

Hemsby Parish Council



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

All correspondence please to:
The Parish Clerk
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Minutes of the Parish Council Meeting held on Wednesday 5th June 2019 at 7.00 pm in the Parish Office, Kingsway, Hemsby NR29 4JT.

The clerk explained that many of the recently completed Register of Interest forms had been rejected by GYBC and new forms were supplied, with completion instructions.

THE MEETING WAS RECORDED

Present: Chairman Charlotte Hill, Vice Chairman Scott Bensly
Clerk: Elaine Galer
Parish Councillors: Caz Eden, Pam Richmond, Tina Nudd, Kim McAdoo
Borough Councillor Noel Galer
8 members of the public

Meeting Declared open at 7.04 pm *Councillor*

Keith Kyriacou arrived.

Councillor Caz Eden proposed that Christine Locke was co-opted as a councillor in order to fill the current vacancy. The clerk explained that she was unaware of this proposal so did not have any forms for completion. This meant that Christine would not be able to vote on any motions until the forms had been completed. The motion was seconded by Councillor Keith Kyriacou. All in favour.

Councillor Pam Richmond arrived.

1. Public Participation

a. Reports from County Councillor, Borough Councillors, and Police

Borough Councillor Noel Galer reported that a group of travellers had been moved on from the Lowestoft area and concerns had been raised that they might move into the Yarmouth area. GYBC had put steps in place to ensure the security of potential sites. He also had received questions re the Pontins planning application and confirmed that it was not on the agenda for this month. He had also been watching the progress of the Local Plan. There are no developments on this at the moment. The third river crossing had moved onto the next stage of development. He mentioned that the newly formed Flegg CLT would be writing to all local parishes shortly to explain who they are and hoped parish councils would like to join them as members.

The Police report was handed round for interested parties to read.

b. Questions/Comments from The Public

A member of the public was concerned re the safety of the wooden walkway that leads from the lifeboat station onto the beach. Vice Chair Scott Bensly thought this was maintained by HIRS and he would contact them.

A complaint was made re the Memorial Rose Garden as it needed tidying and was overgrown. The clerk explained that this was probably an oversight. Councillor Keith Kyriacou proposed that the previous gardener was brought in again, seconded by Councillor Pam Richmond. All in favour. The clerk explained that the gardener had not been in since the autumn.

Rubbish is being left on top of the soil stack and was causing problems for the street cleaner. A bin can not be placed there as GYBC can not empty it. A notice had been placed asking that the bin near the car park entrance be used. The gate between the churchyard and the burial ground was difficult to open and close. Chair Charlotte Hill suggested that the gate be kept closed for a while and if there were any problems, the matter would be reviewed.

2. *Consider Apologies for Absence* – These had been received from County Councillor Ron Hanton (holiday), Borough Councillor James Bensly (GYBC). PC Gary May (work commitments), Councillor Dudley Tucker was at a meeting, Councillor Leslie Mogford was at work. There was discussion around the 2 councillors and the clerk explained that any reasonable reason for absence should be accepted.

3. *Receive Declarations of Interest in items on the agenda and requests for dispensations* - none received

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4. *Approval of Minutes of Parish Council Meeting held 11th March 2019* – The clerk asked if these were required to be sent out by post as well as email. This was agreed. There was a discussion re the minutes. Chair Charlotte Hill proposed to accept the minutes as a true record, seconded Councillor Caz Eden. All those present at that meeting were in favour.
5. *To receive and accept the following documents:*
 - a. *Code of Conduct*
 - b. *Standing Orders*
 - c. *Financial Regulations*
 - d. *Statement of Internal Control*
 - e. *NALC Guide to Being a Good Councillor*

The clerk explained that she had prepared packs for each councillor – each containing the above documents. These were received and accepted by the councillors. The clerk explained that these documents are, in effect, the constitution of the Parish Council and are normally reviewed annually. No major changes are expected this year. Chair Charlotte Hill will review these.

6. *To decide whether the policy re reserving plots in the Burial Ground is to be amended.* The clerk explained that the law states that anyone who lives or dies in the village is entitled to a plot in the Burial Ground. The current policy does not allow parishioners to reserve a specific plot. The clerk explained that to be able to offer this, the entire Burial Ground would need to be marked out (presently this is done 1 row at a time.) It would also be against best practice and would incur overheads in maintenance i.e. grass cutting etc. Councillor Keith Kyriacou explained that there used to be a policy to allow this, but this ended many years ago. Discussions were held. The clerk explained that the Parish Council, as a burial authority, have a legal obligation to provide burial plots for parishioners. Councillor Keith Kyriacou proposed that the current policy is kept as is it. Seconded by Councillor Kim McAdoo. 2 abstained – motion carried. It was stated that at the moment, such matters are dealt with on an individual basis.
7. *To decide the cost and availability of the photocopier to be offered to parishioners.* The clerk explained that the decision to keep the photocopier was made at the last meeting. This motion was to decide who was able to benefit from the machine, and what the charge should be (if any). After a long discussion, it was suggested 5p per black and white copy, 10p for colour. This was proposed by Vice Chair Scott Bensly, seconded by Councillor Keith Kyriacou. 4 in favour, 3 abstained. Motion carried. This should be advertised on Facebook etc.
8. *To confirm councillors' details to be published.* The clerk handed out a sheet with the current details of all councillors, showing contact details. She requested all councillors to check their details and to initial the form to confirm that they are happy for these details to be published on the website and notice boards.
9. *To discuss and plan projects*
 - a. *School Crossing Person* – Chair Charlotte Hill explained that the Parish Council have voted to fund a school crossing person. Details were discussed. The school has a uniform and a lollipop. The clerk suggested that a meeting be held with the school headmaster - Councillor Keith Kyriacou and Chair Charlotte Hill to arrange this. The clerk explained that this will need to be on a contract basis.
 - b. *Outdoor gym* - Councillor Pam Richmond explained that quotes had been obtained both by herself and Councillor Caz Eden. Councillor Keith Kyriacou had also spoken to one supplier and obtained a quote. He had also spoken to parents who were present on the playing field, and they had loved the idea of installing such equipment. He had done this under the umbrella of the Hemsby Playing Field Management Committee. The quotes were discussed. The clerk explained that for any expenditure over £5,000, 3 quotes were required. Liability for the equipment, and also siting was discussed. If they were sited on grass verges, licences would need to be obtained from NCC as these are owned by NCC. Councillor Charlotte Hill suggested that the council should advertise the possibility of installing such equipment on Facebook. Councillor Kim McAdoo agreed but for those not on Facebook, a survey should be undertaken.
The clerk asked if there was any interest in setting up a youth club, as the YMCA had contacted her re this possibility. It was agreed that the Clerk would contact the YMCA for further details as there wasn't much to entertain children/teenagers in the village. Various options were discussed. Councillor Kim McAdoo suggested a mini survey to find out what was required and agreed to undertake this. Councillors were asked to submit ideas directly to Councillor Kim McAdoo.
 - c. *Installation of new benches* – It was agreed that a previous vote had been taken and that we would be looking at plastic benches that matched those currently installed, due to cost and the low maintenance. Potential sites were discussed. Councillor Keith Kyriacou suggested that he would be able to install them, by putting down four slabs and securing the benches to them. It was agreed that Councillor Keith Kyriacou should get a quote from the existing supplier.
 - d. *Parish Partnership Bid – gateways in conjunction with NCC.* The clerk explained that NCC had approved the request for gateways to each entrance in the village. A detailed bid had been put in, after discussion with the local Highways engineer, to cover these costs. This has now been agreed with 50% funding from NCC. The clerk explained that, due to recent illness, she was behind with her work and still trying to catch up with things like the year end. The clerk explained what had been included in the bid. Councillor Charlotte Hill agreed to deal with this and to report back to councillors what was discussed. There was some confusion as to what a gateway was and where the village entrances are. The clerk explained the previous discussions with the Highway engineer.

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- e. *CCTV* - Vice Chair Scott Bensly proposed that CCTV be installed at the Parish Office with cameras also pointed at the Burial Ground to assist with the gates. The clerk explained that it was a bit more complicated than initially thought with legal requirements and also it was not in the budget. Councillors thought it was a good idea and the Vice Chair Scott Bensly should get quotes and it was to appear on the next agenda for further discussion.
 - f. *Security and usage of Parish Office* – It has been proposed that the office be made more available to members of the public. The clerk explained that she would need the filing cupboards to be locked, as they are not at the moment. Despite extensive research, no keys had been found. Councillor Keith Kyriacou proposed that new keys / locks be installed on all the filing cabinets and these keys would be held by the clerk. This was seconded by Councillor Pam Richmond. All in favour. Councillor Pam Richmond asked the clerk if she was prepared to work from the office. The clerk explained that, if her contract was to be discussed, this should be a confidential matter. She also stated that her contract clearly states her job is home based, as was the job advert. Keys to the office were discussed and who currently had one. A key policy was suggested. It was also agreed that each councillor should be able to have a key to the office. The alarm code was also discussed. It was agreed to hold the decision re cutting new keys until the alarm had been serviced – with the option to change the alarm code as necessary. Vice Chair Scott Bensly suggested a new alarm company and would get a quote for a service from this company. This could then be compared to the quote from the company that had previously maintained the alarm. The clerk expressed concern that attempts were being made to change her contract.
 - g. *To consider providing uniforms for contracted staff* - Chair Charlotte Hill thought that this had been already decided and mentioned that ex Councillor Noel Galer had sourced these. This was discussed and Noel Galer was unaware of this. The clerk explained the dangers of providing equipment to contracted staff and how HMRC would view this. The contractor was asked and she stated that she didn't wish for a uniform. A new waistcoat was suggested which was accepted. Vice chair Scott Bensly wished for a high vis jacket to be worn whilst changing the SAM signs. It was agreed that a list of requirements would be emailed to Chair Charlotte Hill.
10. *Chairman's Report* – Chair Charlotte Hill mentioned that the issue she wanted to raise needed to be covered in a confidential meeting. She also asked re signage to be put up around the village to advertise local businesses. Councillor Keith Kyriacou explained the rules. He also mentioned a caravan and trailer that had been parked in a layby in the entrance to the village. He had been to visit the owner and he had been told it would be moved shortly. Discussion was held as to the legality of this. It was suggested that a letter be written to the owners.
11. *Items reported to Parish Councillors during the month* - Councillor Caz Eden had been asked why the parish office wasn't open. The clerk explained that it had been agreed that councillors could attend the office as they wished, once the items above had been sorted out. Councillor Kim McAdoo had received a request from Facebook asking re the height of the trees on the playing field. Councillor Keith Kyriacou explained the history of this and explained that it was currently nesting season, but the trees could be trimmed later in the year. Councillor Kim McAdoo would respond accordingly. Councillor Tina Nudd expressed concern re the parking especially on Lexington Close. This had been exacerbated by the building work that had now finished. Chair Charlotte Hill stated that slips of paper could be produced, asking for considerate parking. This had been previously suggested. It was suggested that the owner of the chip shop be contacted. Councillor Keith Kyriacou to action. Councillor Pam Richmond also asked about opening the Parish Office. She had received complaints re the grass trimmings that had been left in the village after the last grass cut. The clerk explained that there was currently a problem as no-one was currently contracted to cut the grass in the children's play area. Norse had done it previously, but it was not in their contract but was done FOC. As they no longer had the contract to cut the grass on the playing field, the other area was not being done. It was suggested that Borough Councillor Noel Galer would look into this. Borough Councillor Galer also mentioned that the shrubs in the flower beds at the entrance to Barleycroft are obstructing the view for emerging drivers. It was agreed these would be trimmed. Vice Chair Scott Bensly had received a complaint re the grass cutting in the burial ground as trimmings were not been cleared up.
12. *Committee/Councillors Reports*
- a. *Bloomin' Hemsby* – Councillor Kim McAdoo suggested that she put up something on Facebook asking for volunteers. The clerk was asked to contact the young offenders to check for availability. Mark Witheridge explained that he had lots of plants available for planting out. The area around the parish office was discussed. It was agreed that Councillors Caz Eden and Christine Locke would lead on this. It was suggested that Filby Parish Council would be contacted to discuss how they undertook Filby in Bloom.
 - b. *Neighbourhood Plan* – the history of this was discussed, highlighting the lack of progress made. Chair Charlotte Hill would contact Winterton parish council to discuss their progress. It was pointed out that parishioners should be included in this at an early stage. Various options were discussed. A member of the public offered to help to start this. The clerk offered to update her with details of progress so far, with links to helpful websites, including help with funding. Councillors Caz Eden and Chair Charlotte Hill agreed to work on this.
 - c. *Village Hall* - The new toilets have been installed costing £16,500.
 - d. *Playing Field / Pavilion* – Councillor Keith Kyriacou explained that the football club had a new committee and efforts had been made to revitalise the club. Funding had been obtained from local businesses. They now have 2 adult teams and 3 youth teams. He asked if the football club could take ownership of the lawn mower. This was discussed but it was decided not to do this at this stage. It was agreed that they could use it but not take ownership.
 - e. *Patient Participation Group* – next meeting is in July.
 - f. *Save Hemsby Coastline* – no one present

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- g. *School Governor's report* – nothing to report
- h. *Risk Assessments* - the new councillor who had taken responsibility for these had not been given any information re this role so had been unable to do these. The clerk offered to liaise with the previous councillor who had done this to find out what was required. She would also like the Burial Ground to be included in future lists.

13. Clerks Report

- a. *Change to Bank signatories* – the clerk produced the forms required by the Bank to add Chair Charlotte Hill and Councillor Scott Bensly. She explained that, as this process takes some time, she has only removed one of the present signatories for the time being. The other ex- councillor who was still a signatory will be removed once the new ones have been added.
- b. *Bills to be paid* - these are not due until 20th of the month
- c. *Financial Statement for March 2019* – the clerk explained the details of this and some of the history re the bank accounts held by the PC. She explained that, once the year end had been completed, details would be entered into the new financial software so the reports may look a little different.

14. Planning

- a. *Applications received – none outstanding as of 29/5/2019.* A late arriving application 06/19/0252/F was handed round for viewing. No objections were raised.

15. Further comments from Members of the Public

A complaint was raised re the bins on the playing field. Councillor Keith Kyriacou will look into this.

Councillor Kim McAdoo had made some enquiries re a Community Cinema. She wasn't sure how to progress this but thought the Village Hall would be an ideal location. She handed over the literature to the chairman of the Village Hall (Councillor Keith Kyriacou). Councillors Kim McAdoo and Councillor Tina Nudd complained about historical comments on the Parish Council's Confidential Facebook page. A long discussion took place and Councillor Tina Nudd left.

Meeting closed at 9.40pm

The next meeting will be 17th June at 7pm