

MINUTES OF HEMSBY PARISH COUNCIL MEETING

Held at The Pavilion, Waters Lane, Hemsby, NR29 4NH on:

Monday 7th November 2022 at 7.30pm

Minutes

1. ATTENDANCE

Present: Cllr Kyriacou (Chairman) Cllr M Kern, Cllr Bennett, Cllr Bowgen, Cllr L Mogford, Cllr S Bensly (vice Chairman), Cllr B Chilvers & Cllr J Cook (arrived 7:32pm, departed 9:10pm) Clerk Mrs K Wilton.

7 Members of the Public were present. Apology received from GYBC/NCC Cllr Bensly & PC Gary May.

2. DECLARATIONS OF INTEREST AND DISPENSATIONS.

1.1 Cllr Kyriacou, item 7.7 & 8.2

1.2 Cllr Chilvers, item 7.7 & 8.2

3. MINUTES OF PREVIOUS MEETING

3.1 The minutes of the Parish Council Meeting held on **29th September 2022** were signed as true & correct.

4. PUBLIC FORUM

4.1 Councillor GYBC Cllr Noel Galer gave a verbal report, he advised that he is still working with the residents of The Glebe regarding the positioning of the new Smart Litter bin that has been installed at the Beach Road end & blocking their visibility on exiting & emerging from The Glebe. He was asked by a member of the public about agenda item 6.8 (lost footpath FP1 to Somerton) & he advised although he has started some work on footpaths to re-connect Hemsby to the neighbouring villages this had fallen along the wayside due to COVID but he was willing to re-engage with landowners, neighbouring parish council etc to see if this could be re-explored.

4.2 Police - The Next SNAP meeting is the next Priority Setting Meeting for Great Yarmouth will be 8 December 2022, at 7pm.

4.3 A member of the public asked if we would be holding any events to recruit & inform potential candidates for the May 2023 election as there is concern that not all the current ones may re-stand for election. Cllr Cook thought that this was a good idea & Cllr Mogford was asked to attend an event to give his experiences as he has been a Councillor for many years. It was suggested that a stand could be used at the Christmas fair for this or another event, PC open/coffee morning in early 2023. Cllr Cook asked if there was any publicity material available for this & the clerk advised that on that day Norfolk Association of local Councils (NALC) had circulated to cartoons that could be used for this purpose although not yet circulated the Clerk ready one aloud & it was felt that it was not very professional.

5. NEIGHBOURHOOD PLAN

5.1 Tracy the Chairman of the Neighbourhood Planning Group confirmed that the Regulation 16 stage ends on 8/11/22 & we should expect further feedback. The next part of the process will be for it to be put forward for formal examination & we should be given the choice of a couple to pick one from. She advised that GYBC have not yet confirmed if they will put our plan out for referendum in the parish. GYBC are also looking at their own design codes now & Tracy has queried with them if they will take precedence over any already in our draft plan & she has been advised that in the hierarchy the Parish Council's one should take precedence. The Broads Authority have also been consulted at a small part of the parish comes under them for planning rather than GYBC.

6. CORRESPONDENCE

6.1 The request from the Utility provider for the Former Pontins site with regards to the Burial Ground substation & advice from our solicitor was discussed at they appear to be in a hurry to gain our permission to dig up the burial ground car park entrance to connect a new electrical supply into the existing sub-station. However, it was acknowledged that this issue started a year ago & had been dormant until a few weeks ago due to non-communication from the developer. It was agreed that The Clerk, The Chairman & The Finance Officer will have delegation to deal with this for the best outcome for the Parish Council & most importantly the Parishioners, they will keep the Parish Councillors regularly updated by email & progress will be reported at Parish Council meetings. It was agreed that the Clerk should contact The Secretary for the Parochial Church Council (PCC) regarding permission for alternative access via the Churchyard during the length of the works if necessary. **-Ongoing/Action Clerk/ Chairman/ Responsible Finance Officer.**

6.2 Cllr Kyriacou advised that the tree on the Newport Road crossroads, as this is impeding visibility for traffic emerging from the Newport Road side as complaint discussed at September meeting will be attended to shortly. **-Action Cllr Kyriacou**

6.3 The request from Rollesby PC to borrow a SAM2 device was discussed & it was declined. The Clerk will let them know. **-Action Clerk**

6.4 The order received from NCC regarding Marsh Close, Hemsby & the 20mph planning condition which was imposed on the developer was discussed it was agreed that this should be supported. However it was felt that there were other equally worthy roads in the parish for the same type of restriction. **-Action Clerk**

6.5 It was noted that confirmation has been received the NCC Highways will be trimming all of the trees on Kingsway on 8th November for 2-3 days, due to safety concerns with the open top buses, which will be a rolling road work rather than a road closure. The clerk has requested via GYBC Cllr Bensly he assist in arranging a sweep by GYBC of the footway on Kingsway & also Waters Lane due to a large amount of leaf debris, they have confirmed via GYBC Cllr Bensly that this will be done next week.

6.6 IT was noted that the Clerk had replied with the one response received to GYBTIA regarding their consultation regarding the summer 2023 fireworks in Hemsby, the one Cllr that replied suggested that they be kept in the Beach Road area, but further away from the Beach & dunes.

6.7 It was noted that only one reply has been received from the three youth providers contacted & they are not available until November, the clerk will try again to set up more meetings. **-Action Clerk**

6.8 The email received from Somerton Parish Council regarding Somerton Footpath No.1 was discussed, as the definitive map shows it, southerly direction past High Barn Farm to continue for a further 700 yards approximately where it ends at the Parish Boundary with Hemsby & it is believed that it continued to Bridge Farm to meet with the Hemsby to Martham Road but was 'lost' over the years and not recorded on the definitive map. The Parish Council agreed that this is should be explored to see if they could possibly establish whether there is any chance to reopen the closed section of the route from the south end of Somerton Footpath 1 to Bridge Farm Hemsby. Tracy Foster the Chairman of the NHP also confirmed that this is an ambition of the NHP to improve all connections, walking, cycling, bridleways to all neighbouring parishes. **-Ongoing**

6.9 The correspondence received regarding lack of Bridleways in Hemsby following a recent incident with horses & a bus on Kingsway was noted & it was hoped that this could be worked on along side item 6.8, however it was acknowledged that FP1 Was a footpath rather than a Bridleway & therefore restricted to walkers rather than horses. It was agreed that The Clerk would write to the village landowners to bring this matter to their attention. **-Action Clerk**

6.10 It was noted that a letter had been received from the next of Kin of a Memorial bench in Burial Ground for the late Cannon Joe Edmunds that they do not wish to replace it. Cllr Bowgen offered to remove it, return the plaque to the family & move the existing bench from the top of the burial ground into that space, Cllr Kyriacou offered to help too. The Clerk reported that she had seen the

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Next of Kin that morning for the bench of AA Olley & they will be repairing their bench shortly, it may need to have a sign placed on it in the mean time to prevent its use. **-Action Cllr Bowgen & Cllr Kyriacou**

7. ADMINISTATIVE/DAY TO DAY MATTERS

7.1 The contents of the Clerks report was noted.

7.2 It was noted that no response has been received from GYBC regarding the playground refurbishment request submitted in the summer. **-Ongoing**

7.3 The Clerk advised that GYBC have still not accepted ownership of the new bins following 'Facet Project' for Beach Road & Newport Road. **-Ongoing**

7.4 It was noted that an application was submitted to for the GO Digital grant funding for assistance to install broadband at the Pavilion, however we as a Parish Council are not eligible.

7.5 The Clerk confirmed that the Probation Service will be re-commence work with us as Community Payback on 8/11/22, first tasks Playingfield/tennis court. **-Action Clerk**

7.6 It was noted that the Norfolk Youth Offending board did not agree to the offered project to refurbish the litter bins.

7.7 Ben Chilvers on behalf of the Football club gave an update from Football Club on progress to clear the rear of the pavilion in advance of the PC considering their request to install a lean to at the pavilion to store their mower in. The Parish Council agreed that they would grant permission but it needs to be made sure that it confirms to the PC insures requirements. It was also mentioned that they wish to install new double gates to help them get the mower in & out. **-Ongoing**

7.8 The builder was on site 7/11/22 to commence the repair outside female & easy access toilets due to the collapsed drain, it was hoped to be completed in the same week & had been publicised on Facebook so users were aware.

7.9 It was noted that the Clerk has submitted a large request for road repairs in Hemsby to NCC Ranger.

7.10 It was noted that Cllr Bennett has resigned from the role of Chairman of the Events Committee. The Parish Council consider the existing terms of reference for the committee & the meeting was informed that in the interim Cllr Mark Kern will lead the Committee & decisions regarding the Christmas event will be made by email between Cllr Kern, Cllr Kyriacou & Cllr Bensly, with a copy to the clerk. It was mentioned that the lifeboat crew had held a great fireworks event & that two parish Cllrs had stepped in on the night to open the pavilion as the amount of toilet facilities had been under estimated, this will need to be included in the planning of future playingfield events.

-Noted/ Action next HPC Events Committee meeting.

7.11 The meeting dates for 2023 were agreed as; 16th January 2023, 20th February 2023, 20th March 2023, 17th April 2023, 15th May 2023 AGM & APM (This may be subject to change due to the coronation & local elections). 19th June 2023, 17th July 2023, 18th September 2023, 16th October 2023, 20th November 2023, & 11th December 2023 ***This meeting will be a week earlier due to Christmas.

8. FINANCIAL MATTERS

8.1 The payments as circulated on the schedule for **October & November** were accept as the Parish Council meetings had changed but there were some contractual payments in October which had to be fulfilled. The bank statements were accepted. The total payments of **£9,709.52**, receipts of **£66,227.60** were noted, with pending receipts of **£4,186.40**

The bank summary was received & accepted as at **31st October** totalling **£181,227.98**

Hemsby Parish Council savings account (Barclays) **£47,884.97**

Hemsby Parish_Council current account (Barclays) **£4,000.00**

Hemsby Parish Council Unity Trust current account **£10,502.85**

Hemsby Parish Council Unity Trust deposit account **£118,880.16**

Unpresented cheque £40.00

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Free funds £32,271.96

- 8.2 The Football club request to hold a tournament Friday 12th May 2023 to Monday 15th May 2023 was discussed, however they now only wish to hire both of the playingfields on Saturday 13th May & Sunday 14th May. Cllr Ben Chilvers in his capacity of Vice-Chairman of the Football club advised that they are working with Sportstours to hold the tournament. The Parish Council were advised by the Clerk that the hirer should be the person holding the insurance for the event & this in turn would dictate the fee charges as resident hire is £200 per field per day & commercial hire is £600 per field per day. It was suggested that the Parish Council Events Committee should be offered the ability to sell teas & coffees from the pavilion in order to increase their events budget, this was agreed. Cllr Ben Chilvers was asked to provide proof who the insurance would be provided by in order that the invoice could be raised. **-Action Football Club**
- 8.3 The quotation from Caister Electrical to replace faulty extractor fan in changing room 7 was discussed & it was agreed to undertake this work. **-Action Clerk**
- 8.4 The one expression of interest to operate the Car Boot sales for 2023-27 was discussed & it was agreed that it should be offered to Mr Barron for £4,800 per annum as he was the only applicant. **-Action Clerk**
- 8.5 The quotation from Littleport for a replacement bus shelter at either (1) Martham Rd/Mill Road or (2) Vocalvale was discussed & it was note that the clerk has sought permission from the NCC Highways Officer, however the land ownership at site (1) is in doubt & will require further investigation, it is therefore possible that for the 2023-24 grant will have to made for site (2) although the existing shelter at site (1) is in a worse condition, as there may not be sufficient time to resolve the issue. NCC Cllr Bensly has been copied into the paperwork & it is hoped that he can assist, he has also offered £3,000 from his NCC Highways 2023-24 allowance toward the cost of £10,958.40. As this is a Partnership scheme for 50/50 funding, the Parish Council would need to consider budgeting for the remaining 50%. **- Action Finance Committee/RFO/ Clerk.**
- 8.6 The quotations to replace the playing field road side fence were discussed it was agreed that the company would be asked to re-quote before any decisions were made. **-Action Clerk**
- 8.7 The quotation for the bi-annual tree survey from Target Trees, following complaint about branch falling down in September storm in Pit Road Gardens, it was agreed to arrange a date. **- Action Clerk**
- 8.8 It was noted that the grant application has been submitted to GYBTIA for the annual beach cleaning for the 2023 season for £4900.
- 8.9 It was noted that GYBTIA have declined our expression of interest in applying for a further grant for additional maintenance of Kingsway Island for 2023.
- 8.10 It was noted that NALC have announced the 2022 pay settlement for NJC contracts.

9. PLANNING

9.1 Applications received which have already been responded to: **None**

9.2 Planning application decisions issued by GYBC:

9.2.1 **06/22/0636/HH** Hillcote Kings Loke Hemsby - Proposed double wooden carport to front of property. **Approved 26/9/2022.**

9.2.2 **06/22/0658/O** 79 Martham Road Hemsby- Proposed outline permission for sub-division of garden plot for erection of 1 no. dwelling (new access off Martham Road); All other matters reserved" **Withdrawn by applicant.**

9.3 Consider Planning applications circulated and requiring decision: **None**

9.4 Consider any Planning applications received since the publication of the agenda requiring consideration.

9.5 It was noted that Broads Authority are holding a consultation event for their **Local Plan for The Broads and Design Guide**, at three drop-in consultation events **10 Oct | 4-8pm • Brundall Memorial Hall, 2 Nov | 4-8pm • Oulton Community Centre, & 12 Nov | 10am-1pm • Potter Heigham Village Hall**

<https://www.broads-authority.gov.uk/about-us/how-we-work/transparency/consultations>

Deadline for comments is 4pm 9 December.

9.6 It was noted that Hemsby PC has been invited to attend GYBC consultation for their 'Borough-Wide Design Code' to support it's Local Plan workshops at Great Yarmouth Town Hall on between 6pm and 8pm on either the evenings of Monday 21st November, Wednesday 23rd November or Monday 28th November. – It was agreed that the attendees for the three places would be Tracy Foster (Chairman of NHP Group) & two of the following -Cllr Kyriacou, Cllr Kern & Cllr Cook.

10. CO-OPTION

10.1 One candidate was co-opted to the current three vacancies on the Parish Council, they are Mr Mark Stoker, the Chairman welcomed them to join the Parish Council.

11. Next Meeting: Parish Council Meeting Monday 12th December 2022 at the Pavilion, Waters Lane.

Payments for Hemsby Parish Council 7th November 2022					
Expenditure					
Cheque	Payee	Net	VAT	Total	
DD	Bonline - Telephone/Internet	£ 15.95	£ 3.19	£ 19.14	
BACS	Salary K Wilton - 25 hours/week @ SCP32 plus expenses plus mileage	£ 1,681.68	£ 1.20	£ 1,682.88	Paid 17.10.22
BACS	Salary C Moore - 5 hours/week @ SCP26 plus expenses	£268.64	£ -	£ 268.64	Paid 17.10.22
BACS	Salary P Filmer - 16 hours/week @ £9.50/hour	£687.17	£ -	£ 687.17	Paid 17.10.22
BACS	HMRC PAYE	£ 565.90	£ -	£ 565.90	Paid 17.10.22
BACS	Norfolk Pension Fund	£ 727.40	£ -	£ 727.40	Paid 17.10.22
DD	Norse - Burial Ground Bin	£ 54.20	£ 10.84	£ 65.04	
DD	Lloyds - Purchasing Card (NHP Expenses)	£ 11.32	£ 1.67	£ 12.99	
BACS	Garden Guardian - Grounds Maintenance	£ 1,062.38	£ 212.48	£ 1,274.86	
BACS	James Charlton - Pavilion Cleaning	£ 230.00	£ -	£ 230.00	
DD	Eon - Final Bill Pavilion	£ 238.00	£ 11.90	£ 249.90	
DD	Eon - Final Bill Toilets	£ 52.33	£ 2.61	£ 54.94	
BACS	Hugh Crane - Cleaning Materials	£ 36.80	£ 7.36	£ 44.16	
BACS	1st Class Fire Protection - Fire Extinguisher Service Pavilion	£ 56.85	£ 11.37	£ 68.22	
DD	URM - Recycling	£ 109.76	£ 21.95	£ 131.71	
BACS	Bycroft - Parish Office Letting Fee	£ 750.00	£ 150.00	£ 900.00	
DD	EDF - Pavilion Electric	£ 73.00	£ -	£ 73.00	
DD	EDF - Toilet and Office Electric	£ 51.36	£ 2.57	£ 53.93	
BACS	GYBC - Tree Works	£ 56.63	£ 11.33	£ 67.96	
DD	PWLB - Loan Repayment	£ 1,043.72	£ -	£ 1,043.72	
BACS	JG Services - Grave Digging	£ 680.00	£ -	£ 680.00	
BACS	Plantscape - Kingsway Island	£ 483.30	£ 96.66	£ 579.96	
BACS	D Starkings Ltd - Flail playing field hedge	£ 150.00	£ 30.00	£ 180.00	
BACS	Caister Electrical	£ 40.00	£ 8.00	£ 48.00	
	Total	£ 9,126.39	£ 583.13	£ 9,709.52	
	Overdue/Outstanding Invoices				
				£ -	
				£ -	
		£ -	£ -	£ -	
	Receipts since last meeting (13/09/2022 - 31/10/2022)				
	Parish Office Letting (minus £32.50 management fee)	£541.67	£0.00	£ 541.67	
	Various - Christmas Fayre Stalls	£191.67	£ 38.33	£ 230.00	
	Various - Fun Run	£53.33	£10.67	£ 64.00	
	Burial Fees	£2,381.00	£0.00	£ 2,381.00	
	Football Club Fee (half)	£400.00	£0.00	£ 400.00	
	Precept and Concurrent Functions	£59,254.00	£0.00	£ 59,254.00	
	Interest	£131.91	£0.00	£ 131.91	
	GY BID Grant - Kingsway	£1,500.00	£0.00	£ 1,500.00	
	HMRC - VAT Refund	£1,725.02	£ -	£ 1,725.02	
		£66,178.60	£ 49.00	£ 66,227.60	
	Pending Receipts (at 31/10/2022)				
	Brownies - Autumn term 2022	£220.00	£ 44.00	£ 264.00	
	Brownies - Meeting	£22.00	£ 4.40	£ 26.40	
	Caister Co-op - Burial Fee	£942.00	£ -	£ 942.00	
	Hemsby Lifeboat - Playing Field Hire	£200.00	£ 40.00	£ 240.00	
	Football Club - Electric Tokens	£37.50	£ 7.50	£ 45.00	
	Jary - Additional Inscription	£75.00	£ -	£ 75.00	
	East of England Co-op - Burial Fee	£2,594.00	£ -	£ 2,594.00	
			£ -	£ -	
		£4,090.50	£ 95.90	£ 4,186.40	