

## HEMSBY PARISH COUNCIL

held a meeting at the Pavilion, Waters Lane, Hemsby on Monday 18<sup>th</sup> November 2024 at 7.30pm

### DRAFT MINUTES

#### **1. ATTENDANCE**

1.1 Present: Cllr K Kyriacou (Chairman), Cllr Kern, Cllr Bennett (Vice-Chairman), Cllr Chilvers, Cllr Armfield. Apologies received from Cllr S Bensly & GYBC/NCC Cllr J Bensly. No apology GYBC Cllr Galer. 4 members of the public present. Clerk Mrs K Wilton.

#### **2. DECLARATIONS OF INTEREST AND DISPENSATIONS.**

Cllr Kyriacou – Village Hall grant request

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

3.1 The accuracy of the minutes of the Parish Council Meeting held on **14<sup>th</sup> October 2024** were agreed & signed by the chairman.

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

4.1 NCC/GYBC Cllr James Bensly reported that he was very impressed with the joint fireworks event held in Hemsby & that it was a credit to all involved & it was a real team effort.

4.2 Police – The next SNAP meeting is 7pm on Thursday 16 January 2025, at The Rabbit Hutch, Allendale Park, Caister, NR30 5ET. Cllr Kern to attend.

4.3 A presentation from Andy Grant was received from member of the Flegg Community Land Trust, he advised that the aims of the land trust is to look to provide assistance with community housing, housing need, community assets. Rollesby just done a parish survey, to identify housing, they are also working with Somerton Parish Council. The CLT is made up of volunteers, who are trying to work with landowners to get exemption sites to achieve small developments for local people & affordable, this is especially important with a shortage of local housing, they have their own housing allocation policy. Next meeting 11/12/2024 at Hemsby Pavilion, Waters Lane & everyone is welcome to attend. A resident asked why the local only lettings policy did not apply to the social housing that was built on Newport Road, he advised that he has requested that GYBC investigate how that happened.

4.4 resident questioned why there are still a lot of street lighting that has been removed has not been replaced & others long term broke. The Parish Council were aware of the site on Waters Lane where this has been ongoing for over 12 months. The clerk asked to be passed street lighting column numbers where they are faulty & they will be reported on to either GYBC/NCC as appropriate.

**5. CO-OPTION TO PARISH COUNCIL'S VACANT SEATS** – Five seats remain vacant, application forms available from the Clerk. The Chairman requested that this item was discussed after item 9.4. The application from Ellen (Lou) Long was considered & she duly co-opted & welcomed to the Parish Council.

#### **6. CORRESPONDENCE/DAY TO DAY MATTERS**

6.1 Complaint about overgrown vegetation between Kingsway & Newport junction remains **outstanding** with NCC ref **ENQ900273218** as they have reported no works required, this was sent again NCC Cllr Bensly to expedite on 18/9/2024.

6.2 The number of Raymond James Quigley Legacy bleed kits that are required to support defibrillators in Hemsby was discussed again & it was agreed to double check the amount needed.

6.3 Cllr Bennetts spoke about her proposal for a Youth Café, she advised that she is still waiting for a meeting with the Rabbit Hutch & hopes to get it to a future PC meeting. **-Ongoing**

- 6.4 The Clerk provided an update about the graffiti removal at Kingsway, she advised that Oddbods have not yet been able to attend to this due to staff shortages but hope to get there soon. Graffiti had also been added to the new North Road bus shelter, the Councillors had been made aware & Cllr Armfield had removed it, he was thanked by all present. **-Ongoing**
- 6.5 To receive an update from Cllr Kyriacou & his proposal for parishioners drop in sessions to be held in the spring to encourage residents to attend in the warmer weather. **-Ongoing Cllr Kyriacou**
- 6.6 The draft meeting dates for 2025/26 were discussed & agreed; 20th January 2025, 17th February 2025, 17th March 2025, 21<sup>st</sup> April 2025, 19<sup>th</sup> May 2025 AGM & APM (this may be subject to change), 16th June 2025, 21st July 2025, 15th September 2025, 20<sup>th</sup> October 2025, 17th November 2025, 15<sup>th</sup> December 2025 (This meeting will be a week earlier due to Christmas). All meetings will be held at the Pavilion Waters Lane, Hemsby, NR29 4NH with a starting time of 7.30pm. These can be subject to change & any revised dates will be published as soon as possible.
- 6.7 Cllr Kern gave a verbal update following his attendance at the GYBC Parishes Forum, he advised that they are looking to re-define some of the Parish Council's boundaries. There was no update given on the precept/concurrent functions for 2025/26. **-Noted**
- 6.8 It was noted that the pavilion fire alarm had a fault over a weekend 26/10/2024 which has been repaired under authorisation of the chairman. It was also noted that hot water boiler also failed w/c 4/11/24 & chairman authorised the repair to allow groups to continue use it.
- 6.9 It was noted that complaint about obscured 'one way' sign on Pit Road has been reported to NCC Highways, Cllr Kern advise that the hedge has now been cut back.
- 6.10 It was noted that NCC have taken up the case to re-instate the bus stop on North Road near to the Kings Head Pub on the Martham bound side of the road.
- 6.11 It was noted that a complaint had been received regarding a property's boundary is encroaching on to the highway & the installation of wooden posts on Yarmouth Road has been forwarded to NCC Highways.
- 6.12 The required repairs to playing field fence were discussed & it was agreed that the clerk will contact Clarkes fencing to provide a quotation for the works. **-Action Clerk**
- 6.13 The annual PAT testing for pavilion facilities was discussed & it was agreed that this will be undertaken. **-Action Clerk**
- 6.14 It was noted that a road closure will be in place from The Street, Hemsby, from its junction with U69374 North Road, heading southwest for 357m in the PARISH OF HEMSBY. The Order will come into effect on Sunday 8 December 2024 and will remain in force for 9 hours. The road will be temporarily restricted (except for emergency and pedestrian access) on Sunday 8 December 2024 between 11am and 8pm. The Chairman advised that there will be not alternative parking available at the playing field due to there being football matches on & the annual panto performances at the Village Hall.
- 6.15 An update was given by Cllr Kyriacou on the hard court the repairs are in hand with new wood being ordered by Mark Witheridge, the new signage has been installed, the new goal posts are to be assembled this weekend & its hire will be advertised at the Pavilion, Noticeboards, website & Facebook page. **-Action Clerk**

## 7. ADMINISTRATIVE MATTERS

- 7.1 The contents of the Clerks report were noted, Cllr Kyriacou has now removed the loose parts of the basketball back board.
- 7.2 The asset register held by Cllr Chilvers this will be passed on to Cllr Armfield to have a look. **- Ongoing Cllr Armfield**
- 7.3 There was no update from the Multi Use Games Areas (MUGA) improvement working group, they are looking to meet in early January 2025. **-Ongoing Cllr Chilvers/ Cllr Bennett**
- 7.4 It was agreed to submit the application for submission for the 50-50 funding from Norfolk County Council Parish Partnership scheme for a replacement bus shelter at Martham Road/Mill Road junction, quotation provided from Littlethorpe (Eaton) £12,328.80 inc VAT **-Action Clerk**

- 7.5 The grass cutting for 2025/26 was discussed & the quotation from Garden Guardian for 2025 season was accepted. Burial Ground £4926, Playing field including small garden £5095, children's play area (Waters Lane) £679 all plus VAT. **-Action Clerk/RFO**
- 7.6 The quotation for bi-annual tree inspection from Target Trees for £300 plus VAT was accepted & it was agreed to get the survey carried out again at all Parish Council owned land. **-Action Clerk**
- 7.7 Feedback receive from Cllr Bennett for the Fireworks event, positive feedback was received from people attendees; consider keeping the event open for a little longer in the evening, it was noted that parking of vehicles on the night is acknowledged as tricky but it was not thought that there was any merit in requesting a road closure. Cllr Kyriacou thanked Richardson's for their donation & all that helped on the day & on the Saturday to clear up. £5252.50 was the total taken on the evening including £560 donation from the fairground. It was agreed that the takings should be ring fenced for a future fireworks event in November 2025 with the same fireworks company. It was also agreed that sponsorship will be sought again to support the event. Cllr Bennett requested that a letter of thank you is sent to the Village Hall & Social Club. **- Action Clerk**
- 7.8 ***This Item moved to Confidential item at the request of the chairman to discuss the potential need for a NEST pension scheme/ payroll options.***
- 7.9 The SAM2 speed detection machines were discussed as they have not been operational for some time due to lack of volunteer time, it was agreed that Cllr S Bensly will be asked to get them returned to the clerk so we can keep them safe until they can be re-deployed. **-Action Clerk**
- 7.10 NCC will cease to provide any maintenance for Kingsway Island from the end of 2024, the quotation has been recieved from Plantscape (NCC used them for last 5 years & PC also intermittently) for 2025 season & it was agreed to fund 6 visits for 2025 & a site visit at the first visit to see how the site can be rearranged to make it more visually pleasing, removing the less attractive plants & make it easier to maintain. **-Action Clerk/RFO**

## 8. PLANNING & TREE PROTECTION ORDERS

### 8.1 Planning/Tree application decisions issued by GYBC:

8.1.1 **None.**

### 8.2 Planning Applications received to be responded to:

8.2.1 **06/24/0755/HH** The Cottage, The Street Hemsby - Single storey east side extension with pitched roof. It was agreed to submit a response to GYBC of no objection by 29/11/2024.

**- Action Clerk**

8.3 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 circulated & agreed, in month receipts of **£3,630.51** & payments of **£86467.71** The bank summary was received & accepted as at 31 October 2024 totalling **£303,447.85 (including earmarked reserves of £194,820.73) & unrepresented payments £1043.72.**

Hemsby Parish Council savings account (Barclays)	£104,942.41
Hemsby Parish Council current account (Barclays)	£4,000.00
Hemsby Parish Council Unity Trust current account	£36,353.57
Hemsby Parish Council Unity Trust deposit account	£158,151.87

9.2 The grant application received from the Village Hall to assist them host a warm hub this winter 2024/25. It was agreed to donate £450 towards the running costs (there was a balance of £100.38 from 2024/25 to be used as part of this. **-Action RFO**

9.3 It was noted that the new CCLA bank account has been opened, it was agreed that £30,000.00 deposit/transfer will be made from the Unity Savings account, however the RFO had received some

unusual emails from CCLA & they were investigating it as potential Phishing scam, action fraud also to be informed.

**-Ongoing RFO**

9.4 Consideration was given to the draft budget as presented, amendments were suggested to increase the budget for Kingsway Island maintenance for 6 visits in 2025, funding for fireworks event 2025, warm hub fund for village hall.

**-Action RFO**

**11.** 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 Parish Council Premises – **Burial Ground**, the Chairman confirmed that the Parish records, previous headstone permit & minutes have been thoroughly checked to comply with the family’s request for an additional burial into plot L1. **Former Office** – The meeting was brought up to date with the letting for the former office & that the lease continues to run with the occupier billed separately for electric usage. **Personnel** -The necessity for the investigation into pension providers was discussed with also the need for a payroll software, this was not resolved & will be discussed again.

Next meeting 16<sup>th</sup> December 2024.Clerk Mrs Kerrie Wilton Telephone: 01493 719235 Email: [hemsbypc@outlook.com](mailto:hemsbypc@outlook.com)

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

18 November 2024 (2024-2025)

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
175	18/11/2024		Unity - Current		Office Telephone	Bonline	S	17.55	3.51	21.06
176	18/11/2024		Unity - Current		Pavilion Broadband	BT	S	33.15	6.63	39.78
177	18/11/2024		Unity - Current		Washroom Services	Anglian Chemicals	S	36.25	7.25	43.50
178	18/11/2024		Unity - Current		Parish Office Electric	EDF Energy	L	249.32	12.47	261.79
179	18/11/2024		Unity - Current		Pavilion Electric	EDF Energy	L	80.25	4.01	84.26
180	18/11/2024		Unity - Current		Waste	Norse Waste Solutions	S	57.40	11.48	68.88
181	18/11/2024		Unity - Current		Lloyds Credit Card	Lloyds Commercial Services	Z	1.99		1.99
181	18/11/2024		Unity - Current		Lloyds Credit Card	Lloyds Commercial Services	X	3.00		3.00
182	18/11/2024		Unity - Current		Staff Training	Norfolk PTS	Z	70.00		70.00
183	18/11/2024		Unity - Current		Heating Oil	Broadland Fuels	L	305.00	15.25	320.25
184	18/11/2024		Unity - Current		Grave Digging	JG Services Norwich Ltd	Z	80.00		80.00
185	18/11/2024		Unity - Current		Subscription	Parish Online	S	160.00	32.00	192.00
186	18/11/2024		Unity - Current		Fire Alarm Servicing	Vocalvale	S	90.00	18.00	108.00
187	18/11/2024		Unity - Current		Fire Extinguisher Servicing	1st Class Fire Protection	S	224.80	44.96	269.76
188	18/11/2024		Unity - Current		Cleaning - Pavilion	James Charlton	Z	230.00		230.00
189	18/11/2024		Unity - Current		Grounds Maintenance	Garden Guardian	S	580.88	116.18	697.06
189	18/11/2024		Unity - Current		Grounds Maintenance	Garden Guardian	S	681.00	136.20	817.20
190	07/11/2024		Unity - Current		Letting Management Fee	Kingsway Sandwich Bar	S	27.08	5.42	32.50
191	18/11/2024		Unity - Current		Grave Digging	JG Services Norwich Ltd	Z	80.00		80.00
192	18/11/2024		Unity - Current		Kingsway Island Maintenance	Plantscape	S	640.00	128.00	768.00
193	18/11/2024		Unity - Current		Recycling Collections	URM (UK) Ltd	S	89.60	17.92	107.52
194	18/11/2024		Unity - Current		Repair and Replacement	Diamond Heating Ltd	Z	79.00		79.00
							<b>Total</b>	<b>8,088.43</b>	<b>559.28</b>	<b>8,647.71</b>

inc staff costs £4,272.16