

Hemsby Parish Council



Parish Office, Kingsway
Hemsby, Great Yarmouth
Norfolk
NR29 4JT

All correspondence please to:
The Parish Clerk
Elaine Galer Tel 01493 719235
Email: clerk@hemsbyparishcouncil.org.uk

Minutes of the Annual Parish Council Meeting held on Monday 20th May 2018 at 8.00 pm at the Pavilion, Waters Lane, Hemsby.

Present: Chairman Terry Barnes, Clerk: Elaine Galer

Borough Councillor: Noel Galer

Parish Councillors: Scott Bensly, Charlotte Hill, Karen Kirk, Keith Kyriacou, Caz Eden, Pam Richmond

Public: 17 members of the public

Meeting Declared open at 8.10 pm

THE MEETING WAS RECORDED

Apologies - County Councillor Ron Hanton, Borough Councillor James Bensly, PC Gary May, Councillor Dudley Tucker, Councillor Leslie Mogford

1. Election of Chairman and completion of Acceptance of Office

The Chairman called for nominations for the position of chairman. Councillor Caz Eden nominated Councillor Charlotte Hill. Councillor Karen Kirk nominated Councillor Keith Kyriacou. Chairman Terry Barnes explained that members of the public could not nominate or vote for these. Votes were called for. The nominees left the room. Councillor Charlotte Hill attracted 3 votes, 1 vote for Councillor Kyriacou. Councillor Charlotte Hill signed her acceptance of office and was duly signed in as Chair of Hemsby Parish Council.

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

The new Chair called for nominations for Vice Chairman. She nominated Councillor Scott Bensly. Councillor Karen Kirk nominated Councillor Keith Kyriacou. The 2 nominees left the room. With a show of hands Councillor Scott Bensly was elected Vice Chairman (the Chair used her casting vote). The acceptance of office was duly signed.

Chair Charlotte Hill stated that she would like to have a trial period as Chair as she didn't know everything that would be involved in the role. She asked for a trial of 3 months and then, if not happy, would resign from the role. She was offered training but did not take up the offer at this stage. It was agreed that her position would be reviewed on the agenda for August.

Councillor Keith Kyriacou proposed that 2 additional members (Kim Mcadoo and Tina Nudd) who were in the audience be co-opted onto the council. All in favour. They accepted this and signed up as members of Hemsby Parish Council.

The new headmaster of Hemsby Primary School arrived.

3. Apologies for Absence

As above

4. Appointment of Councillors onto Committees and/or responsibilities

The list below was worked through and names/ responsibilities undertaken. The chair said that she was not prepared to accept the absences of the councillors named above.

- a. *Asset register – to include insurance review* - Councillor Karen Kirk agreed to work with the clerk on this
- b. *Bloomin Hemsby / Open Spaces* – to be left open
- c. *Burial Ground* – the clerk explained that, although the process was working really well now, there was no one to take over when she is away – in fact she was arranging burials recently from her hospital bed! Councillor Pam Richmond agreed to learn the process.
- d. *Liaison with Businesses* – Councillor Keith Kyriacou was a member of the Hemsby and Newport traders and would take this on.

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- e. *Hemsby Playing Field Management Committee* – Councillor Keith Kyriacou agreed to report to the council on this.
- f. *Neighbourhood Plan* – it was felt that this should be carried over until Councillor Leslie Mogford is present.
- g. *Parish Clerk / Administration* – the clerk pointed out that she had not been having reviews of her work etc. Chair Charlotte Hill and Councillor Caz Eden agreed to undertake this role.
- h. *Parish Council – internal audit* – full council led by clerk as before
- i. *Standing orders / policies* – these are shortly to be distributed to all councillors. They need to be reviewed annually. Chair Charlotte Hill agreed to review these.
- j. *Finance – Bank signatories* – 2 of the existing signatories are no longer councillors. It was agreed that the mandate should be changed to include the Chair and Vice Chair and remove those who are no longer councillors.

The clerk explained that VAT returns will shortly need to be done via specific software. It was proposed by Councillor Keith Kyriacou that the software was purchased. Seconded Councillor Pam Richmond – all in favour.

k. *Parish Surgeries*

It was agreed that these would be held informally without recordings/agendas etc. Councillor Caz Eden agreed to run these. The clerk will explain the GDPR rules so that Caz can minute them as required.

- l. *Patient Liaison Committee* - Councillor Pam Richmond would continue in this role.
- m. *Planning Applications* - the clerk explained that the amendment put into place last year was no longer working. (This was where the clerk would email councillors with details of upcoming planning applications and councillors would return their comments via email. The clerk would aggregate these and produce a comment to be registered at the GYBC planning portal) It was agreed that planning applications should be seen in the Parish Office, with additional planning meetings as required.
- n. *Police – SNAP meetings* It was agreed that Councillor Karen Kirk / Councillor Caz Eden and Chair Charlotte Hill would share this.
- o. *Risk assessments – to include a review of what is currently being assessed.* A discussion occurred as to what this involved. Councillor Tina Nudd volunteered to do this.
- p. *Roads / Street Lighting / faults* – All faults to be reported via the clerk so that she can maintain a list.
- q. *SAM signs* - Councillor Scott Bensly will continue with this role.
- r. *Save Hemsby Coastline* – Ex Councillor Ian Brennan will attend PC meetings to keep the council informed. Borough Councillor Noel Galer would also attend meetings when possible.
- s. *Hemsby Primary School* - Councillor Keith Kyriacou will continue with this role as liaison with the council as he is a school governor.
- t. *Social Media – Facebook* Councillor Kim Mcadoo will undertake this role.
- u. *Website* – Elaine Galer will continue with this.
- v. *Parish magazine* – Elaine Galer will continue with this – this reference was to the Church magazine
- w. *Mercury* - a person was needed to liaise with the Village Correspondent – Peggy Sutton. Councillor Tina Nudd volunteered for this.
- x. *Village Hall* - Councillor Keith Kyriacou will continue in this role as he is chairman of the Village Hall Committee.
- y. *Community Resilience Plan* - Hemsby Inshore Rescue own this with the contact list being maintained by the clerk.
- z. *Others - at discretion of chair* - none

Once these had all been discussed, the clerk read them all out again to ensure everyone was aware of the decisions.

It had been agreed that these would be voted for en-masse. It was proposed that this list be accepted by Councillor Pam Richmond, seconded Councillor Karen Kirk. All in favour.

5. *Review of Registers of Interest.*

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The clerk explained that these must be completed, and it is the responsibility of the member to ensure that all declarations are made. There is a heavy fine for non-disclosure.

The Headmaster of Hemsby Primary School was introduced, and the proposed School Crossing Patrol was mentioned. Meetings are to be arranged to discuss. *He then left the meeting.* Councillor Kim Mcadoo discussed the dangers of crossing Pit Road and wondered if the village should have a traffic warden. She suggested a volunteer scheme – perhaps run by parents etc. It was agreed that a meeting with the headmaster was required and this could be discussed along with the School Crossing Patrol.

6. Discussion re the way forward and decisions to be made

- a. *Photocopier in the parish office* Chair Charlotte Hill asked councillors what their feelings are re the printer. There was quite a discussion regarding this with many councillors expressed concern that it hadn't been used for some time. The clerk explained that she had been in hospital and hadn't been able to use it. The clerk said that agreement was needed as to whether the printer was to be kept, who was able to use it, and whether there would be a charge for usage. Again, various views were expressed by the councillors. The history of the printer was also discussed. The clerk explained that the lease had been signed and the contracted period was for 5 years. Usage of the Parish Office was also discussed. Councillor Kim Mcadoo explained that volunteers would come forward to help man the office. The clerk explained that the contract had been signed and the parish council was committed to this lease. To get out of the lease, 5 years was still needed to be paid. This is a total cost of £2,700 for the 5 years. Councillor Keith Kyriacou proposed that we keep the printer and all councillors receive training and a code so that they can use it. Seconded Councillor Karen Kirk. 2 councillors voted against, the rest in favour. Motion carried: the council keep the printer. The amount to be charged and who can use the printer will be on the next agenda. Borough Councillor Noel Galer explained that after being given written confirmation to go ahead, he had been in the process of setting up user codes for the printer, but because there had been so much discussion as to returning the printer, he stopped this work whilst the decision was being made. He offered to continue with the setting up if required, after the requisite decisions. Chair Charlotte Hill stated that she would arrange a meeting where everyone could get a code for the printer and training as to how to use it.
- b. *Projects for the coming year* - The clerk explained that the precept had been agreed. The Parish Partnership Bid had also been agreed so that a pot of £10K was available for installing gateways in the village. A discussion re roles and responsibilities and the history took place. The Neighbourhood Plan (NP) was discussed at length alongside the lack of progress. The clerk explained that her involvement with the NP included help with the initial terms of reference and with sourcing funding. As far as she was aware, funding had not been applied for. Borough Councillor Noel Galer explained the process required to create the Neighbourhood Plan. Councillor Caz Eden wondered if someone could be employed to help complete this. Borough Councillor Galer explained that there are consultants available to help and training was available. Chair Charlotte Hill suggested that the Neighbourhood Plan be discussed at the next meeting (after she had spoken to an ex-councillor). All in agreement. All other projects are to be carried forward to the next meeting.

7. Next full council meeting - This was agreed to June 5th at 7pm.

Meeting closed at 9.35 pm