

## **HEMSBY PARISH COUNCIL**

Held a meeting at the Pavilion, Waters Lane, Hemsby on Monday 16<sup>th</sup> September 2024 at 7.30pm

### **DRAFT MINUTES**

#### **1. ATTENDANCE**

1.1 Present: Cllr K Kyriacou (Chairman), Cllr Chilvers, Cllr Kern, Cllr Bennett (Vice-Chairman) & Cllr S Bensly also NCC/GYBC Cllr Bensly. Apologies received from GYBC Cllr Noel Galer & PC Callum Ball, 8 members of the public present. Clerk Mrs K Wilton.

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

**Cllr Kyriacou & Cllr Chilvers – Football items**

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

3.1 The accuracy of the minutes of the Parish Council Meeting held on **15th July 2024** were agreed & signed by the chairman.

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

4.1 NCC & GYBC Cllr James Bensly, Borough Councillor reported that NCC are holding a new consultation into the future requirements of the railway in Norfolk – new stops/stations etc. NCC Schools appeals board continue to look for members, they are also conducting a consultation on Adult Social in Norfolk. GYBC are shortly to be holding their Arts Festival. There was a meeting held in Hemsby at the weekend by the Childrens parliament to discuss coastal erosion & many stakeholders attended, the Parish Council Chairman had sent his apologies due to work commitments.

4.2 Police – It was noted that the PC Gary May has now retired & been replaced by C 1827 Callum BALL 07973824355, callum.ball@norfolk.police.uk , dial 101 ask for extension 3043. Next SNAP meeting Thursday, 12 September 2024, between 7 - 8pm at Winterton Village Hall, King Street, Winterton.

4.3 A short presentation was given by Margaret Oaks as the founding person of the Raymond James Quigley Legacy explaining that she has launched the charity following her son being murdered in 2023. She advised that the clerk has introduced her to Jayne from local charity Heart2Heart Norfolk who is a large stakeholder in locally available defibrillators & they will now be installing her bleed kits alongside the defibrillators. They are asking that the Parish Council consider purchasing bleed kits for the defibs in the village. It was agreed that this will be added to a future agenda to discuss how many defibs are in place & who they are owned by to ensure that the correct amount is considered for purchased by the Parish Council. They are going to be holding practical sessions for the use of the kits & also the defibs, the Parish Council advised that the pavilion meeting room is available. A resident has offered to refill the kits should one be used in the village as they will be contained within the locked defib cabinets so will be accessible by obtaining the access code from the ambulance service in the same way as the defib.

4.4 To consider proposal from GYBC regarding Beach Road public toilets & to receive a presentation from Andrew Wadsworth from GYBC Property & Assets team, he advised that in 2016 Hemsby Parish Council's were asked to adopt the public toilets, the Chairman corrected him that Hemsby Parish Council had not been approached until 2023, he had been advised that previously both by phone & email. He said that GYBC can no longer afford to run the toilets & wish to pass on the responsibility but not the ownership to Hemsby Parish Council to cover the cost of the daily opening & closing, day to day maintenance as well as the cleaning. He said that GYBC would continue to fund the supplies & consumables & could possibly assist with repairs. He said he felt that it was possible for the Parish Council to follow the lead to Caister Parish Council, Winterton Parish Council & Ormesby Parish Council although he acknowledges that many of them also suffer vandalism. He was asked why GYBC continued to maintain the ones in Martham, including daily cleaning & unlocking and he said that he was unsure why the chairman suggested that if they are passing via Hemsby surely it made sense for them to look after their own asset too. He said that the toilets were in a bad state of repair & would

also require a full refurbishment programme that would be in the region of £35k, the chairman advised him that the Parish Council had done that themselves for the toilets that they do own at Kingsway by way of a public loan work board application & they had nearly paid it off after 5 years. He said that he would like to hear the Parish Councils decision, the chairman asked the Cllrs present for their initial thoughts, they on the whole they were concerned about the cost which would have to be passed on to the residents of Hemsby via their council tax as the GYTIAB no longer supported public toilet cleaning or beach cleaning in Hemsby. It was agreed to add this to the next agenda in October.

4.5 It was noted that MP Rupert Lowe was invited to attend this meeting, however we have been advised that he is not normally able to make an early weekday meetings.

4.6.1 A resident asked if Blue badge applications were still being conducted online rather than by way of face to face meetings, NCC Cllr Bensly advised that both types were available.

4. 6.2 A resident asked why the development on the former Pontins site appears to have stopped, no answer was known.

4.6.3 A resident requested that GYBC send their road sweeper to the village as the kerbs have a large amount of silt which is allowing weeds to grow & look unsightly, GYBC Cllr Bensly said that he would request it visits asap.

4.6.4 A member of the village events group thanked the Prish Council for the use of the playing field for their July 2024 event, however they voiced their unhappiness that the pavilion toilets had not been cleaned prior to the event as arranged. The chairman apologised that the cleaner had had a domestic emergency & that it had been overlooked. The event group representative also reported that a member of their committee had been sworn at by a now ex-parish councillor during the event, The chairman said that they were now no longer on the parish council & if they were still a serving Councillor they could report that to GYBC Monitoring Officer & that was not acceptable behaviour.

**5. CO-OPTION TO PARISH COUNCIL'S VACANT SEATS** – six seats remain vacant, application forms available from the Clerk. GYBC have confirmed that following the three recent resignations of Cllr Bowgen, Cllr Cooper & Cllr Stocker, that these seats can be filled without a by-election in addition to the three already vacant since May 2023 election. The Parish Council thanked them all for their hard work. The clerk confirmed that there are 4 qualifications that a candidate is able to meet if they wished to stand as a candidate for election – only one needs to apply these are as follows:

- You are, and will continue to be, registered as a local government elector for the parish in which you wish to stand from the day of your nomination onwards.
- You have occupied as owner or tenant any land or other premises in the parish area during the whole of the 12 months before the day of your nomination and the day of election.
- Your main or only place of work during the 12 months prior to the day of your nomination and the day of election has been in the parish area.
- You have lived in the parish area or within three miles of it during the whole of the 12 months before the day of your nomination and the day of election.

There was one person present who expressed an interest in being co-opted & the clerk will send them the application form.

The Clerk advised that since the May 2023 election there have been Six applications;

- 1) The applicant is not currently on the electoral role, this error is being corrected by GYBC shortly.
- 2) The applicant had not completed the form fully, the form was hand delivered back to them & has not been re-submitted.
- 3) An application was submitted in April, their attendance at the April meeting was not possible due to a household emergency, the PC then deferred discussing the application for one meeting as it was the May Annual Parish Meeting & then the candidate withdrew their application due to personal reasons at the beginning of June.

- 4) An application was requested in February 2024, sent & not returned.
- 5) An application was requested in November 2023, sent & not returned.
- 6) Cllr Cooper was co-opted 1/8/2023 meeting & resigned on 5/8/2024.

## 6. CORRESPONDENCE/DAY TO DAY MATTERS

- 6.1 Complaints sent to NCC have been resolved -regarding overgrown hedge on Newport Road, Hemsby on 10/6/2024, reference ENQ 900269811. – **completed**. Complaint sent to NCC regarding overgrown land around Newport bus shelter on the bus lane on 2/7/2024 reference ENQ900272038. – **completed**. Complaint sent to NCC regarding overgrown hedge at The Pastures on 30/5/2024 reference ENQ900268589. – **completed**. **ENQ900273218** sent to NCC on 15/07/2024 remains **outstanding** as they have reported no works required, this has been sent on to NCC Cllr Bensly to expedite.
- 6.2 It was noted that NCC have advised that their Parish Partnership grant fund is now open to receive applications until 6/12/2024. The proposal & costings for pedestrian crossing on Waters Lane as provided by NCC Cllr Bensly was discussed as the cost of a zebra crossing could cost around £150-200k depending on lighting, and the build out / narrowing would be nearer the £50-60k mark and NCC Parish Partnership only offer a maximum of £25k of funding per bid, it was agreed to not to continue with that application due to costs. It was agreed to consider applying for another replacement bus shelter at Martham Road/Mill Road if the land can be registered in the favour of the Parish Council – see item 7.7  
**-Ongoing**
- 6.3 no item.
- 6.4 The correspondence from GYBC regarding updating the Waters Lane Children’s play area following their annual safety inspection report was considered & it was agreed that an additional padlock be purchased & installed for the maintenance gate & one spare one for future use. It was also noted that the Parish Council have been invited to attend a site visit with Rachel Harrison from GYBC Property and Asset Management team shortly to discuss their ambitions for the site, possible funding streams & listening to the feedback that has already been provide by the Parish Council from the previous two consultations with residents that inclusive equipment should be provided to enable access to all, zip line, monkey bars, trim trail, zip wire, skate park, balance beams & splash park. Cllrs have been invited to attend a site visit on Wednesday 18/9/2024 at 9.30am.
- 6.5 It was noted that the Playing field car park has been re-lined on 13/8/2024, additional double yellow lines next to the children’s play area were also installed on 19/8/2024 at an additional cost of £120 plus VAT agreed by Councillors via email.
- 6.6 It was noted that the Playing field hedge was cut on 2/9/2024 £120 plus vat – invoice now received.
- 6.7 It was noted the Pavilion Fire alarm repair works have been completed as recommended by the inspection company.
- 6.8 It was confirm that the annual anti-virus protection for the lap top has been purchased, however the clerk reported that the laptop is currently unreliable as it is keeps reporting errors & automatically closing down, as it was now over 6 years old it was agreed to purchase a new lap top up £650 plus VAT  
**-Action Clerk**
- 6.9 The Football clubs request for the drainage of the rear playing field to be investigated/cleared was discussed as they have already obtained a quotation from ADS Utilities Ltd of £1700 (unsure if this included VAT) to undertake this work but are seeking the parish council to fund it as they landowners. It was agreed that the ditch maybe the area for investigation first & it was agreed that a meeting be held with the neighbouring landowner to see if the high level of water already in the ditch can be addressed before any remedial action is considered. ☐  
**-Ongoing**
- 6.10 It was noted that the Parish Council have been invited to attend a coastal liaison meeting at GYBC on 30/9/2024, the clerk & Chairman will attend & Cllr Kern to be a substitute if required.
- 6.11 Cllr Bennetts proposal for a Youth Café was discussed & she advised that her aim is to initially trial it once per month with a view to developing it to a twice a month if demand was there. It will run on a Friday after school's end & continue through the evening, the aim is to attract all residents to attend not just children. She will report back to the next progress, drafts of leaflets to be produced & costings  
**-Action Cllr Bennett**

- 6.12 The complaint received via GYBC of graffiti at Kingsway bus shelter was discussed & it was agreed to ask Oddbods of Martham for a quotation. **-Action Clerk**
- 6.13 The subject of engaging a contractor to replace the broken woodwork at the Pit Road Gardens & Hard Court was discussed & it was agreed to ask Mr Witheridge if this was something he could assist with. **-Action ongoing**
- 6.14 The purchase of a remembrance poppy wreath (£21 in 2023/24) was agreed up to £25 plus postage. **-Action Clerk**
- 6.15 Cllr Kyriacou's proposal for parishioners' drop-in sessions was discussed as he felt there was a need for residents to speak to Cllrs directly, he will work with the Cllrs to set up a date which will be published. **-Action Cllr Kyriacou**
- 6.16 It was noted that the Defibrillator at Kingsway was used over August Bank Holiday & temporary replacement pads have been supplied by Heart2Heart Norfolk (due to expire 28/10/2024). It was agreed to purchase two sets of pads, with first one being a replacement in October & then a second set to follow as they have a two-year shelf life. **- Action Clerk**
- 6.17 It was noted that a letter has been received from Hemsby Friendship Group following their trip to Sandringham Flower Show & to thank them again for the donation that they made towards the trip.
- 6.18 It was noted that a complaint of the overgrown hedge between the Village Hall & Hall Road has been actioned by the landowner.

## 7. ADMINISTRATIVE MATTERS

- 7.1 The contents of the Clerks report were noted.
- 7.2 An update on reviewing the asset register from Cllr Chilvers. A replacement of the damaged bench was discussed at Pit Road Gardens as identified by the Community Payback whilst they that have been painting the railings during July & August. It was believed that it had originally been dedicated to a resident, but it was felt to be an important location for a bench & it was agreed to purchase a replacement bench made of recycled plastic. Due to time constraints Cllrs approved by email the purchase of additional tools to undertake the work at the cost of £47.92 purchased by the clerk using the corporate card. **-Action Clerk**
- 7.3 No further update on the installation of a storage container was available from the football club (drawings, planning permission requirements, funding etc).
- 7.4 The clerk advised that has had continued to chase NCC Officers for the maintenance of Kingsway Island as the second visit has not yet been carried out & the third visit is due shortly, but no replies received. A complaint had been received from a resident about the overgrown bushes around the pedestrian crossing & concern for the safety of its users, this had also been sent on to the Officer who replied that she would investigate this but no response again. The Clerk suggested that the PC consider using some of the budgeted amount (3 x site visits that have not been utilised in 2024) for the site to call back the original contractors to do a complete tidy up of the site using, it was agreed that one site visit should be arranged by the former contractor. **-Action Clerk**
- 7.5 Fireworks event in 2024. car parking was discussed but it was felt that not much else can be accommodated in the area, refreshments & stalls etc are being arranged. **- Ongoing Cllr Bennett**
- 7.6 To receive an update from the Multi Use Games Areas (MUGA) working group, they are still awaiting the outcome of the application that was submitted & they are awaiting details of new funds due to the change in government. Cllr Chilvers advised that the new goal posts will be installed shortly, the tennis net will remain available until October half term when it will be stored for the winter. The clerk advised that anyone wishing to block book the hard court must do so via the clerk as the bookings can be treated differently due to the Parish Council being VAT registered, those details of block bookings will be supplied to the social club who take the payments on behalf of the parish council to avoid double booking. The signage has been agreed & awaiting a proof to be received & circulated to Cllrs to approval cost approx £110 plus vat **-Ongoing**
- 7.7 The registration of land at Martham Road/Mill Road junction was discussed as the solicitor has been unable to locate any previous documents about the land or the installation of the bus shelter. Their advice was that although this land could be registered in favour of the Parish Council at a cost, the maintenance of it by NCC may then not continue & this would have to be factored in. It was agreed that registration of the land should be attempted. **-Action Solicitor**

7.8 It was noted that the virtual phone line has been migrated to new platform with the same supplier due to current version becoming obsolete, the phone number remains the same 01493 719235.

9pm Cllr Kyriacou left the meeting due to work commitments.

## 8. PLANNING & TREE PROTECTION ORDERS

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

8.1.1 **06/24/0249/HH** 17 Buttermere, Hemsby - Proposed Single Storey rear extension. **Approved by GYBC on 29/7/2024.**

8.1.2 **06/24/0308/HH** Highland House, 39 Beach Road, Hemsby -Erection of new gable ended pitched roof over existing flat roofed garage. **Approved by GYBC Development Control Committee on 17/7/2024.**

8.1.3 **06/24/0249/HH** 17 Buttermere Hemsby - Proposed Single Storey rear extension. **Approved by GYBC 29/7/2024.**

8.1.4 **06/24/0228/F** Hazeldene Kings Loke Hemsby - Extension and change of use of garage to create an annex including installation of wood burner and flue **Approved by GYBC 13/8/2024.**

### 8.2 Planning Applications received & responded to:

8.2.1 **06/24/0136/F** New Farm Bungalow Newport Road Hemsby \*\*\*\*\* revised\*\*\* Proposed 23-pen boarding cattery to rear and side of property comprised of 2no. cattery pen buildings and a reception building. No response submitted to GYBC following it being circulated to Parish Councillors but no replies received. This application was **approved by GYBC Development Planning Control meeting on 16/9/2024.**

8.2.2 **06/24/0155/HH** 16 Fallowfield Hemsby NR29 4NT - Single storey front extension and conversion of existing garage to create an additional bedroom with ensuite Location. This application was **approved by GYBC Development Planning Control meeting on 16/9/2024.**

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 August was circulated & agreed in that month receipts of **£1,838.51** & payments of **£5,095.23**. In September the receipts of **£5,117.77** & payments of **£9,575.89** were noted. The bank summary was received & accepted as at 31 August 2024 totalling **£265,579.08 (including earmarked reserves of £194,820.73)**.

Hemsby Parish Council savings account (Barclays)	£104,551.42
Hemsby Parish Council current account (Barclays)	£4,000.00
Hemsby Parish Council Unity Trust current account	£4,953.25
Hemsby Parish Council Unity Trust deposit account	£152,074.41

9.2 The accounts & budget at the 6-month period against anticipated spend to 1 April 2025 will be reviewed at the October meeting as the September payments (½ yearly point) will have cleared the bank account.

9.3 It was agreed to delegate powers to the Clerk & RFO should the Parish Council become inquorate in order that the financial commitments can continue in line with the agreed budget.

9.4 It was agreed that Cllr Bennett & Cllr Chilvers should be added to operate the Barclays & Unity Trust Bank accounts as Cllr Kyriacou & Cllr Kern are the only two Cllrs remaining on both accounts.

9.5 It was noted that the External Auditor PKF Littlejohn have completed the audit, invoice received for £420 plus £84 VAT = £504.00.



123	Office Equipment and Supplies	16/09/2024	Unity - Current	Office Telephone	Bonline	S	17.55	3.51	21.06
124	Pav - Broadband	16/09/2024	Unity - Current	Pavilion Broadband	BT	S	33.15	6.63	39.78
125	Pav - Maintenance	16/09/2024	Unity - Current	Washroom Services	Anglian Chemicals	S	36.25	7.25	43.50
126	BG - Grounds Maintenance	16/09/2024	Unity - Current	Grounds Maintenance	Garden Guardian	S	580.88	116.18	697.06
126	PF - Grounds Maintenance	16/09/2024	Unity - Current	Grounds Maintenance	Garden Guardian	S	681.00	136.20	817.20
127	Clerk Salary	16/09/2024	Unity - Current	Salary - Parish Clerk	Kerrie Wilton	X	0.41		0.41
127	Mileage	16/09/2024	Unity - Current	Salary - Parish Clerk	Kerrie Wilton	Z	29.16		29.16
127	Working from Home Allowance	16/09/2024	Unity - Current	Salary - Parish Clerk	Kerrie Wilton	Z	26.00		26.00
128	Responsible Financial Officer	16/09/2024	Unity - Current	Salary - Responsible Financial C	Catherine Moore	X	0.60		0.60
128	Office Administration	16/09/2024	Unity - Current	Salary - Responsible Financial C	Catherine Moore	Z	6.00		6.00
128	Working from Home Allowance	16/09/2024	Unity - Current	Salary - Responsible Financial C	Catherine Moore	Z	5.00		5.00
129	Waste	16/09/2024	Unity - Current	Waste	Norse Waste Solutions	S	59.40	11.88	71.28
130	Pav - Electric	16/09/2024	Unity - Current	Pavilion Electric	EDF Energy	L	69.76	3.49	73.25
131	Toilets - Electric	16/09/2024	Unity - Current	Toilets / Office Electric	EDF Energy	S	344.30	68.86	413.16
132	Audit Fees	16/09/2024	Unity - Current	External Audit Fee	PKF Littlejohn	S	420.00	84.00	504.00
133	Office Equipment and Supplies	16/09/2024	Unity - Current	Lloyds Credit Card	Lloyds Commercial Services	S	36.13	7.23	43.36
133	Office Equipment and Supplies	16/09/2024	Unity - Current	Lloyds Credit Card	Lloyds Commercial Services	Z	1.99		1.99
133	Subscriptions	16/09/2024	Unity - Current	Lloyds Credit Card	Lloyds Commercial Services	X	3.00		3.00
133	OS - Capital and Improvements	16/09/2024	Unity - Current	Lloyds Credit Card	Lloyds Commercial Services	S	59.94	7.98	67.92
134	BG - Water	16/09/2024	Unity - Current	Water - Burial Ground	Wave	Z	208.94		208.94
135	Pav - Water	16/09/2024	Unity - Current	Water - Pavilion	Wave	Z	161.27		161.27
136	Toilets - Water	16/09/2024	Unity - Current	Water - Toilets & Office	Wave	Z	105.53		105.53
137	PF - Grounds Maintenance	16/09/2024	Unity - Current	Hedge Cutting	D Starkings Ltd	S	120.00	24.00	144.00
138	Pav - Maintenance	16/09/2024	Unity - Current	Washroom Services	Anglian Chemicals	S	36.25	7.25	43.50
139	Pav - Cleaning	16/09/2024	Unity - Current	Cleaning - Pavilion	James Charlton	Z	230.00		230.00
140	BG - Grounds Maintenance	16/09/2024	Unity - Current	Grounds Maintenance	Garden Guardian	S	580.88	116.18	697.06
140	PF - Grounds Maintenance	16/09/2024	Unity - Current	Grounds Maintenance	Garden Guardian	S	681.00	136.20	817.20

Created by  Scribe

1 of 2

### Hemsby Parish Council PAYMENTS LIST

16 September 2024 (2024-2025)

ouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
							<b>Total</b>	<b>8,833.63</b>	<b>742.26</b>	<b>9,575.89</b>