HEMSBY PARISH COUNCIL

Held a meeting at the Pavilion, Waters Lane, Hemsby on Monday 19th October 2026 at 7.30pm

DRAFT MINUTES

1. ATTENDANCE

1.1 Present : Cllr Kyriacou, Cllr Kern, Cllr Bennett, Cllr S Bensly , Cllr Edwards, Cllr Bowgen, Cllr Kemp, NCC Cllr Jason Hughes. Apology from Cllr Long, no apology from GYBC Cllr James Bensly & GYBC Cllr Noel Galer. 1 Member of the public present.

2. DECLARATIONS OF INTEREST AND DISPENSATIONS - None

3. MINUTES OF PREVIOUS MEETING

3.1 The accuracy of the minutes of the Parish Council Meeting held on 21st September 2026 were confirmed & duly signed by Cllr Kyriacou in the presence of the meeting.

4. PUBLIC FORUM

4.1 Verbal report from NCC Cllr Jason Hughes he reported that NCC have cancelled the sell of the care homes they were previously looking to dispose of. He is urging anyone with SEN concerns for their children, siblings etc to contact him as he is willing to assist where possible.

4.2 Police – report if available. **Online Neighbourhood Drop-Ins**

These informal sessions provide an opportunity to speak directly with local officers, share concerns and help shape local policing priorities. There is no set agenda, so simply join, ask questions, raise local issues and leave whenever you need to.

Thursday, 19 November 2026 🕐 2:00pm – 3:00pm

Join: https://teams.microsoft.com/meet/329511771339556?p=iDtg4YznHUxYSkeQOI

Neighbourhood Meeting Join your local neighbourhood policing team for an update on recent policing activity in the area. Following the presentation, there will be an opportunity to ask questions, raise concerns and discuss matters affecting your community. **Thursday, 03 December 2026** 6:00pm – 7:00pm Rollesby Pavilion, Main Road, Rollesby, NR29 5EH.

4.3 To receive comments from members of the public - None.

5. CO-OPTION TO PARISH COUNCIL'S VACANT SEATS –Three seats remain vacant. If you wish to be co-opted on to the Parish Council, the application forms are available from the Clerk. Consider any applications received –None.

6. CORRESPONDENCE

6.1 It was noted that GYBC held a Coastal Stakeholder meeting on 14/10/2026 at the Town Hall, they were holding a drop in event on 16/10/2026 for householders of the beach area who's homes at risk. The feeling was from the attendees was that GYBC need to emphasise the awareness that this is now an adaptation project, not a protection project.

6.2 To consider the email from NCC Highways about the three new bus shelters as part of the Pines development, the commuted sums & designs were agreed, however the Parish Council does not wish for new additional litter bins (three) to be placed at the new proposed bus shelters due to the high costs from GYBC to empty them, 3 x Litter Bins – Annual Collection Costs. 1 collection per week: £965.95, 2 collections per week: £1,931.90, 3 collections per week: £2,897.86. The

topic of installing a new bench adjacent to the Newport Road bus shelter (Yarmouth bound) was not discussed, carried forward to the November meeting. **-Action Clerk & item carried forward**

6.3 It was noted that the H bar outside the butchers has been replaced. NCC Highways have confirmed that all outstanding road marking requests will be resolved shortly.

6.4 It was noted that GYBC parking enforcement, NCC Highways have been contacted about the parking issues on North Road, the damaged/abandoned car has also been reported to the police, now reported to GYBC.

6.5 Further complaints recieved about the pay to park car parks on Beach Road, fines, court threats etc. Discuss & consider if any next steps are appropriate, it was agreed not to pursue it again. NCC Cllr Jason Hughes will speak to NCC Trading Standards when he is at County Hall next.

6.6 A letter of gratitude was sent to the chairman commenting on the condition of the burial ground & the high level of maintenance to keep it looking good. **-Noted**

6.7 Great Yarmouth Borough Council's coastal management team will be hosting the event which is aimed at residents affected by the ongoing erosion in the area. The drop-in session will take place at The Lacon Arms, Sea View Road, on Friday, October 16, from 2.30pm until 6.30pm. Members of the coastal management team will be on hand to explain the latest scientific data around coastal processes, climate change and erosion and its likely effect on properties, the beach and dunes at Hemsby. People will also be able to see the latest erosion risk maps and find out more about the work taking place to help residents adapt to coastal erosion. Staff from the council's housing team will also be there to answer queries and explain what support is available. It is hoped that the GYBC Housing advice team will hold some drop in events at the Warm Hub at the Village Hall to help residents apply for the housing list.

7. ADMINISTATIVE MATTERS

7.1 No update from GYBC for the installation of additional streetlights on Waters Lane outside Home Farm barns to Hall Road junction or the replacement outside the methodist chapel on Waters Lane which was removed due to damage. **-Ongoing**

7.2 It was noted that the contractor attended the Kingsway Island on 19/10/2026 for a final tidy up of the plants for the year.

7.3 It was noted that the playing field floodlights were replaced w/c 5/10/2026. The external locker roller shutter lock was also replaced. A keyholder agreement has been signed by the events group for the outside locker & one key has been issued.

7.4 The volunteer hopes to return to care for the North Road & Kingsway island planters & to add some bulbs –the receipts have not yet been recieved to reimburse the volunteers. **- Ongoing**

7.5 The fireworks events, choice of displays, timings, card payment machine to be purchased for card payments on the night, advertising to be designed & published, the existing banners to be updated & put up, costings of misc items to be finalised, first aid & security was discussed. Cllr Bennett will prepare the risk assessments for the event & circulate. **-Ongoing**

7.6 It was noted that the playing field hedge was cut on 30/9/2026. Cost £150 plus VAT.

7.7 The purchase of a football goal for the main field, the costings were discussed for the purchase of a pair of portable goals from Harrod Sport. It was agreed that they were be funded from the MUGA fund & for it to be reinstated in the 2027/28 budget. **-Action Clerk/RFO**

7.8 The annual outdoor gym inspection report has been carried out by GYBC, there was a query over one of the items raised as a recommendation & an email has been sent to the inspection company, it was agreed once the issues have been firmed up it was agreed to get a quotation from CALOO. **-Ongoing**

7.9 A further approach to NCC Highways for a designated bus stop at Martham Road Hemsby (Yarmouth bound) has been made following the landowner has now been identified, this has been sent to NCC but no reply recieved. **-Action Clerk to chase**

7.10 It was noted the fire extinguishers were serviced on 5/10/2026.

7.11 It was noted that the Defib pads expire on 28/11/2026, consider ordering replacements at 57 per set, it was agreed to purchase two sets. **-Action Clerk**

7.12 A replacement covering has been fixed to the external loft hatch on the front of the pavilion to prevent further water ingress. **-Noted**

7.13 It was noted at the last meeting vandalism had been reported to a lighting column in the playing field car park, this had been repaired at a cost of £105.64 plus VAT.

7.14 Litter bin emptying was discussed in Hemsby as GYBC have already reverted to the winter operating schedule, despite Hemsby now being a 52 week venue due to more holiday parks being granted long & in some cases residential status. It was agreed to ask if GYBC are now charging a higher rate of Council Tax (was previously discounted) if they are now able to occupy all year & then ask GYBC if the bin collections be amended to reflect that.

-Action Clerk, Cllr N Galer/Cllr J Bensly.

7.15 It was noted that some repairs have been carried out to the public toilets following damage to cisterns, carried forward to future meeting to consider changing to non-contact/infrared flushers & replacing the tap in the disabled toilet to a sensor type also, to budget for 2027/28. **-C/F**

7.16 Community payback (Norfolk Probation Service) attended the playing field on 2/10/2026 & they cleared the footpath between there & Common Road as it had become badly overgrown due to overgrown hedges from the neighbouring property.

7.17 The renewal of the planning permission for the operation of the car boot sale was discussed as the current permission expires 2027 & to note that the start date for 2027 season as Easter is early. It was agreed to contact GYBC to ascertain the fees to submit a renewal application & to ask permission to commence for easter 2027. **-Action Clerk**

7.18 It was noted that the bi-annual tree inspections due November 2026. It was agreed to request the services of Target Trees to undertake the survey at a cost of £380 on 12/11/2026

-Action Clerk

8. PLANNING & TREE PROTECTION ORDERS

8.1 Planning/Tree/ License applications decided by GYBC:

8.1.1 **06/26/0582/VCF** Common Road Farm, Common Road, Hemsby - Variation of Condition 2 ; Amendment to approved window specification and window openings of pp 06/17/0649/F (Demolition of sub-standard farm house. Erection of replacement dwelling. Conversion of existing agricultural barns to 3 no. residential dwellings.) **Approved by GYBC on 6/10/2026.**

8.2 Planning/Tree Applications/Licensing received from GYBC & already responded to:

8.2.1 **None**

8.3 Consider any Planning applications received since the publication of the agenda requiring consideration. **None**

8.4 **To note that Great Yarmouth Borough Council's Local Plan was adopted on 24/9/2026.**

GYBC Local Plan Adoption Sept 2026

8.5 **To note that Great Yarmouth Borough Council formally approved the Community Infrastructure Levy (CIL) Charging Schedule on 24 September 2026.** The Charging Schedule has been approved in accordance with the Planning Act 2008 and the Community Infrastructure Levy Regulations 2010 (as amended).

The CIL Charging Schedule will take effect from 1 February 2027. Planning applications determined from that date may be liable for CIL, subject to the exemptions and reliefs set out in the Regulations and charging schedule. **GYBC CIL Policy Sept 2026**

9. FINANCIAL MATTERS

9.1 The proposed payments as circulated on the schedule for October 2026 **Payments £18,568.02** were agreed & accepted for payment, the **Receipts of £3,269.23** were noted. The bank statements were accepted of **£324,368.21 (including ear marked reserves – see minutes June & May 2026)**

Hemsby Parish Council savings account (Barclays)	£112,945.72
Hemsby Parish Council current account (Barclays)	£4,000.00
Hemsby Parish Council Unity Trust current account	£13,851.83
Hemsby Parish Council Unity Trust deposit account	£128,092.13
CCLA Investment	£30,000.00
Hinkley & Rugby BS	£35,505.31
Unrepresented cheque	£26.78

9.2 The scale of fees for the electricity tokens as agreed at the Finance Advisory Committee on 15/9/2025 still need reviewing. **-Carried forward**

9.3 The appointment of the internal auditor was defer as the quotations have not yet been received. **-Carried forward RFO**

9.4 It was noted that the GYBC paid the Precept payment late in September 2026.

9.5 It was agreed budget planning for 2027/28 - Budget setting meeting date 16/11/2026 prior to the Parish Council meeting at 6.30pm at the Village Hall. **-Clerk to book Village Hall**

9.6 It was noted that the conclusion of external audit has not yet been recieved from PKF Littlejohn & was due by 30/9/2026, This has been chased by the RFO & the final report has been received on the day of the meeting, the conclusion of audit notice will be added to the website & it has already been put on the noticeboard at Kingsway tonight. **-Action RFO/Clerk**

10. Exclusion of Press & Public

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 discussion of council owned premises, the meeting was advised that the lease for Kingsway premises has been signed & accepted, deposit paid, water meter fitted & keys given to the new tenant & personnel matters noted.

11. Next Meeting: 16th November 2026 at 6.30pm - Village Hall **new time & venue* Clerk Mrs Kerrie Wilton Telephone: 01493 719235 Email: hemsbypc@outlook.com or clerk@hemsbyparishcouncil.gov.uk

Hemsby Parish Council

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
150	Events	13/10/2026		Unity - Current		Event Expenditure	UK Firework Company	S	4,190.00	838.00	5,028.00
[redacted]											
156	Office Equipment and Supplies	19/10/2026		Unity - Current		Office Telephone	Bonline	S	24.84	4.97	29.81
157	Pav - Broadband	19/10/2026		Unity - Current		Pavilion Broadband	BT	S	49.28	9.86	59.14
158	Pav - Maintenance	19/10/2026		Unity - Current		Washroom Services	Anglian Chemicals	S	36.25	7.25	43.50
159	BG - Grounds Maintenance	19/10/2026		Unity - Current		Grounds Maintenance	Garden Guardian	S	646.50	129.30	775.80
159	PF - Grounds Maintenance	19/10/2026		Unity - Current		Grounds Maintenance	Garden Guardian	S	757.88	151.58	909.46
160	Toilets - Electric	19/10/2026		Unity - Current		Toilets / Office Electric	EDF Energy	L	28.11	1.41	29.52
161	Pav - Electric	19/10/2026		Unity - Current		Pavilion Electric	EDF Energy	L	35.56	1.78	37.34
162	Grave Digging	19/10/2026		Unity - Current		Grave Digging	JG Services Norwich Ltd	Z	380.00		380.00
163	Recycling	19/10/2026		Unity - Current		Recycling Collections	URM (UK) Ltd	S	164.80	32.96	197.76
[redacted]											
167	Parish Office	19/10/2026		Unity - Current		Parish Office Lease	East Commercial	S	200.00	40.00	240.00
168	Waste	19/10/2026		Unity - Current		Waste	Norse Waste Solutions	S	61.10	12.22	73.32
169	PF - Grounds Maintenance	19/10/2026		Unity - Current		Hedge Cutting	D Starkings Ltd	S	150.00	30.00	180.00
170	Parish Office	19/10/2026		Unity - Current		Fire Extinguisher Servicing	Nordwell Fire Security	S	59.85	11.97	71.82
170	Pav - Maintenance	19/10/2026		Unity - Current		Fire Extinguisher Servicing	Nordwell Fire Security	S	64.80	12.96	77.76
171	Pav - Maintenance	19/10/2026		Unity - Current		Pavilion Maintenance	RK Construction	S	623.00	124.60	747.60
172	Pav - Maintenance	19/10/2026		Unity - Current		Electrical Works	Bowers and Barr	S	123.33	24.67	148.00
172	PF - Capital and Improvements	19/10/2026		Unity - Current		Electrical Works	Bowers and Barr	S	3,014.60	602.92	3,617.52
172	PF - Miscelleneous	19/10/2026		Unity - Current		Electrical Works	Bowers and Barr	S	105.64	21.13	126.77
173	Parish Office	19/10/2026		Unity - Current		Water Meter	A Rossiter Plumbing & Heal	S	170.00	34.00	204.00
174	Audit Fees	19/10/2026		Unity - Current		External Audit Fee	PKF Littlejohn	S	420.00	84.00	504.00
							Total		**16,392.44**	**2,175.58**	**18,568.02**