest control work has been completed & that the invoice has been received.

15 FLAGPOLE.

15.1 The costs and location of a flag pole was discussed & it was agreed that there are lots of days when it is required to fly a flag if the PC were to have one it would require several volunteers to fulfil these duties. It was agreed not to purchase a flag pole but to offer to purchase a replacement one for the Parish Church if they required on. The Clerk will discuss this at the next proposed meeting with the Church Warden – see 9.1

- ongoing Clerk

14 CO-OPTION OF COUNCILLORS.

16.1 To consider any applications for the position of councillor, Angela Bennett was proposed & seconded & duly elected. Acceptance of Office was signed.

15 ITEMS FOR INCLUSION IN THE NEXT AGENDA

Next Meeting: Monday 20th January 2020

17.1 Set next meeting date for Finance Committee in Jan/Feb 2020

17.2 Princess Diana Bench, litter report

17.3 Update on Operation London Bridge/purchase of a new flag

17.4 Consider adoption of Risk Assessment for SAM2 site installation

17.5 Update on the Fire Risk Assessments for Parish Office & Pavilion

17.6 Update on ASB at North road Bus shelter & consider a replacement programme for all sites.

17.7 Re-surfacing of the tennis court with a suitable multi use type surface.

17.8 Update on Risk Assessment & inspection for the outdoor gym.

17.9 To receive a report from Cllr Mogford regarding a potential footpath linking to Ormesby, consider financial contribution to land owner.

17.10 Consider information/instruction board installation at Outdoor Gym.

17.11 Public Toilets refurbishment

The meeting closed at 8:52pm.

Payments approved:

Cheque Payee	Net	VAT	Total
10769 Vic Hannant - Pest Control	£90.00		£90.00
ddr Bonline - telephone/internet	£46.69	£9.34	£56.03
10770 Garden Guardian (grasscutting)	£1,062.00		£1,062.00
10771 Wave (water - Burial Ground)	£10.79		£10.79
10772 Viking Direct	£126.95	£25.39	£152.34
10773 First Class Fire Protection	£354.35	£70.87	£425.22
10774 Trevor Brown (Internal Audit)	£203.80		£203.80
10775 Norse Eastern (Bin, Car Park)	£92.20	£18.44	£110.64
102776 VAT Payment on Account	£299.00		£299.00

102777	Vocalvale	£750.00	£150.00	£900.00
102778	Beach cleaning	£5,000.00		£5,000.00
102779	K Kyriacou - noticeboard	£24.36	£4.87	£29.23
102780	K Wilton expenses (Makro/Morrisons)	£24.82	£4.97	£29.79
102781	GYBCO.Business Rates (Office)	£350.00		£350.00
102782	GYBCO. Business Rates (Toilets)	£687.00		£687.00
102783	Salary S Hunt December	£1,405.88		£1,405.88
102784	Salary K Wilton December	£1,093.68		£1,093.68
102785	Inland Revenue December	£1,090.12		£1,090.12
102786	Witheridge - Litter pick	£437.66		£437.66
102787	British Telecom - payphone	£1.00		£1.00
ddr	Eon parish office	£77.60	£3.88	£81.48
ddr	URM Recycling	£36.00	£7.20	£43.20
102788	J G Services - grave digging	£520.00		£520.00
102789	Spectrum Hygiene (Pavilion cleaning)	<u>£118.75</u>	<u>£23.75</u>	<u>£142.50</u>
		<u>£13,902.65</u>	<u>£283.88</u>	<u>£14,207.68</u>

Income

Recycling Credits

£1,381.48

Bank balances at 29.11.19

Savings account (A/c 00852171)

£67,851.37

Current account (A/c 70411973)

£4,000.00

Signed:

20th January 2020