

## HEMSBY PARISH COUNCIL

Held a meeting at the Pavilion, Waters Lane, Hemsby on Monday 20th November 2023 at 7.30pm.

### MINUTES

#### **1. ATTENDANCE**

1.1 .1 Present Cllr Kyriacou (Chairman ) Cllr Kern, Cllr Chilvers (left meeting at 9.17pm), Cllr Bowgen & Cllr Cooper. GYBC Cllr Noel Galer. Apologies received from Cllr Stocker, Cllr S Bensly (Vice Chairman). GYBC Cllr J Bensly & PC Gary May. 5 Members of the public present. Clerk Mrs K Wilton & RFO Mrs C Moore.

#### **2. DECLARATIONS OF INTEREST AND DISPENSATIONS – if appropriate.**

2.1 Cllr Kyriacou Football club items, item 7.8 & left the room whilst item 8.3.1 was discussed.  
Cllr Cooper Football club items & left room whilst item 8.3.1 was discussed.  
Cllr Chilvers Football club items.  
Cllr Bennett item 7.8  
Cllr Kern abstained from item 9.2

#### **3. MINUTES OF PREVIOUS MEETING**

3.1 The accuracy of the minutes of the Parish Council Meeting held on **16<sup>th</sup> October 2023 were agreed & signed by the Chairman.**

#### **4. PUBLIC FORUM**

4.1 To receive reports from Councillors GYBC Cllr Noel Galer press releases on the Christmas functions that they are holding. There are some heating grants available for people with low EPC's properties. He has recently joined the museum service via GYBC & they have some good resources for young people & they work with schools. He is also advised that he has recently attended many meetings on coastal issues, flooding & water bathing quality.

4.2 Police, if present. -Next SNAP meeting is 7pm on Thursday 14 December 2023 at Scratby Village Hall, Beach Road, Scratby, Great Yarmouth, NR29 3AJ all residents can attend.

4.3 Question for GYBC Noel Galer regarding the seating at the Great Yarmouth market place as there is none that is under cover, he advised that this had been intentional to prevent people rough sleeping in that area.

4.4 Question asked about the ivy growing on the fence in the burial ground, where is it growing from? It was agreed for the Parish Council to attend & have a look. The clerk advised that it had been scheduled in for the community payback to clear it, however this had not been completed due to low number of attendees & poor weather.

**5. CO-OPTION TO PARISH COUNCIL'S VACANT SEATS – Five seats remain vacant**, application forms available from the Clerk. The clerk reported that two application forms have recently been sent out to parishioners & await their return. Angie Bennett was co-opted & welcomed to the meeting.

#### **6. CORRESPONDENCE**

6.1 To received an update on the Kingsway Island access by Ipsum.co.uk who wish to access the electrical underground cabling. The clerk advised that they have agreed to cover the cost of the Parish Councils contractor to remove the plants, store them & then replant them. **-Ongoing.**

6.2 The Clerk advised that feedback was given to GYBC for their review of polling districts & polling stations, as the Parish Council had asked for the Pavilion to be used again as a venue. GYBC have advised that this site was changed due to negative comments from a presiding officer a few years ago

due to excessive mud in the doorway & concerns that the drains were full & could cause flooding. The Clerk has responded again that these areas of concern have been addressed as there is now a one way system for the footballers so they do not use the front door & the Parish Council has paid a contractor this summer (2023) to clear all of the soakaways & drains on site. A site visit was held on 20/11/2023 with two representatives of GYBC elections team for a tour of the pavilion & the previous areas of concern that had now been addressed, await outcome.

6.3 It was noted that the electrical works into the sub-station at the Burial Ground was completed, as agreed on 20<sup>th</sup> October 2023. A final site sign-off meeting was also held on that day with Cllr Kern & Cllr Bowgen. It was requested that the contractor install a fence to keep cars off the recently excavated area which has been done. Lodge Homes have contacted the clerk again today to agree a date to get the car park re-surfaced & re-lined as previously agreed also at their cost. **-Ongoing Clerk**

6.4 The request from the Car boot Contractor to open on Thursday 28th March 2024 as Easter is early in 2024 & associated fee was discussed it was agreed that the clerk to seek advice from GYBC Planning Department as to be best way to approach this in first instance. **-Action Clerk**

6.5 It was noted that a parishioner complaint about steel work on the beach has been passed to GYBC Cllr Galer & Cllr Bensly. GYBC Cllr Noel Galer advised that the leader of GYBC Leader Cllr Smith is speaking to Crown Estates regarding this.

## **7. ADMINISTRATIVE/DAY TO DAY MATTERS**

7.1 The contents of the Clerks report were noted. Cllr volunteers sought for various maintenance items.

7.2 The Clerk gave an update on the bus shelter replacement project & the order is now ready to be submitted. It was agreed that the order is placed & when the date of known for delivery to arrange for the disposal of the existing one. **-Action Clerk**

7.3 To receive updates from the Football club on the installation of a lean to for storage or container & a compost enclosure they wish to install, no update available. They will make enquiries into the necessity of planning permission & then submit a proposal to the Parish Council. **-Football Club**

7.4 An update from Cllr Chilvers following his inspection of the Parish Council assets on the asset register, he has completed this work & will email to the clerk.

7.5 To note that no update has been received from NCC on the concerns raised on the fully funded Electric Vehicle Charging points with regards to the unit costings & length of the project. The Clerk will chase this up again **-Ongoing**

7.6 It was noted that the Parish Councils requested to be considered to host micro energy storage of Battery Boxes to support the local electricity networks has been passed on to UKPN & this may take until early 2024 for them to advise if any of the Parish Council owned sites are suitable. (an area the size of two park spaces is required, but it must be within a short distance of a sub-station). This would provide the Parish Council with additional annual income or a one-off payment. **-Ongoing**

7.7 The tree overhanging the Barleycroft footway/Kingsway entrance has been reported to NCC Highways as the crown is extremely low to pedestrians & it is covering the footway & alleyway. We are awaiting an update from NCC footway team if they will enforce action to remedy this. **-Ongoing**

7.8 Cllr Kyriacou advised that there has been NCC highways team on site clearing the significant debris on Newport Road near to the land drain (corner of Back Market Lane), however this has flooded again also causing driveway flooding & there were other reports of blocked gullies further down that road too. GYBC Cllr Galer to talk to NCC Cllr Bensly. **-Ongoing**

7.9 The Clerk gave an update on the memorial bench request adjacent to the hard court, Waters Lane, Hemsby the family wish to proceed, however the Parish Council need to establish a suitable base &

obtain costings for it to be installed in order that the family can be advised. Cllr Bowgen advised that he will install a suitable base at his own cost to assist the family. **-Ongoing**

7.10 The Outdoor gym company were on site 6/11/2023 to carry out repairs, however they did not bring two spare parts despite being sent photos of the parts that were required, the clerk has asked that this is remedied asap at the companies own costs. **-Action Clerk**

7.11 The presented meeting dates for next 12 months were agreed; 15<sup>th</sup> January 2024, 19<sup>th</sup> February 2024, 18<sup>th</sup> March 2024, 17<sup>th</sup> April 2024, 13<sup>th</sup> May 2024 AGM & APM (This may be subject to change), 17<sup>th</sup> June 2024, 15<sup>th</sup> July 2024, 16<sup>th</sup> September 2024, 21<sup>st</sup> October 2024, 18<sup>th</sup> November 2024, 16<sup>th</sup> December 2024 \*\*\*This meeting will be a week earlier due to Christmas.

7.12 Cllr Kyriacou requested that a review is made of the Grant/Donation Policy to only permit one application per group, per year financial year. It was agreed by all present. **-Action Clerk**

7.13 The Chairman & clerk gave an update following their attendance at GYBC with stakeholder on 8/11/2023 to discuss coastal erosion at Hemsby. It was confirmed that representatives were present from GYBC departments including the leader Cllr Smith & Chief Executive Mrs Oxtoby, GYBC Cllr James Bensly, Save Hemsby Coastline, Coastal Partnership East & Cllr Wells representing MP Sir Brandon Lewis. Partnership East gave a presentation using slides of the current funding calculator used to fund defences such as rock berms, this is based on the number of properties in a defined area, but showed that this meant that Hemsby did not qualify for government funding under this scheme using that data. There was much discussion about how that number had been arrived at as Save Hemsby Coastline disputed the numbers provided & thought that it was much higher. The Parish Council was also unable to agree that number of properties as they do not know where the area is that has been identified by GYBC & Coastal Partnership East as the area at risk for the purposes of this project. The slides have not yet been sent on to the attendees. It is hoped that GYBC will continue to hold these meetings in order that stakeholders are kept up to date, it was mentioned that a terms of reference be drawn up & formal list of attendees is included, which should include; GYBC, Save Hemsby Coastline, Hemsby Parish Council, Coastal Partnership East, a representative for the Hemsby Lifeboat, Watlings as well as other significant stake holders from Beach Road & Newport Road, also to agree a calendar of meetings.

## **8. PLANNING & TREE PROTECTION ORDERS**

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

8.2 Planning/Tree application decisions issued by GYBC/NCC:

- 8.2.1 **06/23/0174/HH** Hall Farm Barns 5 Hall Road Hemsby - Proposed single storey side porch extension with roof lights and cladding to the external walls. **REFUSED by GYBC on 14/11/23.**
- 8.2.2 **06/23/0263/HH** 4 The Paddock Hemsby - Retrospective application for erection of a front facing extension and entrance porch (approved under pp. 06/21/0037/F) - change of materials used under original application. **REFUSED by GYBC on 9/11/23.**
- 8.2.3 **06/23/0591/VCF** Hemsby Belle Aire Beach Road Hemsby - Proposed variation of condition 9 of Planning Permission 06/96/0036/F to extend period of holiday occupation from 1st February in any year to 14th January in the following year. **APPROVED by GYBC on 16/11/23.**
- 8.2.4 **06/23/0590/VCF** Hemsby Belle Aire Beach Road Hemsby - proposed variation of condition 4 of Outline Planning Permission 06/17/0463/O to extend period of holiday occupation from 1st February in any year to 14th January in the following year. **APPROVED by GYBC on 16/11/23.**
- 8.2.5 **06/23/0589/VCF** Hemsby Belle Aire Beach Road Hemsby - Proposed variation of condition 3 of Approval of Reserved Matters 06/18/0591/D to extend period of occupation from 1st February in any year to 14th January in the following year **APPROVED by GYBC on 16/11/23.**

8.2.6 **06/23/0592/VCF** Hemsby Belle Aire Beach Road Hemsby - Proposed variation of condition 1 of Planning Permission 06/93/1137/F to extend period of holiday occupation from 1st February in any year to 14th January in the following year. **APPROVED by GYBC on 16/11/23.**

8.3 Consider Planning applications circulated and requiring decision:

8.3.1 **06/23/0666/PU** Alcrest Newport Road Hemsby NR29 4NN - Application for Certificate of Lawful Proposed Use of garden for siting of a caravan / mobile home for residential use ancillary to the main dwelling known as Alcrest, Newport Road, Hemsby, NR29 4NN, on a permanent basis. **Objection to be submitted to GYBC by 22/11/2023 on the basis that this is subdivision of the plot which contravenes the Hemsby NHP. There was also concern that it could be used in the futures as a separate dwelling or holiday home.**

8.3.2 **06/23/0581/F** The Dolphin Bar Long Beach Estate Hemsby NR29 4JD - Demolition of existing toilet block; Proposed side extension and alterations to the bar building to replace toilet facilities; Relocation of smoking shelter. **No Objection to be submitted to GYBC by 27/11/2023.**

8.4 Consider any Planning applications received since the publication of the agenda requiring consideration -**None**

**9. FINANCIAL MATTERS**

9.1 The payment list as circulated on the schedule for November was agreed. The bank statements were accepted. The total payments for November are **£9,379.67**, receipts of **£62,391.26** were noted. The bank summary was received & accepted as at **31 October 2023** totalling **£262,482.07**

Hemsby Parish Council savings account (Barclays)	<b>£103,413.68</b>
Hemsby Parish_Council current account (Barclays)	<b>£4,000.00</b>
Hemsby Parish Council Unity Trust current account	<b>£11,650.83</b>
Hemsby Parish Council Unity Trust deposit account	<b>£143,417.56</b>
<b>Unpresented payments</b>	<b>£999.94</b>

9.2 The request for a refund of fees paid for the hire of the tennis/hard court on 1 December 2023. It was agreed to hold this amount for a future hire fees & was noted that the Parish Council had put on hold the agreed works to clean & re-line the hard court due to the hire booking for this event.

**- Action Clerk/RFO**

9.3 The Chairman advised that he & the clerk had attended a meeting held at GYBC on 15/11/2023 to discuss concurrent functions & precepts, what the Parish Council's spent on them & discuss how/if the concurrent functions grant may be reduced by GYBC in the very near future. The Parish Council advised that if they ended or reduced this would have huge implication for HPC & that if those services were to be continued for Open spaces, beach cleaning, burial grounds then the cost would have to be passed on to the council tax payers of Hemsby & could be viewed as double taxation.

9.4 There was a preliminary discussion about the budget required to operate the Parish Council for 2024/25 however this could not be finalised as GYBC have not yet confirmed if the concurrent functions will continue & currently HPC receives £15,500 of those. It was agreed that additional cost per cut should be sought for the playing field from the contractors that had submitted quotations.

**-C/F December & or January meeting.**

**10. Next Meeting: 11<sup>th</sup> December 2023 (earlier due to Christmas) at the Pavilion, Hemsby  
Meeting ended 9:35pm**

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

**Hemsby Parish Council**  
**PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
171-177 Staff costs (including April 2023 NJC pay settlement)									£5,426.79	
178 Toilets - Maintenance	20/11/2023		Unity - Current		Toilet Repairs	SC Plumbing and Heating	Z	120.00		120.00
179 Subscriptions	20/11/2023		Unity - Current		Lloyds Credit Card	Lloyds Commercial Services	C	180.00		180.00
179 Office Administration	20/11/2023		Unity - Current		Lloyds Credit Card	Lloyds Commercial Services	S	0.82	0.17	0.99
179 Section 137	20/11/2023		Unity - Current		Lloyds Credit Card	Lloyds Commercial Services	S	17.49	3.50	20.99
179 Office Administration	20/11/2023		Unity - Current		Lloyds Credit Card	Lloyds Commercial Services	Z	1.99		1.99
179 Subscriptions	20/11/2023		Unity - Current		Lloyds Credit Card	Lloyds Commercial Services	X	3.00		3.00
180 BG - Grounds Maintenance	20/11/2023		Unity - Current		Grounds Maintenance	Garden Guardian	S	537.88	107.58	645.46
180 PF - Grounds Maintenance	20/11/2023		Unity - Current		Grounds Maintenance	Garden Guardian	S	630.62	126.12	756.74
181 Office Equipment and Suppli	20/11/2023		Unity - Current		Office Telephone	Bonline	S	17.55	3.51	21.06
182 Grave Digging	20/11/2023		Unity - Current		Grave Digging	JG Services Norwich Ltd	Z	80.00		80.00
183 Waste	20/11/2023		Unity - Current		Waste	Norse Waste Solutions	S	80.60	16.12	96.72
184 Pav - Maintenance	20/11/2023		Unity - Current		Fire Alarm Servicing	1st Class Fire Protection	S	56.85	11.37	68.22
185 Parish Office	20/11/2023		Unity - Current		Toilets / Office Electric	EDF Energy	S	416.73	83.35	500.08
186 Pav - Maintenance	20/11/2023		Unity - Current		Washroom Services	Anglian Chemicals	S	72.50	14.50	87.00
187 Outdoor Gym	20/11/2023		Unity - Current		Outdoor Gym Inspection and	Caloo	S	445.00	89.00	534.00
188 Recycling	20/11/2023		Unity - Current		Recycling Collections	URM (UK) Ltd	S	67.20	13.44	80.64
189 Parish Office	20/11/2023		Unity - Current		Letting Management Fee	Kingsway Sandwich Bar	S	27.08	5.42	32.50
190 Pav - Broadband	20/11/2023		Unity - Current		Pavilion Broadband	BT	S	29.99	6.00	35.99
191 Pav - Electric	20/11/2023		Unity - Current		Pavilion Electric	EDF Energy	L	95.24	4.76	100.00
192 Pav - Cleaning	20/11/2023		Unity - Current		Cleaning - Pavilion	James Charlton	Z	287.50		287.50
193 Grave Digging	20/11/2023		Unity - Current		Grave Digging	JG Services Norwich Ltd	Z	300.00		300.00

**Hemsby Parish Council**  
**PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
							<b>Total</b>	<b>8,894.83</b>	<b>484.84</b>	<b>9,379.67</b>