

HEMSBY PARISH COUNCIL

Hemsby Parish Council held a meeting at the Pavilion, Waters Lane, Hemsby on **Monday 20th April March 2026 at 7.30pm**

DRAFT MINUTES

1. ATTENDANCE

1.1 Cllr Kyriacou (Chairman), Cllr Kern, Cllr S Bensly Cllr Bennett & Cllr Long & GYBC/NCC Cllr James Bensly, apology received from Cllr Bowgen , no apology from GYBC Cllr Noel Galer, 7 members of the public present. Clerk Mrs K Willton.

2. DECLARATIONS OF INTEREST AND DISPENSATIONS

Items 7.1 & 7.18 Cllr Kern – Family member & he is a member of Hemsby Events Group

3. MINUTES OF PREVIOUS MEETING

- 3.1 The accuracy of the minutes of the Parish Council Meeting held on 23rd February 2026 & were duly signed by Cllr Kyriacou.
- 3.2 It was noted that the meeting scheduled for 16th March 2026 was not held due it being inquorate.

4. PUBLIC FORUM

- 4.1 To receive reports from Councillors– GYBC Cllr James Bensly Borough Councillor, he spoke to thank the Parish Council for permitting a residents child to plant a tree at the Playing field at the weekend. The warm room was supported by him from his ward budget & the parish council also supported the warm hub, he thanked them for that.
- 4.2 Police – The next SNAP meeting is due to be held 30/4/2026 at 6pm at the Rabbit Hutch.
- 4.3 The volunteer gardener attended & reported that they have been busy planning for the forthcoming summer & have trimmed the area around the Village Sign. They were thanked by all present at the meeting.
- 4.4 A representative from the events group to advised that they wish to hold on 26/4/2026 on the playing field. - **see item 7.18.**
- 4.5 First candidate - Jason Hughes attending the meeting he advised all present that he is standing for the Fleggs seat representing the 'Great Yarmouth First' political party & hoped to represent them following the forthcoming Norfolk County Council election.
- 4.6 A resident thanked the Parish Council to thank the Parish Council for their work as volunteers of the Parish. They have concerns about the rising main on the Yarmouth Road site & has not been identified. North road, they remain concerned that the road should be widened to accommodate the volume of traffic, they felt that there should be wooden posts on the verge. They also request that a roundabout is placed at the Post Office junction. They also mentioned flooding on Winterton Road.
- 4.7 A business owner spoke about a light pollution on Newport Road coming from their business premises as GYBC Environmental Health Department had visited them, they were advised of the contents of the email exchange with GYBC regarding the matter by the clerk & were informed that the complaint had not originated from the Parish Council.

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

6. CORRESPONDENCE

- 6.1 An email has been received from Orbit Housing (Yarmouth Road developers) with proposals for street names & site name, consider options presented by them & formulate feedback. There were no objections to the street names on the proposed site name.
- 6.2 It was noted that a complaint has been received from a property backing on the burial ground that ivy is coming through their fence, the clerk has contacted the householder & it was agreed for Community Payback to attend to it on their next visit on 18/3/2026, the householder was sent an email & photos once the work was completed & no further contact has been received from the householder.
- 6.3 It was noted that an email has been received from Somerton Parish Council about footpath FP1 asking if Hemsby Parish Council would be willing to approach the land owner to open dialogue on its reinstatement or an alternative route. It was agreed that the Parish Council do not wish to explore this.
- 6.4 It was noted that letter was received from Hemsby Primary School, that following the consultation they held both Caister Primary Federation and The Hive Federation both boards voted in favour of proceeding with the proposed merger of both federations to form the new City2Coast Federation. The start date of the new federation to Tuesday 14th April 2026 to allow time for parent and staff elections to take place. No other alterations have been made to the existing proposal.
- 6.5 **New Great Yarmouth Local Plan: Proposed Main Modifications, Habitats Regulation Assessment and Sustainability Appraisal – Representations Period: 5th March – 22nd April 2026.**
<https://www.great-yarmouth.gov.uk/planning-consultations>The quickest and easiest way to make your comments is online via <https://www.great-yarmouth.gov.uk/planning-consultations>. However, if comments cannot be made online, they will also be accepted by email to localplan@great-yarmouth.gov.uk or by post to Strategic Planning, Great Yarmouth Borough Council, Town Hall, Hall Plain, Great Yarmouth, NR30 2QF. Pages 89-91 have been circulated to Parish Councillors prior to this meeting, in the event they wish to make further comments to GYBC. It was agreed not to make further comments.
- 6.6 It was noted that an email received from GYBC Environmental Health Department that they are dealing with complaints about the lazer light beam from the premises on Newport Road, as concerns have been raised over the impact on dark sky's due to light pollution & the environmental impact.
- 6.7 It was noted that GYBC have been delayed in renewing the Public Space Protection Orders for dogs in the Borough, this should be completed in April 2026.
- 6.8 Thank you letter received from the Village Hall Committee for the donation towards the running costs of the warm hub held on Thursday's during the winter.
- 6.9 Email received from a resident regarding playing field fence.

7. ADMINISTRATIVE MATTERS

- 7.1 An update was given on the fire at the pavilion on 13/11/2025;
 - 7.1.1 Two quotations received for a deep clean, one was agreed & was undertaken due to the March meeting was not held & the car boot sale was due to re-open on 2 April 2026 & required the need for the facilities, this had been agreed by email, the payment is listed on this months payment list.
 - 7.1.2 Access - the new steel boiler house door has been installed, with combination lock & key access. Cllr Bowgen has fitted the lock replacement for the main door, as this now has a key that cannot be duplicated & all users have been issued & signed a key holder's policy.
 - 7.1.3 hirers – old keys returned by the brownies, other to be requested.
 - 7.1.4 repairs carried out - water damage to ceiling in changing room 8 has been repaired, the window & ceiling have been replaced.
 - 7.1.5 Intruder & fire alarm - new intruder external sounder box installed & internal battery, fire detection smoke head replaced.

- 7.1.6 Water testing has been completed on 17/3/2026 by Cllr Bowgen & the clerk. PPE has been purchased at a cost of £12.75 (masks, overalls & gloves) certificate of conformity had been received.
- 7.1.7 Final clear up externally to be done by Community Payback (sundries cost of £13.98 for purchase of can & two stroke oil, fuel to be purchased on the day if required, £6 & £5 spent on two visits).
- 7.2 Meeting has been requested with the contractor for the update on the water supply in the Burial Ground. **-Ongoing**
- 7.3 The Clerk gave a verbal update on the installation of the replacement fence at the playing field. To consider quotations for a continuation or phased approach (2026/27 budget) to replace all of the fence & gates adjacent to Waters Lane. A revised quotation had been received from one of the contractors following a much lower quote being received from a new contractor, it was agreed to proceed with Clarkes Fencing at a cost of £11,964.95 plus VAT. **-Action Clerk**
- 7.4 In Cllr Bowgen's absence the meeting was advised that he will conduct an inspection of assets on asset register – add new items/remove/ note works required & feedback to the next meeting. **-Ongoing Cllr Bowgen**
- 7.5 It was agreed for the clerk to arrange for Spalding & Co to prepare up to date valuations for all fixed assets & buildings at a cost of £250 + VAT. (last done 2022 by Spalding & Co Ltd £300.00) **- Action Clerk**
- 7.6 An update on the option of adding an earlier quiet fireworks display on 6/11/2026 was given, the local company that offered to pay for an additional 6 minutes 50% (of a 12 minute display) has been sent an invoice for the payment, but it remains outstanding, they will be contact to ensure that the original invoice had been received. Further funding is still being sought for the remaining 50% then the deposit can be paid. There is a fireworks planning meeting to be held on 25/8/2026 at the pavilion. **-Ongoing**
- 7.7 No update available following the hit & run incident of the Playing field fence on 11/12/2025. **- Ongoing**
- 7.8 An update was given on the repairs to the outdoor gym following the contractors visit on 4/3/2026, the works had been completed but they disputed that the bearings in the cross trainer needed replacing, this will need to be monitored weekly. They also did a very shoddy repair on paintwork to the backrest of the arm cycle & a complaint was made requesting they return to remedy it, they did so on 13/3/2026, but it is still not ideal, the company was approached again & gave limited feedback.
- 7.9 An update on the project to replace the hard court at Waters Lane with a Multi Use Games Area (MUGA) was given as one contractor has revised their quotation there had been an error in their quotation the cost remained at the previous amount & had not risen by £30k. Cllr Kyriacou & Cllr Bennett will lead on the design, contractors engagement etc before the project it listed on Contract Finder in accordance with the Financial Regulations-**Action Cllr Kyriacou & Cllr Bennett.**
- 7.10 The outcome following the request to re-register the Kings Head Public house as an Asset of Community Value was discussed, as this has been rejected by GYBC.
- 7.11 The request from the neighbour of the burial ground for a reduction in height of the conifer hedge on the boundary due to them suffering over shadowing due to the height difference in the land. Consider advice received from GYBC Tree officer for the need to obtain tree works permission as it is in a conservation area. It was agreed that the Clerk obtain a quotation for the works & permission from GYBC. **-Action Clerk**
- 7.12 It was noted that the new occupiers of the property on Barleycroft have attended to the large tree which was overhanging the footway on Kingsway, this had been brought to the attention of NCC Highways in relation to the new puffin crossing due to be installed adjacent to the area.
- 7.13 It was noted that asbestos surveys have been conducted at all sites on 31/3/2026 & the reports have been circulated.

7.14 SAM2 speed devices, Cllr S Bensly will remove the device from North Road & Cllr Kyriacou will assist to remove them & to see if they can be put back into use.

-Action Cllr S Bensly & Cllr Kyriacou

7.15 It was noted that Andrew Wadsworth of GYBC had emailed that morning to advise that the update is still outstanding from NCC for the installation of additional street lights 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. **-Carried forward to May Meeting**

7.16 It was agreed to accept the quotation from Jary's to install brick markers on the new row 'N' in the burial ground before the commencement of the use of it, cost £81.00. **-Action Clerk**

7.17 It was noted that the gardening volunteers looking after the boat planters & Kingsway Island planters have submitted receipts for £206.60. It was agreed to grant a key access to the water tap in the Kingsway toilet storeroom until the Burial Ground water supply is reinstated

-Action Clerk

7.18 It was noted that booking forms have been received from Hemsby Events Group for an event on 26/7/2026, the fee was set at £200 (plus vat) per field per day, both fields had been requested for 1 day= £400 plus vat, it was agreed that the field would be made available to them from noon the day before the event for them to set up at no charge.

-Action RFO

It was agreed that fee for football club for two tournaments on 8/5/2026 to 10/5/2026 & 25/5/2026 to 17/5/5/2026, would be £200 (plus VAT) per field per day for each of the two day tournaments = £1600 plus vat total.

-Action RFO

The football clubs 6 monthly hire fee invoice from November 2025 to May 2026 is due to be issued shortly, this was not discussed at the meeting.

-Carried forward

An informal meeting was held with Cllr Kyriacou & Cllr Bennett with both groups & also the car boot operative to discuss usage of the playing field with regards to TENS notices/ESAG's & Martyn's Law & to identify any appropriate training needs to comply with emerging legislation.

7.19 It was noted that UKPN have finally attended to the unmetered lighting columns in the Playing field car park following the electric supply being re-instated in the pavilion building, they confirmed that their engineer had omitted to replace the fuse whilst carrying out the work to the pavilion electrics, so all working again now.

7.20 The second visit was agreed to request a visit for w/c 18/5/2026 of the Kingsway island maintenance visits (1st visit date was 27/3/2026) & them to add additional woodchip to the site.

-Action Clerk

It was agreed that the clerk will source additional woodchip locally for the burial ground ashes square with hopes that the Community payback hopefully will help spread it over the area. **-Action Clerk**

7.21 In readiness for Assertion 10 – further advice following Clerk attending training;

7.21.1 Review of Retention of Documents Policy

7.21.2 Review of Data Protection Policy

7.21.3 Review of Privacy Statement

It was agreed to adopt all of the above policies as presented.

7.22 It was noted that the final invoice has been received from HBK Wiltshire's solicitor for the deed of surrender (£300 plus vat) & also the new lease for the former Parish office letting (£500 plus vat) which has been issued, signed & the tenant has moved in.

7.23 It was noted that the Scribe accountancy package is due for renewal at £768.00 (+ vat £153.60) = £921.60.

7.24 Cllr Kyriacou attend an online meeting with MP Rupert Lowe's representative Jon Wedon on 11/3/2026 regarding coastal erosion. Jon Wedon advised that a new design had been commissioned by Rupert Lowe, there is still no funding available.

7.25 The Clerk advised that there are no present updates to the Standing Orders, Financial regulations & Financial Risk Assessment- when/if updates are recieved they will be brought to council for consideration & adoption.

7.26 It was agreed to the renewal of the annual membership with the ICCM, cost £110. **-Action RFO**

- 7.28 The external Auditors Annual return from PKF Littlejohn has arrived & the annual accounts will be forwarded shortly to the Internal Auditor.
- 7.29 The Dunes site manager has been contacted again as the remedial car park works in the Burial Ground remains outstanding. **-Outstanding**
- 7.30 It was agreed to submit a grant application to GYTIA for maintenance of planters in Hemsby, Cllr Bennett offered to complete the application. **-Action Cllr Bennett**
- 7.31 A discussion took place about subscribing to Norfolk Parish Training & Support at a cost of £575 plus VAT (NALC 2025/26 was £689.37). It was agreed to swap to NPTS. **- Action Clerk/RFO**

8. PLANNING & TREE PROTECTION ORDERS

8.1 Planning/Tree/ License applications decided by GYBC:

8.1.1 GYBC have made a new Tree Protection Order - 06/25/0868/TRE Great Yarmouth Borough Council **TPO No. 14 of 2025** – Land East of Parklands, North Road, Hemsby.

8.1.2 **06/25/0850/F** The Harleys public house, Sea Breeze Caravan Park Newport Road Hemsby, nr29 4nw - Demolition of existing toilet block; Erection of new side extension to the public house to provide kitchen, restaurant & wc's. **Approved by GYBC 5/3/2026**

8.2 Planning/Tree Applications outcomes received from GYBC to be considered:

8.2.1 **06/26/0115/TRE** Works to trees protected by Tree Preservation Order (TPO No 6 2011) - T5 (Pine) - Fell due to risk to Highway Safety and replace with a Silver Birch Location: Belmont House Winterton Road Hemsby (previously received under ref **06/25/0868/TRE. Response due to GYBC by 26/3/2026.**

8.2.2 **06/26/0106/HH** Charisma, North Road Hemsby - Single storey side extension. **Response due however no comments were submitted by the Parish Council.**

8.2.3 **06/26/0249/NMA** Land at Yarmouth Road Hemsby - on-Material Amendment relating to Condition 8 (details of proposed off-site highways works) of outline pp 06/16/0583/O (Proposed development of 93 residential dwellings, associated public open space and new vehicular and pedestrian access from Yarmouth Road) - To amend the timescale for submission of details for the condition, varying the requirement from pre-commencement stage to instead require submission and approval prior to any construction progressing above slab level on site. **Response due to GYBC by 25/4/2026. It was agreed to submit an objection to changing the conditions, a resident has raised at this evening's meeting that there is a rising main across the site which they wish to ensure has been considered in all of the site planning & will be in the construction area. The Parish Council wish to reiterate that this site should only be available for residents of Hemsby.**

-Action Clerk

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

8.4 It was noted that Ormesby St Margaret with Scratby Parish Council is undertaking Regulation 14 Consultation on the Pre-Submission Draft of the Neighbourhood Plan. The consultation runs from 30th March 2026 to 10th May 2026. The Neighbourhood Plan sets out planning policies to guide development in the parish up to 2041. The Parish Council is seeking your views on the draft plan and supporting evidence. The Neighbourhood Plan and supporting documents are available on the Parish Council website: <https://ormesbypc.norfolkparishes.gov.uk>

9. FINANCIAL MATTERS

9.1 The payments as circulated on the schedule for March 2026 (circulated in the month) **£16,598.01, Receipts of £1048.15 & April 2026 Payments £10,591.35, Receipts of £6,736.87** were noted & bank statements as £302,156.70.

Hemsby Parish Council savings account (Barclays)	£112,330.75
Hemsby Parish Council current account (Barclays)	£4,000.00

Hemsby Parish Council Unity Trust current account	£9,838.07
Hemsby Parish Council Unity Trust deposit account	£145,511.88
CCLA Investment	£30,000.00
Hinkley & Rugby BS	£500.00
Plus unrepresented receipts	£24.00

9.2 Changes to the scale of fees for the electricity tokens as agreed at the Finance Advisory Committee on 15/9/2025, the item was carried forward as Cllr Bowgen not present.

-Carried forward

9.3 The transferring funds within the accounts as suggested by the Responsible Finance Officer was agreed.

-Action RFO

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, rent arrears payments no longer being made, agreed to continue with court recovery action & Personnel matters - annual leave was covered by the pavilion cleaner.

11. Next Meeting: Annual Meeting of the Parish 18th May 2026 7pm followed on by the Annual Parish Council Meeting at the Pavilion, Waters Lane, Hemsby, NR29 4NH Clerk Mrs Kerrie Wilton Telephone: 01493 719235 Email: hemsbypc@outlook.com or clerk@hemsbyparishcouncil.gov.uk

Hemsby Parish Council PAYMENTS LIST

20 April 2026 (2026-2027)

Vouche Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
6	20/04/2026		Unity - Current		Toilets / Office Electric	EDF Energy	L	107.31	5.37	112.68
7	20/04/2026		Unity - Current		Pavilion Electric	EDF Energy	L	67.76	3.39	71.15
8	20/04/2026		Unity - Current		Grave Digging	JG Services Norwich Ltd	Z	380.00		380.00
9	20/04/2026		Unity - Current		Office Telephone	Bonline	S	21.55	4.31	25.86
10	20/04/2026		Unity - Current		Pavilion Broadband	BT	S	49.28	9.86	59.14
11	20/04/2026		Unity - Current		Washroom Services	Anglian Chemicals	S	36.25	7.25	43.50
12	20/04/2026		Unity - Current		Salary - Parish Clerk	Kerrie Wilton	S	10.62	2.14	12.76
12	20/04/2026		Unity - Current		Salary - Parish Clerk	Kerrie Wilton	S	150.00	30.00	180.00
12	20/04/2026		Unity - Current		Salary - Parish Clerk	Kerrie Wilton	S	17.97	3.59	21.56
12	20/04/2026		Unity - Current		Salary - Parish Clerk	Kerrie Wilton	S	8.33	1.67	10.00
14	20/04/2026		Unity - Current		Subscription	Institute of Cemetry and F	Z	110.00		110.00
15	20/04/2026		Unity - Current		Cleaning Materials	Hugh Crane Cleaning Mate	S	67.83	13.57	81.40
15	20/04/2026		Unity - Current		Cleaning Materials	Hugh Crane Cleaning Mate	S	132.43	26.49	158.92
16	20/04/2026		Unity - Current		Maintenance	Ace Draincare	S	220.00	44.00	264.00
17	20/04/2026		Unity - Current		Outdoor Gym Inspection and M	Caloo	S	495.00	99.00	594.00
18	20/04/2026		Unity - Current		Kingsway Island Maintenance	Plantscape	S	680.00	136.00	816.00
19	20/04/2026		Unity - Current		Waste	Norse Waste Solutions	S	84.65	16.93	101.58
20	20/04/2026		Unity - Current		Pavilion Maintenance	A Rossiter Plumbing & Hea	S	175.00	35.00	210.00
21	20/04/2026		Unity - Current		Grounds Maintenance	Garden Guardian	S	646.50	129.30	775.80
21	20/04/2026		Unity - Current		Grounds Maintenance	Garden Guardian	S	757.88	151.58	909.46
22	20/04/2026		Unity - Current		Cleaning - Ranger Cover	James Charlton	Z	57.50		57.50
22	20/04/2026		Unity - Current		Cleaning - Ranger Cover	James Charlton	Z	112.50		112.50
23	20/04/2026		Unity - Current		Insurance Claim	Barbers Housekeeping		640.00		640.00

Hemsby Parish Council PAYMENTS LIST

20 April 2026 (2026-2027)

Vouche Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total	
								Total	9,871.90	719.45	10,591.35

Hemsby Parish Council
PAYMENTS LIST

16 March 2026 (2025-2026)

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
256	Pav - Insurance Claim 2025	09/03/2026		Unity - Current		Insurance Claim	Connoisseur Carpet Care	S	510.00	102.00	612.00
269	Office Equipment and Supplies	16/03/2026		Unity - Current		Office Telephone	Bonline	S	21.55	4.31	25.86
270	Pav - Broadband	16/03/2026		Unity - Current		Pavilion Broadband	BT	S	45.92	9.18	55.10
271	Pav - Maintenance	16/03/2026		Unity - Current		Washroom Services	Anglian Chemicals	S	36.25	7.25	43.50
272	Toilets - Electric	16/03/2026		Unity - Current		Toilets / Office Electric	EDF Energy	L	32.01	1.64	34.45
273	Pav - Electric	16/03/2026		Unity - Current		Pavilion Electric	EDF Energy	L	40.18	2.01	42.19
274	BG - Water	16/03/2026		Unity - Current		Water - Burial Ground	Wave	Z	20.62		20.62
275	Pav - Water	16/03/2026		Unity - Current		Water - Pavilion	Wave	Z	672.53		672.53
276	Toilets - Water	16/03/2026		Unity - Current		Water - Toilets & Office	Wave	Z	115.71		115.71
277	Waste	16/03/2026		Unity - Current		Waste	Norse Waste Solutions	S	59.10	11.82	70.92
278	Pav - Insurance Claim 2025	16/03/2026		Unity - Current		Insurance Claim	Bowers and Barr	S	1,094.19	218.84	1,313.03
279	Subscriptions	16/03/2026		Unity - Current		Software Subscription	Scribe Accounts	S	768.00	153.60	921.60
280	Consultancy and Legal Fees	16/03/2026		Unity - Current		Legal Costs	HKB Wilshire	S	800.00	160.00	960.00
281	Pav - Maintenance	16/03/2026		Unity - Current		Fire Alarm Servicing	Vocalvale	S	124.99	25.00	149.99
282	Pav - Maintenance	06/03/2026		Unity - Current		Pavilion Maintenance	Smart Water Testing	S	480.00	96.00	576.00
285	OS - Capital and Improvements	16/03/2026		Unity - Current		Planting	Carol Blake	Z	182.60		182.60
286	Recycling	16/03/2026		Unity - Current		Recycling Collections	URM (UK) Ltd	S	85.70	17.14	102.84
287	Pav - Maintenance	16/03/2026		Unity - Current		Fire Alarm Servicing	Vocalvale	S	107.99	21.60	129.59
288	OS - Capital and Improvements	16/03/2026		Unity - Current		Planting	Carol Blake	Z	24.00		24.00
289	Grave Digging	16/03/2026		Unity - Current		Grave Digging	JG Services Norwich Ltd	Z	300.00		300.00
290	Toilets - Cleaning and Supplies	16/03/2026		Unity - Current		Cleaning - Ranger Cover	James Charlton	Z	50.00		50.00
291	Pav - Insurance Claim 2025	16/03/2026		Unity - Current		Insurance Claim	Philip Holdsworth Ltd	S	4,391.00	878.20	5,269.20
Total									14,889.42	1,708.59	16,598.01