

MINUTES OF HEMSBY PARISH COUNCIL MEETING

Held at the Pavilion, Waters Lane, Hemsby on: **Monday 20th June 2022 at 7.30pm**

Minutes

1. ATTENDANCE

Present: Cllr Kyriacou (Chairman) Cllr S Bensly (vice Chairman), Cllr M Kern arrived 8:10pm, Cllr J Cook arrived 7:35pm, Cllr B Chilvers & Cllr A Bennett.

Apologies received from Cllr D Tucker, Cllr L Mogford, Cllr Bowgen PC Gary May.

2. DECLARATIONS OF INTEREST AND DISPENSATIONS.

3. MINUTES OF PREVIOUS MEETING

3.1 The minutes of the Parish Council Meeting held on **16th May 2022** were signed as true & correct.

3.2 It was noted that Cllr Taylor resigned from the Parish Council on 17th May 2022, Cllr Kyriacou asked for it to be noted that she will be missed by the Parish Council. The vacancy has been notified to GYBC & they have confirmed co-option is permitted.

4. PUBLIC FORUM

- 4.1 NCC & GYBC Cllr James Bensly also wished former Cllr Taylor well & thanked her for the work that she had done with Hemsby in Bloom & also helping get the Speed watch project off the ground. He has given his support to the Neighbourhood Plan & he stated that he thought that the group had worked very hard on it & that it was a document that should stand us in good stead for future planning & development in the village. He also praised the work by Paul who was present at the meeting & other residents in getting the Community Fridge project started in the Barn Room, many local businesses have agreed to support it by donating food etc. He said that the GYBC Two wheels festival on the seafront at Gt Yarmouth gets underway shortly. There are several Heritage walks in Gt Yarmouth & details & map are available on GYBC website. There will be a bottle sculpture coming to Hemsby beach shortly to encourage all users of the area to add their plastic bottles to fill the sculpture. He reported that he is no longer cleaning the Public Toilets at Hemsby beach & these are now being looked after by Lyndon Bevan & staff from the Lacon Arms Pub. A member of the public asked why these were not open everyday & he advised that this may be tied in to the opening hours of the pub. He also spoke about a new road safety initiative & it was requested that this could be used for speed bumps on Waters Lane, a safer crossing at Newport Road? Or the Parish Council asked if two new VAS's could be funded for Winterton Road & Ormesby Road for traffic entering the village, he will investigate these options.
- 4.2 GYBC Cllr Noel Galer – He is currently trying to investigate the concurrent functions that the Parish Council get for their Public Toilets from GYBC. He was advised by the clerk & the chairman that this was not the case & the ones at Kingsway are solely funded by the Parish Council. He said that this was something that he hoped to address by the work that he is undertaking to identify the facilities (public toilets) that GYBC provide & if they can extend them to the parishes that they do not support. He will feed this back to the July meeting.
- 4.3 Member of the public asked NCC Cllr James Bensly what the current position is regarding the funding that they have received for funding rural bus routes & if this will benefit Hemsby, he advised that there is a consultation ongoing which he urged residents to participate in.
- 4.4 Member of the public asked if the Parish Council manage the Social Club. The Chairman advised that they are managed by their own committee as a stand alone. The only connection that the Parish Council have is with renting them the former's bowls green which they use as a beer garden. GYBC Cllr Galer suggested that the resident contacts the Head of Licensing at GYBC if his enquiry related to a licensing issue.

4.5 Member of the HPC events committee wished for the Committees thanks to be given to the Village Hall Committee for hosting the Jubilee event due to the rain, the Chairman of the Parish Council also wished for it to be noted that he also thanked them.

5. NEIGHBOURHOOD PLAN

5.1 To receive an update from the Neighbourhood Planning Group, the regulation 14 consultation will end on 26/6/22. GYBC Cllr Bensly offered to attend the session alongside members of the NHP Group who would be running the event. Tracy (Chairman of NHP) confirmed that they have received 23 responses to the consultation so far. There has been feedback from GYBC & other Stakeholders & they have been passed back to AECOM. As these may result in a need to change some of the wording of the document it was agreed that that the feedback will need to be considered by the Parish Council & an extra ordinary meeting was agreed to be held on 4 July 2022 at 7.30pm at the pavilion.

5.2 It was agreed to ratify the payment of £63.90 for two banners & £36.00 for 300 leaflets for the Regulation 14 consultation began on 16 May 2022 as the 2022/23 grant had not been received at that time, this was paid for on the PC corporate card & to come from the PC allocated fund for the NHP. It was noted that the Locality Grant for 2022/23 has been received on 17/6/2022 for £4415.00.

6. CORRESPONDENCE

6.1 It was noted that a letter of thank you has been received from Hemsby in Bloom following their open day event at the Pavilion on Friday 3rd June 2022 to mark the opening of the Jubilee Garden

6.2 The Hemsby in Blooms request to install two solar powered flood lights at the pavilion in the Jubilee Garden area was agreed, in order that they could be installed at their cost, to ensure that they don't point towards the road. The Chairman brought a sample with him for some he personally had recently purchased for them to consider. It was agreed by a member of the group to feedback.

7. ADMINISTATIVE/DAY TO DAY MATTERS

7.1 The contents of the Clerks report were noted.

7.2 It was noted that the Jubilee event was re-located to the Village Hall due to the heavy rain & thanks was given to the Village Hall Committee for permitting this as short notice.

7.3 Feedback from the Cllr volunteers for the parts of the assets on the asset register that they were allocated to check. Cllr Bennett advised that she has reviewed her parts of the list.

7.4 It was agreed to adopt of the Strategic/forward plan.

7.5 It was agreed to adopt the updated version of the Standing Orders Policy (item 18 f). – **Clerk to Add to Website.**

7.6 It was agreed to continue with the current committee structure despite recent low attendance numbers & the following nominations to Cllr roles and responsibilities were made:

Finance Committee – Current members Cllr Kern, Cllr Kyriacou, Cllr S Bensly, Cllr A Bennett

Personnel Committee – Current members Cllrs S Bensly, Cllr D Tucker & Cllr B Chilvers. The next Meeting will be arranged for later in June/early July.

Events Committee – Current members Cllr Kern, Cllr Kyriacou, Cllr Bennett, Cllr S Bensly, agreed to hold prior to the monthly Parish Council at 7pm.

Flegg Community Land Trust- Cllr M Kern has become a Trustee.

It was agreed to dissolve the Playing field Committee.

7.7 It was confirmed by the Clerk that GYBC have confirmed that there are two current Parish Clerk Councillor vacancies. Applications form will be sent to the people who have already expressed an interest & a notice will be place on the website & noticeboards to attract more. –**Action Clerk**

8. FINANCIAL MATTERS

8.1 The payments as circulated on the schedule for June & bank statements were accepted.

the total payments of **£8,784.78** receipts of **£1,599.88** were noted, with pending receipts of **£192.00**.

The bank summary was received & accepted as at **30th April 2022** totalling **£161,560.60**

Hemsby Parish Council savings account (Barclays) **£47,866.61**
Hemsby Parish Council current account (Barclays) **£4,000.00**
Hemsby Parish Council Unity Trust current account **£6,529.64**
Hemsby Parish Council Unity Trust deposit account **£103,164.35**
Free funds £39,246.26

- 8.2 The quotation received to pressure wash the bus shelters was considered & it was agreed that Oddbods of Martham & that a letter of thanks to be issued to them as they have offered to do the work for free as a gesture of goodwill. **-Action Clerk.**
- 8.3 The quotation received to replace the broken lights in the pavilion, as they are stuck in emergency mode only, it was agreed to accept the £1,966.44 quotation from Caister Electrical Services. **-Action Clerk**
- 8.4 The report on the tree at the playing field that is interfering with a Common Rd residents fence was discussed & it was agreed that this would be attended to shortly.
- 8.5 To receive an update on the pavilion cleaning – it was agreed to move this item to a confidential Item.
- 8.6 No agenda item.
- 8.7 The recommendations & findings from the Finance Committee which met on 7th June 2022 were received (Cllr present, Cllr K Kyriacou, Cllr Bennett, Cllr Kern, Cllr Bowgen (substitute member), Cllr S Bensly not present).
- 8.7.1 It was unanimously agreed that the Annual Governance Annual Return was approved for submission to the External Auditor (PKF Littlejohn) shortly. **-Action RFO**
- 8.7.2 Audit Accounting Statement –The accounting statement figures for the year ending 31 March 2022 was agreed. **-Action RFO**
- 8.7.3 It was unanimously agreed that the draft Financial Risk Assessment and Statement of Internal Control was adopted. **-Action RFO**
- 8.7.4 It was agreed that the following movements in Earmarked Reserves are implemented:
£1,010.01 be moved from Earmarked Reserves to Free Funds (2020/21 unspent projects);
£1,000 be added to the Election Reserve
A Staffing Reserve of £10,000 is created
An additional loan repayment of £5,000 is made to PLWB **-Action RFO**
- 8.7.5 It was agreed that the Burial Grounds fees remain the same for Hemsby residents, and from 1/7/2022 increase by 10% for non-residents & £50 fee for scattering of resident's ashes, these will be added to the website. **– Action Clerk**



Hemsby Parish Council

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The Parish Clerk
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Burial Ground Fees as from 1st July 2022

Where relatives wish to erect a memorial on a grave an Exclusive Right of Burial (ERoB) will be required. Where an Exclusive Right of Burial is not purchased, the grave will be treated as a Common Grave and a memorial will not be permitted. Where an interment will take place in a pre-purchased plot, a copy of proof of purchase / certificate should be supplied to the Clerk. The Parish Council reserves at its discretion to vary these charges and rules in extenuating circumstances. ALL fees must be received by the Parish Council 48hrs prior to the proposed interment

Definition of Resident of Hemsby: Residing in Hemsby full time. Part time and holiday dwellers are classified as Non-resident rate.

Fee calculation at time of interment: Interment Fee (with or without Exclusive Rights) plus Groundworks Fee.

	Resident of Hemsby at time of death or prior to going into residential care		Non-resident of the parish	
Interment Fees (Earthen Graves and Ashes)				
*ERoB = Exclusive Right of Burial	Without ERoB or where ERoB has been pre-purchased	With new ERoB	Without ERoB or where ERoB has been pre-purchased	With new ERoB
Body of child under the age of 18 years into an earthen grave	Contact Clerk	Contact Clerk	Contact Clerk	Contact Clerk
Body of person over the age of 18 years into an earthen grave	£329	£592	£724	£1,824
Reopening of an existing earthen grave	£329	£329	£724	£724
Ashes of Child under the age of 18 years into an ashes plot / earthen grave	Contact Clerk	Contact Clerk	Contact Clerk	Contact Clerk
Ashes of person over the age of 18 years into an ashes plot	£163	£295	£359	£903
Ashes of person over the age of 18 years into an existing ERoB earthen grave	£163	£163	£359	£359
Reopening of an existing ashes plot	£163	£163	£359	£359

	Resident of Hemsby at time of death or prior to going into residential care	Non-resident of the parish
Groundworks Fees		
Child Grave	Contact clerk for child grave	Contact clerk for child grave
Adult Grave (single or double)	£350	£770
Casket Burial (single or double)	£400	£880
Cremated Remains into an earthen grave	£75 Caskets will be at an additional charge – contact clerk	£132 Caskets will be at an additional charge – contact clerk
Cremated Remains into an ashes plot	£94	£207
Advance Purchase of Exclusive Rights of Burial (PARISHIONERS ONLY) – 75 years		
An earthen grave 7ft x 3ft	£263	£1100
A plot for cremated remains 2ft x 2ft	£132	£543
Transfer of Exclusive Right of Burial	£25	£55
Issue of copy paperwork	£25	£55
Memorial Fees		
Memorial stone fee 1 st Headstone or replacement Headstone in Burial area only one memorial shall be erected on each grave, as a headstone with or without base not exceeding 24" width, 36" in height and 4" in depth (750mm x 900mm x 170mm).		£120
Headstone in Cremated area not exceeding total height of 24" height, 21" width and 3"		£120
Additional inscriptions added to any existing headstone		£75
Additional Charges		
Burial after 3pm or Saturdays (BST only)		£350
Ashes after 3pm or Saturdays (BST only)		£150
Exhumation of body or cremated remains		£700
Scattering ashes around the tree with a seat, but permission must be granted		£50 Hemsby Residents; £100 non residents

8.7.5. That the Playing Field fees etc are agreed as;

REVIEW OF PAVILION AND PLAYING FIELD FEES

Revised Charges Recommended by Finance Advisory Group

Item	Resident and Non-Commercial	Non-Resident and Commercial
Pavilion Hire (per hour)	£11 plus VAT	£16.50 plus VAT
Exclusive use of <u>one</u> field per day*	£200 plus VAT	£600 plus VAT
Playing Field Casual Hire (per 2 hour session)	£5 plus VAT	£15 plus VAT
Tennis Court Casual Hire (per 2 hour session)	£5 plus VAT	£15 plus VAT
Electric Tokens for Tennis Court Floodlights (each)	£2.50 Inc VAT	
Food Concession	£10 plus VAT per pitch	
Football Club Hire	Meeting to be called to discuss with the Football Club	
Football Club Floodlight Electric Tokens	£2.50 Inc VAT	
Social Club Bowls Green	Meeting to be called to discuss with the Social Club	
Car Boot	Tied into an agreement	

*Two fields, defined as original playing field and extension playing field. Car parking not permitted on the extension playing field. Any hire excludes the premier pitch which can only be used by negotiation and agreement with Hemsby Football Club.

The Sports & Social Club will be advised & the Football Club of the increase in floodlight fees. It was noted that discussions will take place with the Football Club and Social Club regarding their annual fees informally on Monday 27th June 2022.
Action Finance Committee, RFO & Clerk

8.7.6 Electors' Rights – to note that the dates of the Exercise of Public Rights will be announced as soon as possible after the meeting (likely to be 27th June 2022 to 5th August 2022).

-Action RFO/Clerk

9. PLANNING/TREE PRESERVATION ORDERS

9.1 Applications received which have already been responded to:

9.1.1 None

9.2 Planning application decisions issued by GYBC:

9.2.1 **06/22/0221/VCF** Branton House North Road Hemsby. Variation of condition 12 of pp 06/21/0207/F - Sub-division of garden to form three plots for two bungalows and detached house and garage -To retain only tree T1 and fell trees on north boundary due to poor condition. **REFUSED.**

9.3 Consider Planning applications circulated and requiring decision:

9.3.1 **06/22/0482/LB** Barn at Home Farm Waters Lane Hemsby. Amend Condition 2 to PP06/20/0024/LB - Revised plans; Vary conditions 5 and 7 of PP 06/20/0023/F to only apply to the listed barn (Unit 2). **The Cllrs felt that they wished to have more time to consider the application & it was agreed that it would be re-circulated & responses to be submitted to the Clerk by 5pm Friday 24/6/22.**

9.3.2 **06/22/0405/VCF** Barn at Home Farm Waters Lane Hemsby. Amend condition 2 to pp 06/20/0023/F and 06/20/0024/LB - revised plans; remove conditions 5 and 7 from pp06/20/0023/F. **The Cllrs felt that they wished to have more time to consider the application & it was agreed that it would be re-circulated & responses to be submitted to the Clerk by 5pm Friday 24/6/22.**

9.4 Consider any Planning applications received since the publication of the agenda requiring consideration. **None.**

Payments for Hemsby Parish Council June 2022				
<u>Expenditure</u>				
<u>Cheque</u>	<u>Payee</u>	<u>Net</u>	<u>VAT</u>	
			<u>Total</u>	
DD	Bonline - Telephone/Internet	£ 14.95	£ 2.99	£ 17.94
BACS	Salary K Wilton - 25 hours/week @ SCP32 plus expenses	£ 1,604.96	£ -	£ 1,604.96
BACS	Salary C Moore - 5 hours/week @ SCP26 plus expenses	£ 268.84	£ -	£ 268.84
BACS	Salary P Filmer - 16 hours/week @ £9.50/hour plus expenses	£ 658.67	£ -	£ 658.67
BACS	HMRC PAYE	£ 595.32	£ -	£ 595.32
BACS	Norfolk Pension Fund	£ 727.40	£ -	£ 727.40
DD	Norse - Burial Ground Bin	£ 79.55	£ 15.91	£ 95.46
DD	Lloyds - Purchasing Card (NHP Expenses; Jubilee Expenses; SAM2 batteries)	£ 646.16	£ 100.06	£ 746.22
BACS	Garden Guardian - Grounds Maintenance	£ 1,062.38	£ 212.48	£ 1,274.86
BACS	James Charlton - Pavilion Cleaning	£ 220.00	£ -	£ 220.00
BACS	Vocalvale - Emergency Equipment Repairs	£ 166.00	£ 33.20	£ 199.20
BACS	M Kern - Jubilee Expenses	£ 143.15	£ 28.69	£ 171.84
BACS	SKA Fabrications - Toilet door repair	£ 83.33	£ 16.67	£ 100.00
DD	URM - Recycling	£ 99.20	£ 19.84	£ 119.04
BACS	Caister Electrical - Lighting Repairs Pavilion	£ 535.00	£ 107.00	£ 642.00
BACS	JG Services - Grave Digging	£ 280.00	£ -	£ 280.00
DD	EDF - Pavilion Electric	£ 73.00	£ -	£ 73.00
DD	EDF - Toilet and Office Electric	£ 63.89	£ 3.19	£ 67.08
BACS	Trevor Brown - Internal Audit	£ 306.95	£ -	£ 306.95
BACS	Hugh Crane - Cleaning Materials	£ 78.33	£ 15.67	£ 94.00
BACS	Anglian Chemicals - Sanitary Waste Bins	£ 435.00	£ 87.00	£ 522.00
	Total	£ 8,142.08	£ 642.70	£ 8,784.78
	<u>Overdue/Outstanding invoices</u>			£ -
				£ -
		£ -	£ -	£ -
	<u>Receipts since last meeting (10/05/2022 - 12/06/2022)</u>			
	Jubilee Trade Stands	£ 200.00	£ 5.00	£ 205.00
	Richardsons - Bunting	£ 288.81	£ 57.76	£ 346.57
	Burial Ground Fees	£ 190.00	£ 0.00	£ 190.00
	Electric Tokens	£ 163.33	£ 32.67	£ 196.00
	Jubilee - Cash on Day	£ 283.70	£ 0.00	£ 283.70
	Playing Field Access Donation	£ 250.00	£ 0.00	£ 250.00
	Unknown - investigating with bank, may be repaid - debited out 14/06/22	£ 125.00	£ 0.00	£ 125.00
	Barclays - Interest	£ 3.61	£ 0.00	£ 3.61
				£ -
		£ 1,504.45	£ 95.43	£ 1,599.88
	<u>Pending Receipts (at 12/06/2022)</u>			
	Brownies - April - July 2022	£ 160.00	£ 32.00	£ 192.00
				£ -
				£ -
		£ 160.00	£ 32.00	£ 192.00

10 Exclusion of Press & Public for Confidential Session.

10.1 Pursuant to s 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of proposals for an update on the Pavilion Cleaning, It was agreed to discuss this after the informal meeting has taken place with the football club on 27th June 2022. They will then make recommendations/ actions to the full Parish Council on 18th July 2022. (shown on the agenda as item 8.2) (2).(1)Public Bodies (Admission to Meetings) Act 1960(2)Local Government Act 1972 s 228.

11 Next Meetings:

- 9.1 Finance Committee members to hold informal discussions with the Football Club and Hemsby Sports & social club about the fees that they currently pay to the Parish Council.
- 9.2 Parish Council Extra Ordinary Meeting **Monday 4th July 2022 7.30pm** to discuss NHP
- 9.3 Hemsby Parish Council Events committee working group **Monday 11th July 2022 7.30pm** the Pavilion.
- 9.4 Hemsby Parish Council Events Committee Meeting **Monday 18th July 2022 7pm** at the Pavilion, followed by the **Full Parish Council Meeting Monday 18th July 2022 7.30pm** at the Pavilion, Waters Lane, Hemsby.