

## **HEMSBY PARISH COUNCIL MEETING**

Held a meeting at the Pavilion, Waters Lane, Hemsby on Monday 20<sup>th</sup> January 2025 at 7.30pm

### **DRAFT MINUTES**

#### **1. ATTENDANCE**

1.1 Present: Cllr K Kyriacou (Chairman), Cllr Kern, Cllr Armfield, Cllr Long, Cllr S Bensly, Cllr Chilvers, Cllr Bennett (Vice-Chairman). Apologies received from NCC/GYBC Cllr J Bensly & GYBC Cllr Galer. 9 members of the public present. Clerk Mrs K Wilton & Mrs C Moore Responsible Financial Officer.

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

Item 8.2.1 Cllr Kern & Cllr Long

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

3.1 The accuracy of the minutes of the Parish Council Meeting held on **16<sup>th</sup> December 2024** were agreed & signed by the Chairman.

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

4.1 NCC Cllr James Bensly, Borough Councillors – GYBC Cllr James Bensly & GYBC Cllr Noel Galer.

4.2 Police – The next SNAP meeting is due to be held on 16 January 2025, at The Rabbit Hutch, Allendale Park, Caister, NR30 5ET. Recent anti-social behaviour including reckless driving of vehicles at the Playing field car park has been report to PC Ball & they have offered to increase patrols in the area. The Police have also asked to hold their next meeting at the Pavilion on Thursday 17/4/2025.

4.3 Four representatives gave a verbal update on behalf of the Yarmouth Road housing developer's agent & representatives from Orbit Homes as they advised they purchased the site in September 2024. Their hope is that the site will be delivered as 37 Shared ownership & 56 Social Rent (see map & housing style documents at the end of the minutes) they will include properties for people with disabilities, there will not be any homes for full ownership, they will be delivering the housing on this site using funding from the government. They are aware that there has been a strong history of potential offerings for this site that have never actually been delivered. They brought a plan with them of the types of homes that they hope to deliver & layout of the site. They hope to submit a planning application to GYBC to March to address the reserved matters, they hope to start October 2026 & complete by 2028. The Chairman thanked them for their attendance & requested that they consider holding a community engagement event to inform the village of their vision for the site. They were also asked if they would be adhering to the Hemsby Neighbourhood Plan, Design Codes & the emerging GYBC Local Plan, they confirmed that they are aware of all of those documents. They confirmed that the properties will be available in accordance with GYBC's new Housing Allocation policy [GYBC revised \(Nov 2024\) allocations Policy](#)

4.4 Two residents present are willing to take on the boat planter at North Road & the box planters at Kingsway, they were introduced to another resident who looks after the Newport road boat planter, who was also present.- **see agenda item 6.8.**

4.5 A resident spoke about an issue that they have transferring the ownership of a family burial plot & advice that they had received from a funeral directors, the Parish Council Chairman & the clerk offered to meet with her to hold a meeting to discuss the advice that the Parish Council has already obtained on this matter from the Institute of Cemetery & cremation & it was forwarded to the Funeral Director that the family are dealing with, but this has not been passed on the them.

#### **5. CO-OPTION TO PARISH COUNCIL'S VACANT SEATS** – Four seats remain vacant, application forms available from the Clerk, no applications received.

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

6.1 The Clerk advised that Jayne from Heart2Heart Norfolk will install four Raymond James Quigley Legacy bleed kits to support defibrillators in Hemsby. 1) Beach cafe (this box might be moved due

to the box continually rusting needing replacement every few years) 2) Village hall 3) The phone box defibrillator at Kingsway & 4) the school. She has also been liaising with other holders in the village as some of them are not correctly registered on 'The Circuit' portal that is used by the ambulance service to identify them & some are now restricted due to premises changing ownership/opening hours.

- 6.2 Cllr Bennetts proposal for a Youth Café is still in progress, she has a meeting with another provider & she will report this at the March meeting. **-Ongoing Cllr Bennett**
- 6.3 The Clerk gave an update on the removal of the graffiti at Kingsway bus shelter, the contractor who had been appointed previously was Oddbods Cleaning Services of Martham but they are no longer trading, Cllr Kyriacou advised that he has also tried without success to remove it. It was agreed that the clerk should approach GYBC Services to see if they can help. **-Action Clerk**
- 6.4 Cllr Kern gave an update on the annual PAT testing for pavilion facilities, this has not been completed & he is still trying to do it. The clerk advised that the annual boiler servicing of the boilers at the Pavilion had been completed. After the last meeting & prior to the services the engineer had attended as the boiler did not work on the night of the December meeting. The heating failed again on the night of the meeting so the engineer will be called again. **-Ongoing Cllr Kern**
- 6.5 The hard court repairs, signage, goal posts are now fully assembled & installed, advertising can commence. Any person/group wishing to block book 10 or more sessions is to contact the clerk direct as there is a VAT discount available. The hire fee for ad hoc hire is £6 per hour plus £2 for floodlight tokens, this is to be paid in cash at the time of the booking into the Social Club bar, this is then passed on to the Parish Council to be banked & included in the Parish Council's accounts. It was agreed that the facility will be advertised on the Parish Council's Facebook page as well that the Pavilion meeting room is available to hire. The electricity is supplied by the Village Hall & they invoice the Parish Council directly for the usage. **-Action Clerk**
- 6.6 It was noted that Cllr Long & Cllr Armfield will attend online Cllr induction training with NPTS on 15/1/2024 & 22/1/2024.
- 6.7 It was noted that GYBC held a meeting on 14/1/2025 to discuss if Coastal Partnership East remains suitable to represent GYBC's coastline & they made the decision to step away from the partnership & create a standalone one for Great Yarmouth's Borough Council's Coastline [GYBC Cabinet 14/1/2025 Future of Coastal Partnership East - see appendix](#) It is anticipated that more detail will become available about that over the coming months, the date for the next Coastal Liaison meeting is not yet known. The minutes are not yet available from GYBC. **-Ongoing**
- 6.8 The Planters & flower beds/boat planters at Kingsway & North Road were discussed for 2025/26 season with the volunteers present, they provided costings in advance of the meeting to the clerk of 1) Kingsway planters & North Road boat planter £250 for the year 2) Newport Crossroads boat planter £150, this was agreed with receipt to be supplied to the clerk for the expenses incurred & bank details in order that they can be re-imbursed. It had previously been noted on the asset register inspection that the planters at St Mary's junction had been deteriorating for a while & thought will be given to their removal with help of the local farmer. It was agreed to advertise for more volunteers as there are other areas that residents could volunteer to adopt – village sign, pavilion garden, trees & flower beds at Barleycroft entrances, tree & flower bed at Newport junction. Poster to be prepared & published by the clerk for the Parish Council Facebook page & Parish Council notice boards. **-Action Clerk**

## 7. ADMINISTRATIVE MATTERS

- 7.1 The contents of the Clerks report were noted.

## 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 **06/24/0971/HH** 24 Easterley Way Hemsby – 1) Front porch; 2) Single storey side and rear extensions. It was agreed to submit a response of **Objection** due to the design not complying with the Hemsby Local Plan design codes, with regards to the windows, cladding GYBC.

**-Action Clerk**

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

8.4 **GYBC LOCAL PLAN & CIL** - The consultation, including the Local Plan and details of how to make comments, can be viewed online at <https://localplan.great-yarmouth.gov.uk> Additionally, as part of the preparation of the plan, the Council is looking to introduce a Community Infrastructure Levy (CIL). CIL is a levy which local authorities can introduce to require developers to make financial contributions towards the provision of infrastructure to support new development. The levy will help to ensure that the infrastructure that is needed to make development acceptable is funded and delivered. The CIL consultation can be viewed at: <https://cil.planning.great-yarmouth.gov.uk/> All comments must be submitted by 31 January 2025.

It was noted that GYBC held an event for Parish Council's on the local plan & proposed adoption of CIL on Thursday 9/1/2025, Cllr Kyriacou attended. They also held an online webinar on 6/1/2025, the slides and Q & A's are available from the clerk which the clerk. An in person event was held on 15 January 2025 at All Saints Parish Hall, Beach Road, Scratby & the clerk & Cllr Kern attended. It was agreed not to submit any further comments to GYBC.

## 9. FINANCIAL MATTERS

9.1 The payment list as circulated on the schedule for January was circulated & agreed, in month receipts of **£6759.26** & payments of **£5852.96** The bank summary was received & accepted as at 31 December 2025 totalling **£301,149.49 (including earmarked reserves of £194,820.73)**.

Hemsby Parish Council savings account (Barclays)	£110,591.68
Hemsby Parish Council current account (Barclays)	£4,000.00
Hemsby Parish Council Unity Trust current account	£5,267.12
Hemsby Parish Council Unity Trust deposit account	£181,290.69

9.2 The quotation from Target Trees for the works identified in the bi-annual tree report undertaken on 2/12/2024 & the outstanding works from the previous report was received as £4,000 plus VAT of £800 = £4800, it was agreed that this works should be undertaken as soon as possible as some of the works (playing field conifers) have been carried over from the last report two years ago.

**-Action Clerk**

9.3 It was noted that GYBC tax base has finally been received following GYBC Cabinet considering it at their meeting on 14/1/2025. Due to changes in the second homes levy they forwarded two separate amounts 1616 & 1595 to the Parish Council, it was agreed to prepare the budget for 2025/26 using the lower figure of 1595.

**-Action RFO**

9.4 The draft budget was presented & accepted as prepared by Catherine Moore the Responsible Financial Officer with a minor adjustment of an increase the planting budget for sites in the village to £500. It was agreed to be in addition from the Hemsby in Bloom ear marked reserves that are being held in the hope that another group wishes to set up. The Precept for 2025/26 was agreed as £101,898.00, plus concurrent functions of £10,800. The band D average remains at £63.89 for the third year running as a 0% increase to the residents of Hemsby for the Parish Council's share of the Council Tax, bills that will be issued in early spring by GYBC.

9.5 The adoption of a bad debt policy was considered as this had been discussed previously in the last few years due to slow/late payers of invoices issued by the Parish Council & the Chairman requested that this item was deferred this to a confidential item at the end of the meeting **see item 10.**

- 9.6 The purchase of a replacement wall mounted litter bin for Kingsway bus stop as the current one is damaged & it was agreed to remove the broken one & not replace it. **-Action Ranger**
- 9.7 A replacement bench seat for Pit Road Gardens was discussed again as this had not been ordered last time due to a family wishing to purchase a memorial bench for the Burial Ground but they decided not to proceed & the carriage cost for two benches is the same as one of Cllr present wishes to apply to the Parish Council for a memorial bench to be site on that site. **-Action 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 the need for a bad debt policy, it was agreed for a bad debt policy to be draft & to be presented at an extra ordinary meeting on Tuesday 28/1/2025.

**11. Next Meeting:** Extra meeting on 28<sup>th</sup> January 2025 followed by the regular meeting 17<sup>th</sup> February 2025 at the Pavilion, Waters Lane, Hemsby, NR29 4NH

Clerk Mrs Kerrie Wilton Telephone: 01493 719235 Email: [hemsbypc@outlook.com](mailto:hemsbypc@outlook.com)

### Hemsby Parish Council PAYMENTS LIST

13 January 2025 (2024-2025)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
230	Office Equipment and Supplies	20/01/2025		Unity - Current		Office Telephone	Bonline	S	17.55	3.51	21.06
231	Pav - Broadband	20/01/2025		Unity - Current		Pavilion Broadband	BT	S	33.15	6.63	39.78
232	Pav - Maintenance	20/01/2025		Unity - Current		Washroom Services	Anglian Chemicals	S	36.25	7.25	43.50
233	Pav - Cleaning	20/01/2025		Unity - Current		Cleaning - Pavilion	James Charlton	Z	230.00		230.00
234	Clerk Salary	20/01/2025		Unity - Current		Salary - Parish Clerk	Kerrie Wilton	X	45.22		45.22
234	Office Administration	20/01/2025		Unity - Current		Salary - Parish Clerk	Kerrie Wilton	Z	2.50		2.50
234	Mileage	20/01/2025		Unity - Current		Salary - Parish Clerk	Kerrie Wilton	Z	19.44		19.44
234	Working from Home Allowance	20/01/2025		Unity - Current		Salary - Parish Clerk	Kerrie Wilton	X	26.00		26.00
235	Responsible Financial Officer	20/01/2025		Unity - Current		Salary - Responsible Financial C	Catherine Moore	X	10.49		10.49
235	Working from Home Allowance	20/01/2025		Unity - Current		Salary - Responsible Financial C	Catherine Moore	X	5.00		5.00
236	Toilets - Electric	20/01/2025		Unity - Current		Toilets / Office Electric	EDF Energy	L	85.92	4.30	90.22
237	Pav - Electric	20/01/2025		Unity - Current		Pavilion Electric	EDF Energy	L	79.44	3.97	83.41
238	Waste	20/01/2025		Unity - Current		Waste	Norse Waste Solutions	S	37.70	7.54	45.24
239	Office Equipment and Supplies	20/01/2025		Unity - Current		Lloyds Credit Card	Lloyds Commercial Service:	Z	1.99		1.99
239	Office Equipment and Supplies	20/01/2025		Unity - Current		Lloyds Credit Card	Lloyds Commercial Service:	S	53.12	10.63	63.75
239	Subscriptions	20/01/2025		Unity - Current		Lloyds Credit Card	Lloyds Commercial Service:	Z	3.00		3.00
240	Pav - Maintenance	20/01/2025		Unity - Current		Boiler Servicing	Diamond Heating Ltd	Z	231.00		231.00
241	Defibrillator	20/01/2025		Unity - Current		Defibrillator Supplies	Heart2Heart	Z	453.00		453.00
242	Grave Digging	20/01/2025		Unity - Current		Grave Digging	JG Services Norwich Ltd	Z	80.00		80.00
<b>Total</b>									<b>5,803.71</b>	<b>49.25</b>	<b>5,852.96</b>

Salary costs £4,325.86

## CABINET



URN: 24-167

Report Title : Future Coastal Management Arrangements

Report to: Cabinet

Date of meeting : 14/01/2025

Responsible Cabinet Member: Cllr James Bensley

Responsible Director / Officer : Natasha Hayes, Executive Director of Place

Is this a Key decision ? No

Date added to Forward Plan of Key Decisions if a Key Decision:

### EXECUTIVE SUMMARY / INTRODUCTION FROM CABINET MEMBER

In 2016 GYBC entered into a Partnership agreement (under Section 113 of the Local Government Act 1972) with Suffolk Coastal, Waveney (now East Suffolk Council) and North Norfolk District Councils to share resources and prioritise activities relating to coastal matters. This created "Coastal Partnership East".

In the intervening years each Council has faced significant demands relating to coastal change, climate change and competing pressures of project delivery and bidding for funding. As a result of this it is a prudent time for each Council to consider its future coastal management resourcing requirements and approach to ensure that its own local priorities are met. This paper discusses these pressures and provides proposals for the dissolution of the partnership and the Council's future approach.

### RECOMMENDATIONS :

That Cabinet :

1. Note the contents of this paper
2. Approve the dissolution of the Coastal Partnership known as Coastal Partnership East with effect from 14th January 2025 (considering the appropriate notice period to end the Section 113 agreement).
3. Continue to support partnership working and explore service level agreements with other Local Authorities as appropriate.

### 1. Introduction

In May 2016 a Partnership Agreement (under section 113 of the Local Government Act

1972) was agreed between what was then Suffolk Coastal and Waveney (now East Suffolk), North Norfolk and Great Yarmouth Councils. The aim of the Partnership was to share a collective ambition and vision for partnership working in relation to managing the Norfolk and Suffolk Coast, creating a joint coastal team. The concept for the partnership was to share resources associated with coastal change across the shared coastal frontage, recognising that coastal change occurs across geographical boundaries. The Partnership was to deliver the collective Marine Local Authority responsibilities and functions and share information to inform decision making.

To ensure oversight and governance of the Partnership, a Board was established consisting of 1 elected member supported by a senior officer from each Council. As well as monitoring the progress of the partnership against its aims and objectives, the Board was to collaboratively set shared objectives and prioritise projects on an annual basis.

Whilst in some instances this approach has worked well, working together to prioritise across Council boundaries, given the increased pace of coastal change, has not worked in practice. This has also impacted emergency response and resilience. Recently, the Partnership has considered the future ways of working that enable each Council to develop and deliver on its own priorities.

## **2. Work to Date / Proposal**

At its most recent board meeting in October 2024 and based on the recommendation from East Suffolk Council Members, the CPE Board gave its approval for the dissolution of the partnership and requested that Officers bring this decision for formalisation at their respective Cabinet meetings in January 2025.

As part of its approach GYBC considered several options for future coastal delivery as follows:

- 1) Continue with the current partnership arrangement – this was not an option due to the issues highlighted in section 1
- 2) Disband the partnership and put in place a service level agreement between each Council, hosted by East Suffolk Council to deliver engineering and consultancy services to GYBC, NNDC and other Councils. This was not an option as East Suffolk Council did not feel that this could be adequately resourced.
- 3) Disband the partnership, appoint a Coastal Management Team at GYBC, and explore alternative service level agreements with other Local Authorities. This is the preferred approach to enable the Council to carry out its Coastal Management responsibilities, set local priorities and work closely with our communities in order to adapt to coastal change.

The preferred option (subject to Cabinet approval) is to proceed with option 3.

Separately, East Suffolk and Great Yarmouth Borough Councils have been awarded £8.1 million by the Environment Agency to deliver a shared project called Resilient Coasts. This project is to test and explore innovative approaches to coastal adaptation. The funding cannot be used for sea defences. Whilst East Suffolk Council is the accountable body and GYBC will continue to work alongside East Suffolk to deliver the outcomes of this project,

and maintain a direct relationship with the Environment Agency.

### **3. Impact / Next Steps**

No staff resources will be placed at risk as part of this process. Each Council directly appoints staff and these staff will remain in the employment of their host Council under these new arrangements, albeit with local management and priorities. The exception of this is the Head of Service post, which East Suffolk have elected to maintain for their service provision.

Upon Cabinet approval Officers will commence activity to amend reporting lines and review staff priorities, as well as appoint to any gaps in resourcing that may emerge as part of this transition (there are some shared roles which Councils may elect to retain on a full-time basis which may cause some resource gaps for other councils).

A 12 month notice period is built into the partnership agreement, however, each Council has agreed to have revised arrangements in place by the end of March 2025 and waive this notice period.

### **4. Financial Implications**

Each Council directly employs staff and the Head of Service will transition to become a full-time member of staff for East Suffolk Council. This will result in limited financial impact in terms of resourcing changes or redundancy. Depending on resource gaps there may be a minor requirement for additional funding to cover key roles, which will be subject to Section 151 Officer approval.

The Council will be responsible for future capital funding bids for grant in aid, capital schemes and repairs, which may incur future costs in terms of the drafting of bids, to be agreed on an individual basis.

The change in approach is not considered to impact the availability of future funding, as the Council will maintain a direct relationship with the Environment Agency over future funding opportunities.

### **5. Risk Implications**

There is a risk to local priorities in the event of resource gaps however officers are working to mitigate these so far as possible. Much of the Council's Coastal adaptation planning aligns with the Resilient Coasts Project, the resourcing for which will remain in place, providing continuity.

Emergency response and community support has been delivered by the Council locally for some time, and it is not envisaged these changes will have any impact on this.

### **6. Legal Implications**

None, other than the ceasing of the Section 113 Partnership agreement as highlighted above.

## 7. Conclusion

Whilst the Partnership has been in place for over 8 years, and there has been shared successes in terms of Resilient Coasts, it is a prudent time to make changes that enable local resourcing and prioritisation of coastal matters, the approach outlined in this paper will enable the Council to more effectively support its communities facing coastal change.

## 8. Background Papers

None

*Areas of consideration: e.g. does this report raise any of the following issues and if so how have these been considered/mitigated against?*

Consultations	Comment
Monitoring Officer Consultation:	
Section 151 Officer Consultation:	
Existing Council Policies:	
Equality Issues/EQIA assessment:	