

## **HEMSBY ANNUAL PARISH COUNCIL MEETING**

Meeting of Hemsby Parish Council at the Pavilion, Waters Lane, Hemsby on **Monday 15<sup>th</sup> May 2023**  
followed on from the rise of the Annual Meeting of the Parish at 8:21pm

### **MINUTES**

**1. ATTENDANCE**

Cllr Kyriacou, Cllr Bowgen, Cllr Stocker, Cllr Kern, Cllr S Bensly – All signed their acceptance of office declarations & were given a blank copy of the Declarations of interests form that must be submitted to GYBC. Apologies Cllr Chilvers, it was agreed that he would meet with the Clerk/Chairman to sign his declaration of acceptance of office form during the preceding week.

**2. ELECTION OF CHAIRMAN, it was unanimously agreed that Cllr Kyriacou was elected to the role, he signed the acceptance of office form in the presence of the meeting.**

**3. ELECTION OF VICE CHAIRMAN, it was agreed that Cllr S Bensly was elected to the role, he signed the acceptance of office form in the presence of the meeting.**

**4. DECLARATIONS OF INTEREST AND DISPENSATIONS.**

Cllr Kyriacou – Football Club

**5. MINUTES OF PREVIOUS MEETING**

The accuracy of the minutes of the Parish Council Meeting held on 17<sup>th</sup> April 2023 were agreed & they were adopted & signed by Cllr Kyriacou.

**6. PUBLIC FORUM – None**

**7. NEIGHBOURHOOD PLAN**

7.1 An update of the Neighbourhood Plan had been received in the earlier Annual Meeting of the Parish.

7.2 The Clerk confirmed that the posters for the Referendum had now been added to the noticeboards at the Post Office, Barn Room & Kingsway, other may be displayed around the village. The information has also been added to the Parish Council's Facebook page & website.

**8. CORRESPONDENCE-** as circulated during the month, to be noted only & no actions required.

**9. ADMINISTATIVE/DAY TO DAY MATTERS**

9.1 The contents of the Clerks report was noted.

9.2 To receive Cllr Chilvers feedback on the asset register items – carried forward as he was not present.

9.3 It was agreed to appoint Cllr Kern, Cllr Bowgen & Cllr Chilvers to Finance Committee (3)

9.4 It was agreed to appoint Cllr Stocker, Cllr Kyriacou & Cllr S Bensly to Personnel Committee (3).

9.5 The draft versions of the Standing Orders & Financial Regulations (Financial Risk Assessment will be reviewed by Finance Committee) were agreed for adoption as presented.

9.6 A further update on the burial ground flooding was given, the cctv survey commissioned by GYBC revealed that the pipework was broken, it was trenched & replaced by the GYBC contractor at no cost to the Parish Council. It was agreed that the soakaway will need further attention, this may mean that a new one will need to be dug, consideration to be given to costing to be obtained. GYBC will be exploring installing their own soak away in the Churchyard & then capping off pipe that they had installed into the Parish Council's soakaway.

- 9.7 Duplicate item see item 10.7.
- 9.8 The Electrical Vehicle charging point offering from NCC has been represented by them as they now have ways to work with Parish Councils that do not hold GPoC (General Power of Competence). It was agreed not to pursue this again until the technology has been in place for a longer period of time.
- 9.9 Duplicate item – see item 9.6.

## 10. FINANCIAL MATTERS

10.1 The payments list as circulated on the schedule for May was agreed. The bank statements were accepted. The total payments for May **£12,827.99** receipts of **£62,993.45** were noted, with Unpresented payments of **£1043.72**.

The bank summary was received & accepted as at **30<sup>th</sup> April 2023** totalling **£214,694.37**

Hemsby Parish Council savings account (Barclays) **£131,765.12**

Hemsby Parish\_Council current account (Barclays) **£4,000.00**

Hemsby Parish Council Unity Trust current account **£7,001.84**

Hemsby Parish Council Unity Trust deposit account **£72,971.12**

10.2 The Clerk advised that the RFO (responsible Financial Officer) had approached 3 companies for an insurance renewal quotation, however only one had been received, (BHIB) who are the current insurers the quotation was £22465.41 (an increase of £166.45 on 2022-23). It was agreed to accept the new quotation. **-Action RFO**

10.3 It was agreed to renew the annual subscription with the ICCM (Institute of Cemetery & Crematorium Management) at a cost of £95.00. **-Action RFO**

10.4 It was noted that an agreement has been reached to grant access to the Electricity sub-station to Lodge Homes Ltd via the Burial Ground directly with the Parish Council rather than them using the previous way-leave permission. This works will take place in October 2023 & last for a few days, access to the burial ground & car park will still be possible during the duration of the works. The Parish Council have received the sum of £30,000.00 for this permission & a further £20,000.00 has been lodged with the Parish Council's solicitors to cover the cost of the Burial Ground Car park to be re-surfaced & re-lined by end of March 2024.

10.5 It was noted that NCC Parish Partnership has confirmed that they will increase the grant to cover 50% of the additional costs for the bus shelter replacement project. It was agreed to placing order & contacting householders nearby to move the project along. **-Action Clerk**

10.6 It was agreed to purchase the replacement parts for the Defibrillator's Phone box at Kingsway cost approximately £90. A Cllr Bowgen volunteered to install them. **-Action Clerk & Cllr**

10.7 It was agreed to ratify the decision made on 2/5/2023 to undertake emergency repairs to the broken sewer drains at the Kingsway Public toilets, two quotations had been sought & RK Construction undertook the works prior to the Coronation Bank holiday, cost £1689.16 including VAT. This allowed the toilets to be re-opened for part of the bank holiday after them being closed for 10 days whilst the quotations had been sought following a CCTV survey of damaged sewer pipe work that was on Parish Council land.

10.8 Three quotations for the removing of silt from the car park gully soak away at the Burial Ground had been sought, it was agreed to instruct X to undertake the works, as there was a minimum call out, it was also agreed to get two at the pavilion cleared. Cllr Bowgen also advised that one at the Village Hall needed clearing. It was agreed to instruct EE Bartlett to undertake the work.

**-Action Clerk**

10.9 It was agreed to purchase additional cloud storage at a cost of £59.99 per year. **-Action Clerk**

## 11. PLANNING

11.1 Applications received which have already been responded to:

Hemsby Parish Council, Parish Office, The Pavilion, Waters Lane, Hemsby, NR29 4NH  
 Clerk: Mrs Kerrie Wilton Telephone: 01493 719235 Email: hemsbypc@outlook.com

- 11.1.1 None.
- 11.2 Planning application decisions issued by GYBC;
- 11.2.1 None.
- 11.3 Consider Planning applications circulated and requiring decision:
- 11.3.1 None.
- 11.4 Consider any Planning applications received since the publication of the agenda requiring consideration.
- 11.4.1 **06/23/0197/HH** 3 Summerfield Road Hemsby (revised) - Proposed single storey front, side and rear extensions and incorporate garage within the domestic accommodation. The Parish Council agreed not to re-submit any comments as they were covered in the first response.
- Action Clerk**

## 12. ITEMS FOR INCLUSION IN THE NEXT AGENDA

Next Meeting: June 2023.

Co-Option to vacancies.

Asset register

Feedback from Cllr Chilvers on tennis court refurbishment into MUGA.

Meeting ended 8:50pm

15 May 2023 (2023 - 2024)

### Hemsby Parish Council PAYMENTS (AWAITING AUTHORISATION) LIST

| Voucher Code                     | Date       | Minute | Bank            | Cheque No | Description                    | Supplier                    | VAT Type | Net              | VAT           | Total            |
|----------------------------------|------------|--------|-----------------|-----------|--------------------------------|-----------------------------|----------|------------------|---------------|------------------|
| 23 Toilets - Maintenance         | 15/05/2023 |        | Unity - Current |           | General Maintenance            | East Coast Drains Ltd       | S        | 190.00           | 38.00         | 228.00           |
| 24 Subscriptions                 | 15/05/2023 |        | Unity - Current |           | Software Subscription          | Scribe Accounts             | S        | 899.00           | 179.80        | 1,078.80         |
| 25 Toilets - Cleaning and Suppli | 15/05/2023 |        | Unity - Current |           | Cleaning Materials             | Hugh Crane Cleaning Materia | S        | 100.81           | 20.17         | 120.98           |
| 26 Grave Digging                 | 15/05/2023 |        | Unity - Current |           | Subscription                   | JG Services Norwich Ltd     | Z        | 680.00           |               | 680.00           |
| 27 Subscriptions                 | 15/05/2023 |        | Unity - Current |           | Subscription                   | Norfolk ALC                 | Z        | 646.00           |               | 646.00           |
| 28 BG - Grounds Maintenance      | 15/05/2023 |        | Unity - Current |           | Grounds Maintenance            | Garden Guardian             | S        | 537.88           | 107.58        | 645.46           |
| 28 PF - Grounds Maintenance      | 15/05/2023 |        | Unity - Current |           | Grounds Maintenance            | Garden Guardian             | S        | 630.62           | 126.12        | 756.74           |
| 29 Mileage                       | 15/05/2023 |        | Unity - Current |           | Mileage and Expenses           | Kerrie Wilton               | Z        | 34.65            |               | 34.65            |
| 29 Working from Home Allowan     | 15/05/2023 |        | Unity - Current |           | Mileage and Expenses           | Kerrie Wilton               | X        | 26.00            |               | 26.00            |
| 29 Office Administration         | 15/05/2023 |        | Unity - Current |           | Mileage and Expenses           | Kerrie Wilton               | Z        | 11.25            |               | 11.25            |
| 29 Pav - Cleaning                | 15/05/2023 |        | Unity - Current |           | Mileage and Expenses           | Kerrie Wilton               | S        | 3.30             | 0.66          | 3.96             |
| 29 Clerk Salary                  | 15/05/2023 |        | Unity - Current |           | Mileage and Expenses           | Kerrie Wilton               | X        | 0.20             |               | 0.20             |
| 30 Clerk Salary                  | 19/05/2023 |        | Unity - Current |           | Salary - Parish Clerk          | Kerrie Wilton               | X        | 1,689.16         |               | 1,689.16         |
| 31 Working from Home Allowan     | 15/05/2023 |        | Unity - Current |           | Mileage and Expenses           | Catherine Moore             | X        | 5.00             |               | 5.00             |
| 32 Responsible Financial Officer | 19/05/2023 |        | Unity - Current |           | Salary - Responsible Financial | Catherine Moore             | X        | 280.12           |               | 280.12           |
| 33 Village Ranger                | 19/05/2023 |        | Unity - Current |           | Salary - Village Ranger        | Paul Filmer                 | X        | 722.45           |               | 722.45           |
| 34 PAYE / NI                     | 15/05/2023 |        | Unity - Current |           | PAYE / NI                      | HMRC                        | X        | 589.24           |               | 589.24           |
| 35 Norfolk Pension Fund          | 15/05/2023 |        | Unity - Current |           | Pension Contributions          | Norfolk Pension Fund        | X        | 754.20           |               | 754.20           |
| 36 Office Equipment and Suppli   | 15/05/2023 |        | Unity - Current |           | Printer Ink                    | Cartridgeshop.co.uk         | S        | 40.93            | 8.19          | 49.12            |
| 37 Office Equipment and Suppli   | 15/05/2023 |        | Unity - Current |           | Printer Ink                    | HP Instant Ink              | S        | 8.32             | 1.67          | 9.99             |
| 38 Subscriptions                 | 15/05/2023 |        | Unity - Current |           | Lloyds Credit Card Fee         | Lloyds Commercial Services  | Z        | 3.00             |               | 3.00             |
| 39 Waste                         | 15/05/2023 |        | Unity - Current |           | Waste                          | Norse Waste Solutions       | S        | 58.40            | 11.68         | 70.08            |
| 40 Office Administration         | 15/05/2023 |        | Unity - Current |           | Office Telephone               | Bonline                     | S        | 17.55            | 3.51          | 21.06            |
| 41 Insurance                     | 15/05/2023 |        | Unity - Current |           | Insurance                      | BHIB Insurance              | X        | 2,465.41         |               | 2,465.41         |
| 42 Pav - Cleaning                | 15/05/2023 |        | Unity - Current |           | Cleaning - Pavilion            | James Charlton              | Z        | 230.00           |               | 230.00           |
| 43 Toilets - Maintenance         | 15/05/2023 |        | Unity - Current |           | General Maintenance            | RK Construction             | S        | 1,365.00         | 273.00        | 1,638.00         |
| 44 Recycling                     | 15/05/2023 |        | Unity - Current |           | Recycling Collections          | URM (UK) Ltd                | S        | 57.60            | 11.52         | 69.12            |
| <b>Total</b>                     |            |        |                 |           |                                |                             |          | <b>12,046.09</b> | <b>781.90</b> | <b>12,827.99</b> |