

**Hemsby Parish Council Meeting was held at the Pavilion, Waters Lane, Hemsby on Monday 18<sup>th</sup> September 2023 at 7.30pm.**

**MINUTES**

**1. ATTENDANCE**

1.1 Present Cllr Kyriacou (Chairman), Cllr Bowgen, Cllr Kern, Cllr Stocker & Cllr Cooper  
Apologies received from Cllr Chilvers & GYBC Cllr J Bensly. No apology received from Cllr S Bensly (Vice Chairman) & GYBC Cllr Noel Galer. 7 Members of the public present.

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

2.1 Cllr Stocker item 9.3.3  
Cllr Kyriacou Football club items  
Cllr Cooper Football club items  
Cllr Kern planning items 9.3.1, 9.3.2 & 9.3.4

**3. MINUTES OF PREVIOUS MEETING**

3.1 The accuracy of the minutes of the Parish Council Meeting held on **1<sup>st</sup> August 2023 were agreed & they were adopted & signed by Cllr Kyriacou.**

**4. PUBLIC FORUM**

4.1 No reports from Councillors– NCC Cllr James Bensly, Borough Councillors– GYBC Cllr James Bensly & GYBC Cllr Noel Galer had been received.

4.2 Police, if present. -The SNAP meeting was held on 14 September 2023, Cllr Kern attended, he confirmed that the next meeting will also held locally. He said that the common theme of the meeting was speeding & ASB.

4.3 No comments received from the members of the public present.

4.4 A verbal update was given by the four members Hemsby Lifeboat present on their proposed Fireworks event on 3 November 2023, they have provided an GYBESAG reference for their application to the clerk & on the night they presented a copy of their insurance cover for the event. The asked the Parish Council if they had any requests following on from the event being held last year & it was requested that sparklers are not encouraged to be brought to the event as they cause a lot of harm & are hard to clear up from the site, they also spoke about parking on the night & if any traffic management plans would be in place for Waters Lane, the lifeboat representative confirmed that they are currently working with a couple of multi person vehicles to see if they can operate a park & ride using the beach road car park.

4.5 A verbal update was given by a resident who is considering trying to re-launch a Hemsby in Bloom Group, they advised they hoped to be able to restart some of the work that the previous group had undertaken & it was suggested that over the winter they try to gather more helpers, comeback to the Parish Council

**5. CO-OPTION TO PARISH COUNCIL'S VACANT SEATS – Five seats remain vacant, application forms available from the Clerk.**

**6. CORRESPONDENCE**

6.1 It was noted that a letter of complaint has been received from a grave owner that their relatives grave was topped up with additional soil, which they felt was not required.

6.2 It was noted that a thank you card has been received from Hemsby Friendship Group following their grant award of £410 towards their day trip in September.

6.3 It was noted that the Clerk & GYBC Cllr Bensly have received a response to their complaints about the overgrown footway on Kingsway.

- 6.4 A complaint has been forwarded to NCC Highways that the 'No Entry' road markings at Pit Road are fading.
- 6.5 The request from Ipsum.co.uk to access the electrical underground cabling on Kingsway Island under the planting, remedial work, replacement of plants etc. It was agreed that the Clerk should request that they engage the contractor engage the services of HPC's contractor to remove the plants & replant them as there was a huge amount of disappointment that this has to be done after a large scale planting & maintenance project over the last couple of years. It was also requested that Ipsum cover the cost of replacement plants should any not survive their removal & replanting. – **Action Clerk**
- 6.6 A resident's complaint about the removal of the hedge of the Yarmouth Road development over the weekend of 2 & 3 September 2023 has been reported to GYBC Planning department.
- 6.7 A resident's complaint about the touring caravan that has been parked in the visibility splay at the Newport Road junction has been reported to Norfolk County Council Highways Department for investigation.
- 6.8 The request from Hemsby events group to erect a marque on the hard court on 1 December 2023 for their Christmas fayre was considered & it was agreed that the item 8.3 was discussed in conjunction with this one. The permission was granted to the events group, the clerk will advise the group & the works detailed under item 8.3 will be delayed until after the event. –**Action Clerk**
- 6.9 It was noted that there will be a Temporary road closure Yarmouth Road (Kingsway/Newport junction end) 25/9/2023 to 6/10/2023.

## **7. ADMINISTATIVE/DAY TO DAY MATTERS**

- 7.1 The contents of the Clerks report were noted.
- 7.2 The clerk gave a verbal update on the bus shelter replacement project, the manufacturers are unable to fit a backboard at the manufacturer stage as requested by the neighbouring householder but suggested that if litter becomes a problem escaping from it, the PC could consider retro fitting one. A letter is to be sent to the householder to advise them. The next steps for the clerk will be to obtain a 'search before you dig' plan of the unitalities contained within the site & then the order for the purchase of the new one can be placed, once the manufactures have signed off the results of the utility search report. It was agreed that the existing bus shelter be advertised as free to good home to anyone that can remove it within the timescale specified by the manufacturer to tie in with the installation of the new one to minimum disruption to users & with a Parish Councillor present to ensure no damage occurs to the existing concrete base.  
**-Action Clerk**
- 7.3 Cllr Cooper in the absence of Cllr Chilvers (football club chairman) advised that the Football club are now seeking to install a X foot container for storage on the playing field, it was suggested that they seek planning permission advice from GYBC & return to another meeting so it can be discussed. The compost enclosure they wish to install was also discussed & Cllr Kyriacou offered to contact a local farmer to see if the current grass cuttings can be removed from the site by the Football club & to see if they can also help them seek a longer term solution. – **Action Cllr Chilvers, Cllr Cooper & Cllr Kyriacou.**
- 7.4 No update had been recieved from Cllr Chilvers following his inspection of the Parish Council assets on the asset register.  
**-Ongoing Cllr Chilvers**
- 7.5 The Santa run on the Playing field on 3 December 2023 had still not been confirmed, Cllr Cooper (treasurer of the FC) advised they will not have matches on that day, so the clerk can inform the group & arrange for the invoice to be issued for the hire.  
**-Action Clerk & RFO**
- 7.6 The Clerk gave a verbal update on the Community Payback team, they have applied wood preservative to the whole of the tennis/hard court, painted the goal post inside the court too, re-edged the whole of the playing field car park, mowed several times the verge at the playing field, litter picked several parts of the village also, at the burial ground they have trimmed back the edges, swept & cleared paths, installed woodchip to the ash scattering garden & main flower bed
- Hemsby Parish Council, The Pavilion, Waters Lane, Hemsby, NR29 4NH  
Clerk: Mrs Kerrie Wilton Telephone: 01493 719235 Email: hemsbypc@outlook.com

after they weeded them both. Unfortunately, the work to re-paint the railings at Pit Road gardens as they have had low numbers attend or the weather has been too hot or too wet, this will be carried over into next year. The expenses incurred will be reported at October meeting. -

**Action RFO**

7.7 It was noted that the final progress report has been submitted to GYTIA as a condition of the funding that they provided towards the beach cleaning costs for 2023 season, the cleaning ends on 30/9/2023. The contractor's invoice has been received & is presented this month for payment.

7.8 It was noted that NALC have now worked with NCC for a fully funded Electric Vehicle Charging points & consider actions. Cllr Kyriacou, Cllr Bowgen & Cllr Stocker wish to attend a site visit, this will be arranged by the clerk. **-Action Clerk**

7.9 It was note that an additional 30 MPH roundel has been installed on Yarmouth Road in the correct location to indicate the start of the change of speed limit.

7.10 It was noted that the Clerk has sought advice from the Tree Inspector regarding the tree in Pit Road Gardens as another branch has fallen. **-Ongoing Clerk**

## 8. FINANCIAL MATTERS

8.1 The payment list as circulated on the schedule for August & September was agreed. The bank statements were accepted. The total payments for August & September was **£22,836.83**, receipts of **£9,218.17** were noted.

The bank summary was received & accepted as at **31 August 2023** totalling **£221,029.51**

Hemsby Parish Council savings account (Barclays)	<b>£103,137.33</b>
Hemsby Parish Council current account (Barclays)	<b>£4,000.00</b>
Hemsby Parish Council Unity Trust current account	<b>£7,470.01</b>
Hemsby Parish Council Unity Trust deposit account	<b>£106,422.17</b>

8.2 It was noted the external auditor PKF Littlejohn has returned the audit without any concerns or recommendations, Cllr Kyriacou gave his praise to both the Clerk & RFO for achieving this.

8.3 The quotations for the cleaning & re-lining of the tennis court (one received from three quotations requested) It was agreed to proceed with the quotation of £600 to clean the court plus approximately £175 per set of court lines. It was agreed to hold this project back until after the court is booked used for a Christmas event, so depending on the contractor's availability & weather this may be spring 2024. **-Action Clerk**

8.4 The quotations for replacement taps in the pavilion were discussed treated as anonymous on price only (two quotations received from three requested) & it was agreed to appoint Adam Rossiter to undertake the work Cllr Kyriacou will arrange for the works to be done. It was also noted that until the works have been done one of the sinks in the ladies toilets, the two sinks in Changing room 8 & the showers in changing room 5 (late reported shower mixing lever noticed at quotation visits) will be out of use. Cllr Stocker also advised that the showers need descaling again & Cllr Bowgen offered to assist the contractor to undertake that work. **-Ongoing**

8.5 It was agreed that heating oil order needs to be placed for the Pavilion, maximum budget of £500 due to the current high cost. **-Action Clerk**

8.6 The Autumn hedge cutting at the playing field has already been undertaken, Cllr Bowgen & Cllr Kyriacou authorised it on the day 8/9/2023 as it was during a dry spell, the cost will be around the same as last year £180.00.

8.7 The options presented by the RFO for website hosting were discussed & it was agreed to transfer the site to WIX. **-Action RFO**

8.8 It was agreed to engage the outdoor manufacturer to come for a repair visit for the outdoor gym following annual inspection & visual cosmetic defects at an initial cost of £445 plus VAT & they will then advise the cost of any replacement parts required. **-Action Clerk**

8.9 It was agreed to take a membership with Parish Online at a cost of £160 plus vat. -**Action RFO**

8.10 It was agreed that the clerk attend the NPTS autumn seminar & training on 16<sup>th</sup> October 2023 at a cost of £67.50. -**Action Clerk**

## 9. PLANNING & TREE PROTECTION ORDERS

### 9.1 Applications received which have already been responded to:

9.1.1 **06/23/0190/F** San Toi St Marys Road, Hemsby Hemsby NR29 4JJ. Application for retrospective planning permission for: Removal of former bungalow on the site and replacement with new timber chalet dwelling. Use of curtilage for stationing a residential caravan in the front garden for the purposes of residential use during construction of the replacement dwelling. **Objection submitted to GYBC for the following reasons:** The replacement dwelling has been constructed without planning permission. -The design & construction does not conform to the HPC Design codes. -By virtue of it's location in a defined tourist area it is unclear from the application if this is to be a holiday home as it is non-standard construction with restricted occupancy conditions or a full time residency.- There does not appear to be any details provided regarding energy efficiency, thermal insulation etc. -No details have been given for the layout of parking on the site. -There is concern of loss of amenity by the neighbouring properties due to the proximity to them & the intrusive nature of the balcony.

### 9.2 Planning application decisions issued by GYBC:

9.2.1 **06/23/0253/VCF** - Common Farm Common Road Hemsby 06/23/0253/VCF (Please quote on all correspondence) Development: Proposed variation of condition 2 of p. 06/17/0649/F - Demolition of sub-standard farm house. Erection of replacement dwelling. Conversion of existing agricultural barns to 3 no. residential dwellings - Alterations to layout of Barn 1 - **Withdrawn by applicant.**

9.2.2 **06/23/0402/HH** - Whitegates, 3 Winterton Road Hemsby Proposed single storey front extension & alterations. **Approved by GYBC**

### 9.3 Consider Planning applications circulated and requiring decision:

9.3.1 **06/23/0330/F** End House 13 Winterton Road, Hemsby - Proposed construction of detached single bedroom annex in rear garden and construction of attached garage. It was agreed to submit a response to GYBC of: although they do not object the construction of the garage attached to the main dwelling, they do have concerns about the proposed annexe, its construction cladding, window type & roofing do not appear to be aligned with the Hemsby Neighbourhood plan. The Parish Council would also wish to see conditions imposed that it must remain ancillary to the main dwelling, not used occupied by anyone other than a family member & not to be let as a holiday home. **-Action Clerk**

9.3.2 **06/22/0652/F** Land at Sycamore Cottage, South Road Hemsby - Proposed construction of a single storey 2 bed detached dwelling. It was agreed to **OBJECT** to the application as the Parish Council do not consider that this application fits within their Neighbourhood plan & design codes. By virtue of the size of the plot & the size of the proposed dwelling this will result in overdevelopment of the plot, it is extremely close location to the existing properties, this would have a negative impact on them by overshadowing them, potential loss of amenity, the small site insufficient parking & outdoor space. It is also considered to be in the defined tourism part of Hemsby instead of the earmarked residential areas. **-Action Clerk**

9.3.3 **06/21/0495/D** Location: Yarmouth Road Hemsby- Reserved matters details of appearance, landscaping, layout and scale for 93 dwellings, open space and drainage, pursuant to outline planning permission 06/16/0583/O (Development of up to 93 residential dwellings, associated

public open space and new vehicular access from Yarmouth Road) (Amended plans and additional information received) As the developer is holding a drop in event on Wednesday 27<sup>th</sup> September 2023 at the Village Hall, Waters Lane, Hemsby 5pm to 9pm. GYBC will be contacted to ask if the Parish Council can submit their response after the Parish Council's proposed Extra Ordinary meeting w/c 2/10/2023 which will follow on from that event. **-Action Clerk**

9.3.4 **06/22/0970/f** Seacroft, Beach Rd, Hemsby - Proposed construction of new leisure and swimming pool complex linked to existing facilities building; re-location of 11 no. static caravan bases and external children's play area; extension to yacht club complex and associated external works. It was agreed to submit a response of **NO OBJECTION**, however the Parish Council felt that it would be much appreciated if residents of Hemsby were able to use it as well as tourists.

9.4 Consider any Planning applications received since the publication of the agenda requiring consideration. It was noted that GYBC had emailed Hemsby Parish Council on 14<sup>th</sup> September 2023 to advise that the Final Draft Great Yarmouth Borough-Wide Design Code Supplementary Planning Document (SPD) Consultation has been extended to 15<sup>th</sup> September 2023 – 13<sup>th</sup> October 2023. The final draft SPD and supporting documents will remain viewable on the Borough Council's website: <https://www.great-yarmouth.gov.uk/planning-consultations> and can also be inspected at:

· Town Hall, Hall Plain, Great Yarmouth, NR30 2QF - Great Yarmouth Library, Tolhouse Street, Great Yarmouth, NR29 2SH - Gorleston Library, Lowestoft Road, Gorleston, NR31 6SG - Martham Library, Black Street, Martham, NR29 4PR - Caister Library, Beach Road, Caister, NR30 5EX - Bradwell Community Library, 15 Lord's Lane, Bradwell, NR31 8NY.

Free hard copies are available for those who may have difficulties viewing documents either on the Council's website or at the Town Hall.

When making specific comments on the content of the document please make it clear as to which section(s) of the document the comments relate to. Comments will be accepted via email, sending these to [localplan@great-yarmouth.gov.uk](mailto:localplan@great-yarmouth.gov.uk) or by post to: Strategic Planning, Great Yarmouth Borough Council, Town Hall, Hall Plain, Great Yarmouth, NR30 2QF. Should you wish for any advice on the consultation, or on development design considerations in general, please do not hesitate to contact me. Yours faithfully, Kim Balls MRTPI (He/Him), Principal Strategic Planner, Strategic Planning, Planning and Growth, Great Yarmouth Borough Council, Email: [Kim.Balls@great-yarmouth.gov.uk](mailto:Kim.Balls@great-yarmouth.gov.uk) [www.great-yarmouth.gov.uk](http://www.great-yarmouth.gov.uk), Telephone: +441493846270.

It was agreed that representation be sent to GYBC that the Parish Council was extremely disappointed having spent almost three years to get their own Neighbourhood Plan & Design Codes to adoption stage in June 2023 and to pass the referendum, only to find that a significant number of them are now to be undermined by this GYBC's version which seeks to dilute the vision of Hemsby residents that was formulated using their responses and desires for all future planning in Hemsby.

## **10. Next Meeting: October 2023 at the Pavilion, Waters Lane, Hemsby**

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

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
96	19/08/2023		Unity - Current		Salary - Parish Clerk	Kerrie Wilton	X	1,689.16		1,689.16
97	19/08/2023		Unity - Current		Mileage and Expenses	Kerrie Wilton	S	20.41	4.08	24.49
97	19/08/2023		Unity - Current		Mileage and Expenses	Kerrie Wilton	X	12.15		12.15
97	19/08/2023		Unity - Current		Mileage and Expenses	Kerrie Wilton	X	26.00		26.00
98	19/08/2023		Unity - Current		Salary - Responsible Financial	Catherine Moore	X	280.12		280.12
99	19/08/2023		Unity - Current		Mileage and Expenses	Catherine Moore	X	5.00		5.00
100	19/08/2023		Unity - Current		Salary - Village Ranger	Paul Filmer	X	722.45		722.45
101	19/08/2023		Unity - Current		PAYE / NI	HMRC	X	589.44		589.44
102	19/08/2023		Unity - Current		Pension Contributions	Norfolk Pension Fund	X	754.20		754.20
106	07/08/2023		Unity - Current		Letting Management Fee	Kingsway Sandwich Bar	S	27.08	5.42	32.50
107	21/08/2023		Unity - Current		Printer Ink	HP Instant Ink	S	8.32	1.67	9.99
108	21/08/2023		Unity - Current		Office Equipment	Microsoft	Z	1.99		1.99
109	21/08/2023		Unity - Current		Office Equipment	Argos	S	136.62	27.32	163.94
110	21/08/2023		Unity - Current		Lloyds Credit Card Fee	Lloyds Commercial Services	Z	3.00		3.00
111	21/08/2023		Unity - Current		Office Telephone	Bonline	S	17.55	3.51	21.06
112	21/08/2023		Unity - Current		Pavilion Broadband	BT	S	29.99	6.00	35.99
113	21/08/2023		Unity - Current		Waste	Norse Waste Solutions	S	58.40	11.68	70.08
114	21/08/2023		Unity - Current		Pavilion Electric	EDF Energy	L	95.24	4.76	100.00
115	21/08/2023		Unity - Current		Recycling Collections	URM (UK) Ltd	S	118.40	23.68	142.08
116	21/08/2023		Unity - Current		Toilets Electric	EDF Energy	S	403.20	80.64	483.84
117	18/09/2023		Unity - Current		Salary - Parish Clerk	Kerrie Wilton	X	1,689.16		1,689.16
118	18/09/2023		Unity - Current		Mileage and Expenses	Kerrie Wilton	S	7.71	1.54	9.25
118	18/09/2023		Unity - Current		Mileage and Expenses	Kerrie Wilton	S	4.99	1.00	5.99
118	18/09/2023		Unity - Current		Mileage and Expenses	Kerrie Wilton	S	25.83	5.17	31.00
118	18/09/2023		Unity - Current		Mileage and Expenses	Kerrie Wilton	X	0.20		0.20
118	18/09/2023		Unity - Current		Mileage and Expenses	Kerrie Wilton	X	53.64		53.64
118	18/09/2023		Unity - Current		Mileage and Expenses	Kerrie Wilton	X	26.00		26.00
119	18/09/2023		Unity - Current		Salary - Responsible Financial	Catherine Moore	X	280.12		280.12
120	18/09/2023		Unity - Current		Mileage and Expenses	Catherine Moore	X	5.00		5.00
121	18/09/2023		Unity - Current		Salary - Village Ranger	Paul Filmer	X	722.45		722.45
122	18/09/2023		Unity - Current		PAYE / NI	HMRC	X	589.24		589.24
123	18/09/2023		Unity - Current		Pension Contributions	Norfolk Pension Fund	X	754.20		754.20
124	18/09/2023		Unity - Current		Lloyds Credit Card	Lloyds Commercial Services	S	21.12	3.84	24.96

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18 September 2023 (2023 - 2024)

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

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
124	18/09/2023		Unity - Current		Lloyds Credit Card	Lloyds Commercial Services	S	153.63	18.00	171.63
124	18/09/2023		Unity - Current		Lloyds Credit Card	Lloyds Commercial Services	Z	3.00		3.00
124	18/09/2023		Unity - Current		Lloyds Credit Card	Lloyds Commercial Services	Z	3.16		3.16
124	18/09/2023		Unity - Current		Lloyds Credit Card	Lloyds Commercial Services	Z	22.00		22.00
125	18/09/2023		Unity - Current		Water - Pavilion	Wave	Z	471.13		471.13
126	18/09/2023		Unity - Current		Water - Toilets & Office	Wave	Z	77.14		77.14
127	18/09/2023		Unity - Current		Water - Burial Ground	Wave	Z	82.80		82.80
128	18/09/2023		Unity - Current		Grounds Maintenance	Garden Guardian	S	537.88	107.58	645.46
128	18/09/2023		Unity - Current		Grounds Maintenance	Garden Guardian	S	630.62	126.12	756.74
129	18/09/2023		Unity - Current		Councillor Training	Norfolk PTS	Z	55.00		55.00
130	18/09/2023		Unity - Current		General Maintenance	SC Plumbing and Heating	Z	120.00		120.00
131	18/09/2023		Unity - Current		Cleaning Materials	Hugh Crane Cleaning Materia	S	32.08	6.41	38.49
131	18/09/2023		Unity - Current		Cleaning Materials	Hugh Crane Cleaning Materia	S	3.98	0.80	4.78
132	18/09/2023		Unity - Current		Washroom Services	Anglian Chemicals	S	36.25	7.25	43.50
133	18/09/2023		Unity - Current		Waste	Norse Waste Solutions	S	56.40	11.28	67.68
134	18/09/2023		Unity - Current		Office Telephone	Bonline	S	17.55	3.51	21.06
135	18/09/2023		Unity - Current		Recycling Collections	URM (UK) Ltd	S	135.04	27.01	162.05
136	18/09/2023		Unity - Current		Letting Management Fee	Kingsway Sandwich Bar	S	27.08	5.42	32.50
137	18/09/2023		Unity - Current		Pavilion Broadband	BT	S	29.99	6.00	35.99
138	18/09/2023		Unity - Current		Cleaning - Pavilion	James Charlton	Z	517.50		517.50
139	18/09/2023		Unity - Current		Cleaning - Ranger Cover	James Charlton	Z	65.00		65.00
140	18/09/2023		Unity - Current		Parish Office Electric	EDF Energy	S	454.44	90.89	545.33
141	18/09/2023		Unity - Current		Beach Cleaning	M Witheridge	Z	7,450.00		7,450.00
142	18/09/2023		Unity - Current		External Audit Fee	PKF Littlejohn	S	420.00	84.00	504.00
143	18/09/2023		Unity - Current		Grounds Maintenance	Carl Dawson	S	150.00	30.00	180.00
144	18/09/2023		Unity - Current		Grounds Maintenance	Garden Guardian	S	537.88	107.58	645.46
144	18/09/2023		Unity - Current		Grounds Maintenance	Garden Guardian	S	630.62	126.12	756.74
<b>Total</b>								<b>21,898.55</b>	<b>938.28</b>	<b>22,836.83</b>

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