



Minutes of the Hemsby Parish Council Meeting
at the Parish Office on: **Monday 19th August 2019 at 7.00pm**

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

1. ATTENDANCE.

Apologies were accepted from Cllr Locke – unable to attend.
Cllr Kyriacou (late).
Cllr Eden (left early).

2. TO REVIEW THE CHAIRMANSHIP.

Cllr Hill confirmed to the meeting that she would continue as Chair.

3. DECLARATIONS OF INTEREST AND DISPENSATIONS

None.

4. MINUTES OF PREVIOUS MEETING

The minutes of the last Parish Council Meeting held on Monday 22nd July 2019 were agreed as a true and correct record and signed by the Chair.

5. PUBLIC FORUM

5.1 Report from County Councillor – Ron Hanton. Third river crossing on course for 2020, initial surveys have taken place. Highways England looking to defer A47 dualling using uncertainties over the third river crossing as the reason. Great Yarmouth Fire Station is having an open day on Saturday 14th September. Norfolk Co Co has a waste amnesty at the Caister Recycling Centre at Caister on 5th and 6th October 2019 and will accept paint etc.

Apologies: Borough Councillors – James Bensly and Police.

5.2 Highways responses concerning Back Lane were reported to the public in attendance.

6. MATTERS ARISING FROM PREVIOUS MEETINGS – TO RECEIVE UPDATES

6.1 Risk Assessments – Financial Risk assessment to next meeting. **Cllr Nudd/Clerk**

No playground inspections necessary – undertaken by Great Yarmouth Borough Council.

6.2 Parish Office Ownership – ongoing. England Solicitors may hold deeds on behalf of Council. **Clerk**

6.3 Benches – now all delivered. Payment sent. To be installed. **Cllr Kyriacou**

6.4 Unpaid Work Team – no detailed plan of work required yet devised. Ongoing. **Clerk**

6.5 I.D. Cards. **Councillors** to forward details/photographs to Clerk.

6.6 Bank Signatory changes – all information necessary now with Clerk – to be actioned. **Clerk**

6.7 Bin Installation – drawings necessary. **Clerk**

6.8 Sourcing of alternative domain hosting provider. **Cllr Mogford** to pass recommendation to **Clerk**

6.9 Noted new answerphone purchased with remote access.

6.10 Filing cabinets in Parish Office remain unlocked. **Clerk**

6.11 Noted that the Clerk and Acting Clerk only have administrative capabilities on the Facebook page.

6.12 Noted that the external audit return dates have been extended to 2nd September 2019.

6.13 Entrance gates to Playingfield. Still to be actioned. **Cllr Kyriacou**

6.14 Servicing of Office alarm. Still to be arranged. **Cllr Bensly**

6.15 Village Gates. Cllr Hill to arrange date for public consultation to be held at Parish Office. **Cllr**

Hill

- 6.16 Parish Councillor Vacancy. No poll has been called – the Council is now authorised to fill the vacancy by co-option. Clerk to advertise. **Clerk**
- 6.17 The provision of a School Crossing Patrol Person. Cllrs to consider any alternatives and advise to Clerk. Any new ideas to come back to Council.
- 6.18 Outdoor Gym. Cllrs Eden/Richmond. Public consultation to take place on same date as Village Gates – **Cllr Hill** to advise date.
- 6.19 Youth Provision – Councillor volunteer – next meeting. **Clerk**
- 6.20 CCTV at the Parish Office – Installation. Insurance ramifications to be investigated. **Clerk**
Quotations to be provided to meeting. **Cllr Bensly**
- 6.21 Uniforms/Safety equipment provision contracted staff. None to be provided.

7. CORRESPONDENCE.

The Parish Council received several complaints concerning Parking Fines issued during the Fireworks Event. These have been passed along to be followed up by the organisers. Noted.

Email	NPLaw	Notification of Tree Preservation Order – School Loke.	Noted.
Email	Police	Cluster Newsletter	Noted.

8. PLANNING.

- 8.1 Letter received from Ormesby with Scratby Parish Council – Chair and vice-chair to arrange a meeting and report back. Cllrs Bensly/Hill
- 8.2 To receive notification of Planning decisions taken by Great Yarmouth Borough Council:
 - 8.2.1 06/19/0335/F – 39 Ormesby Road, Longshores, Hemsby. Single storey side and rear extension. GRANTED.
 - 8.2.2 06/19/0273/F – 79 Common Road, Kingsliver, Hemsby. Variation of condition 2 of pp 06/16/0295/F to raise roof to allow an increase in internal head height. GRANTED.
 - 8.2.3 06/19/0276/F – 3 Summerfield Road, Hemsby. Side and rear extension. GRANTED.
- 8.3 To discuss and respond to Planning consultations received from Great Yarmouth Borough Council:
 - 8.3.1 06/19/0385/F – Hemsby Beach Holiday Park (Seacroft), Beach Road, Hemsby. Demolish 66 accommodation units and 3 houses, construct 54 additional bases, and infrastructure: construct of Go Active building car park: retrospective consent for part demolition and refurbish main entertainment complex, construct high ropes course, climbing wall and car park. No objection.
 - 8.3.2 06/19/0431/F – Field View, North Road, Hemsby, NR29 4LR. Single storey rear extension linking garage conversion – previously approved 06/18/0647/F. No objection.
 - 8.3.3 06/19/0314/F – The Bakery, The Street, Hemsby. Vary condition 2 of planning permission internal revs to allow 4 beds instead of 3, alts to external appearance and layout. Council to submit comments – parking and traffic movements.
 - 8.3.4 06/19/0407/F – 4 Ormesby Glebe, Hemsby, NR29 4JW. Demolition of existing fire damaged property to allow the erection of a replacement single storey dwelling and garage. Council to submit comments – concerns over access to site and traffic movements, disturbance to neighbours – materials unspecified, important to be in keeping with area and nearby properties.
 - 8.3.5 06/19/0252/F – 24 Mill Road, York Cottage, Hemsby, NR29 4ND. Amendment – re-develop outbuildings to form habitable annexe. Demolish and re-build cottage to form new living area. Council to submit comments – unacceptable height to new design with greatly raised ridgeline.

9. HIGHWAYS.

- 9.1 It was AGREED to put forward a 50/50 partnership funding highways application for 2 more SAM signs in the Parish. **Cllr Bensly/Clerk**
- 9.2 Hedge Growth – Back Market Lane. Highways advise to be cut at the end of the nesting season.

9.3 Speeding Beach Road – Highways response that it is an enforcement issue received. **Cllr Mogford** to explore grant possibilities for funding to designate Beach Road a 20mph area.

Next Agenda. **Clerk**

9.4 Highways inspection due – any issues to be reported to be forwarded to clerk by email.

9.5 Speedwatch. Volunteers have historically contacted the Parish Council – Clerk to investigate – Speedwatch team considered an important step in speed enforcement in the village. **Clerk**

9.6 Kingsway – overhanging trees and vegetation to be added to Unpaid work team list. **Clerk**

9.7 Common Road Grass Cutting – awaiting response from Great Yarmouth Borough Council.

10. ADMINISTRATION.

10.1 Noted that Cllr Dudley Tucker has joined the Personnel Committee in place of Cllr Locke.

10.2 The quotation for fencing repair at Playingfield – Clarkes Fencing £495 + VAT was **AGREED** – Clerk to instruct. **Clerk**

10.3 Noted that the Clerk's CiLCA registration has expired.

10.4 Noted that the Neighbourhood Plan committee met on 12th August 2019.

10.5 It was **AGREED** to issue a Parish Office key to P C Gary May along with the alarm code.

10.6 The interment of ashes within burial plots containing family members was **AGREED**. Charges to be as ashes interment. Cost structure and terms to be revised. Next meeting. Clerk

11. FINANCIAL.

11.1 The Asset Register was **AGREED** as presented.

11.2 To receive the Internal Auditors report and consider recommendations. Not yet available – next meeting. **Clerk**

11.3 The Annual Governance Statement of the Annual Return was **AGREED** and signed by the Temporary R.F.O. and Chair.

11.4 The Accounting Statement of the Annual Return was **AGREED** and signed by the Temporary R.F.O. and Chair.

11.5 Income to be advised to Councillors at next meeting. Clerk

11.6 The meeting **AGREED** expenditure payments as circulated with the addition of Mark Witheridge £437.66 totalling £8793.04.

11.7 Noted the period for the exercise of public rights – Monday 2nd September to Monday 14th October 2019.

11.8 **AGREED** - the payment of URM (recycling) invoices by Direct Debit. Forms signed by two cheque signatories.

11.9 It was **AGREED** to appoint LGS Services to run payroll on behalf of Hemsby Parish Council.

11.10 To note current bank balance of A/c 70411973 £4,000.00 plus A/c 00852171 £45,985.19.

11.11 **AGREED** - the payment of WAVE Water supply invoices by Direct Debit. Forms signed by two cheque signatories.

12. HEMSBY IN BLOOM.

Cllr Richmond to investigate costings and suggestions and bring to next meeting.

13. FLAGPOLE.

Clerk to bring costings and implications to next meeting. **Clerk**

14. ITEMS FOR INCLUSION IN NEXT AGENDA.

Next Meeting: To be confirmed, currently scheduled 16th September.

Insurance Review.

To agree reviewed Standing Orders, Code of Conduct, Financial Regulations, Statement of Internal Control. Cllr Hill (May meeting).

Signed:

Dated:

Payments made at Hemsby Parish Council meeting 19th August 2019

payee	nett	vat	total payable
Alma Ironcraft (JULY 2018!)	£ 160.00	£ 32.00	£ 192.00
Alma Ironcraft (July 2019)	£ 239.00	£ 47.80	£ 286.80
J G Services	£ 360.00		£ 360.00
Norse Eastern (bin emptying)	£ 44.30	£ 8.86	£ 53.16
Garden Guardian grass cutting	£ 990.00	£ 198.00	£ 1,188.00
S Hunt (expenses)	£ 88.32	£ 16.95	£ 105.27
Viking Direct (Stationery)	£ 86.33	£ 17.27	£ 103.60
WAVE - Toilets	£ 21.37		£ 21.37
WAVE - Sports Pavilion	£ 260.57		£ 260.57
Salaries	£ 5,428.88		£ 5,428.88
Bonline (telephone etc)	£ 61.61	£ 12.32	£ 73.93
Mrs S Woolsey replaces 102694	£ 280.00		£ 280.00
URM Recycling	£ 1.50	£ 0.30	£ 1.80
Mark Witheridge	£ 437.66		£ 437.66
	£ 8,459.54	£ 333.50	£ 8,793.04