

MINUTES OF HEMSBY PARISH COUNCIL MEETING

Held at The Pavilion, Waters Lane, Hemsby, NR29 4NH on:

Monday 12th December 2022 at 7.30pm

Minutes

1. ATTENDANCE

Present: Cllr Kyriacou (Chairman) Cllr M Kern, Cllr Bowgen, Cllr B Chilvers & Cllr J Cook. Apologies from Cllr L Mogford, Cllr S Bensly (vice Chairman), Cllr Stocker & Cllr Bennett. Clerk Mrs K Wilton.

3 Members of the Public were present. Apology received from GYBC/NCC Cllr Bensly, GYBC Galer & PC Gary May.

DECLARATIONS OF INTEREST AND DISPENSATIONS.

- 1.1 Cllr Kyriacou item 8.2 & 8.6
- 1.2 Cllr Chilvers item 8.2 & 8.6
- 1.3 Cllr Cook 8.8

3. MINUTES OF PREVIOUS MEETING

3.1 The minutes of the Parish Council Meeting held on **14th November 2022** were signed as true & correct.

4. PUBLIC FORUM

4.1 None.

5. NEIGHBOURHOOD PLAN

5.1 Tracy Foster the Chairman of the Neighbourhood Planning Group advised she has reviewed the Coastal Adaptations report that GYBC's Policy & Resources Committee considered on 6/12/22 & had noted the that this contradicts the GYBC advice they were given about what could & could not be included in the NHP about this. It is too late now to amend the plan as it has already been sent off to the examiner. She advised that the GYBC Local Plan consultation will run for 6 weeks & contains the site that have ben put forward by local landowners in Hemsby as future sites for development. It was requested that the Clerk post on Facebook & the Website the current map including the red edged plan for the development limits & the new map showing the proposed sites now.

5.2 Tracy Foster confirmed that she had attended the GYBC design code project meeting on 28/11/22 with Cllr Kern, again she has been given further contradicting advice as to the weight the Neighbourhood Plan Designs codes will have or if they will be for guidance/advice only.

5.3 On 15/12/22 there is a Coastal Liaison meeting on line to discuss the latest news on the project & all PC Cllrs were requested to attend however it was noted that this runs 2-4pm.

5.4 The feedback on the Regulation 16 consultation had been circulated & it was unanimously agreed to accept them.

6. CORRESPONDENCE

6.1 The agreed delegation to the Chairman, the Clerk & The RFO have resulted in EAST Consultancy being appointed to assist with the electricity connection for the Former Pontins site into the Burial Ground sub station, at no cost to the Parish Council. They are currently arranging a site visit with the electricity connections contractor & the site owner.

-Ongoing

6.2 The response received from PCC St Mary's Church was noted that at this time they do not wish to grant access the Burial Ground via the churchyard. The Parish Council decided that they do not wish to re-open the boundary gate at this time.

6.3 The Clerk advised that remedial works by GYBC to the Churchyard/Burial Ground boundary has been completed & a gully was installed, however this has been linked into the Parish Council's Burial Ground drainage system which we were not informed of until the works was well underway & the pipework had been laid. The Clerk & the Chairman have visited the site & the PC agreed that the repair seemed ok, Cllr Bowgen advised that this is not a sewer but a soak away, it was agreed to monitor this & report to GYBC if this becomes an issue. **-Ongoing**

6.4 It was noted that the letters have been issued to the landowners regarding the possibility of off road horse riding & one of the landowners has been in touch with the clerk & the information they gave has been passed on to the horse riders. So far two have replied & they have been forwarded on the resident who approached the Parish Council.

6.5 The Complaint received regarding the installation on a street light on the footway outside a property on Waters Lane was discussed, GYBC Cllr Bensly advised that he had not been aware of this either & he is still chasing GYBC to replace the other broken ones on that stretch of road & he awaits an update. **-Ongoing Cllr Bensly.**

6.6 It was noted that a resident contacted the clerk as they were concerned that they had been targeted as part on an E-On electricity scam, this turned out not to be the case & it was legitimate.

6.7 It was noted that the clerk has completed the Rural Transport East Mobility Survey, which runs until 16thth December 2022 , the aim of this is to identify where people travel to & what provisions for transport there are already in parishes.

7. ADMINISTATIVE/DAY TO DAY MATTERS

7.1 The contents of the Clerks report were noted.

7.2 It was noted that still no response has been received from GYBC regarding the playground refurbishment request submitted in the summer. The Clerk has spoken to GYBC Cllr J Bensly about this also.

7.3 It was noted that no response has been received from GYBC on the 'Facet Project' for Beach Road & Newport Road. The Clerk has spoken to GYBC Cllr J Bensly about this also as no replies have been received. The clerk reported that she has spoken to the officer at GYBC dealing with the gully in the Burial Ground & he offered to Contact Jane Beck at GYBC again as she is Head of Property and Asset Management & advise that they have been removed from the Parish Councils Asset register.

7.4 It was that a fridge has been donated to the pavilion, this has now been PAT tested. It was agreed to send a letter of thank you to the donor. **-Action Clerk**

7.5 It was agreed to apply for the free .gov.uk email address pilot scheme. **-Action Clerk**

7.6 Cllr Cook to provided a verbal report on 'Warm Space' provisions & potential funding, she has submitted an application to the Community Hot Spot Fund. It was agreed that this was a good idea & would benefit the whole community. **-Ongoing Cllr Cook**

7.7 It was noted that the clerk has again contacted the three youth providers contacted, YMCA & Benjamin Foundation have replied that they can attend a zoom chat on 21/12/22 6-7pm. It was agreed that the attendees would be Cllr Bennett, Tracy Foster & the clerk **-Action Clerk**

7.8 Cllr Bennett's written report has also offered to host a trial event at the pavilion & to work with other organisations was discussed & it was agreed that this should go ahead. **-Action Cllr Bennett**

8. FINANCIAL MATTERS

8.1 The bank statements were accepted. The total payments for November & December **£14,446.93** receipts of **£4821.67** were noted, with pending receipts of **£1,536.16**

The bank summary was received & accepted as at **31st October** totalling **£175,000.31**

Hemsby Parish Council savings account (Barclays) **£47,884.97**

Hemsby Parish Council current account (Barclays) **£4,000.00**

Hemsby Parish Council Unity Trust current account **£4,235.18**

Hemsby Parish Council Unity Trust deposit account **£118,880.16**

Free funds £32,288.63

- 8.2 The Football clubs request to hold a tournament Saturday 13th May 2023 & Sunday 14th May 2023 & agree fees was discussed again following confirmation from the Football Club that their insurance will cover the event. The fees were agreed as £200 per day, total of £400, invoice to be raised nearer the time
-Action RFO
- 8.3 It was noted that the NCC Parish Partnership scheme for 50/50 funding has been submitted for replacement bus shelter at Yarmouth Road, however this may now not be possible due to GYBC considering reducing or ending the concurrent functions to the Parish Council for Bus Shelters.
- 8.4 The updated quotation to replace the playing field (road side) fence was discussed & it was agreed to bring this back to the January meeting due to the budget not yet being set for 2023/24 due to delays with GYBC issuing out the Tax Base.
-Carried forward January 2023
- 8.5 The feedback & quotation for the bi-annual tree survey from Target Trees & works required for up to one years works £1,667.67 (plus VAT £333.54 = £2,001.20) was discussed & it was agreed to engage them to undertake the work, The Village Hall Committee will be approached if required for the next phase on the works, removing/reducing the height of the trees behind the Village Hall & Storage area.
-Action Clerk
- 8.6 The quotation to replace the damaged fence with a gate of £479.17 (plus VAT £95.83 = £575.00) was agreed & it was agreed to undertake the work & to accept the donation from the Football Club of 50% of the costs.
-Action Cllr Stoker
- 8.7 It was noted that the Clerk & the Chairman authorised emergency repair works to the pavilion roof on 30/11/2022 as we have an amount of water ingress, cost £440 (plus VAT £88.00 = £528.00).
- 8.8 The Quotation to repair the damages to plaster in toilet cubicles due to condensation. Cost £265 plus VAT to install PVC boarding to affected areas & repair guttering & it was agreed to engage RK Construction to undertake this work.
-Action Clerk
- 8.9 It was agreed for the Clerk to attend the ICCM at training course in March 2023 at Reepham, cost £135.
-Action Clerk
- 8.10 Cllr Kern (interim Chairman of Events Committee) confirmed that Christmas Fair & Santa Fun Run had both been great successes & were well attended. It was noted that numerous raffle prizes had been donated by the Christmas Fair Stall holders in addition to the four main prizes on the Raffle Tickets, earlier this evening & prior to the meeting the winning tickets had been drawn & the winners will be contacted to collect their prizes. Cllr Kern & Cllr Kyriacou both resigned from the Committee & as no Cllrs present wished to join it, the Committee is dissolved. Cllr Kern has offered to work with the resident members of the event committee to assist them in opening a bank account & set up a constitution if they wish.

9. PLANNING

9.1 Applications received which have already been responded to: **None.**

9.2 Planning application decisions issued by GYBC:

9.2.1 06/21/0940/F Fengate Farm Common Road Hemsby - Proposed loft. **Approved.**

9.3 Consider Planning applications circulated and requiring decision:

9.3.1 **06/22/0996/A** Former Hemsby Parish Council Office, Kingsway, Hemsby- Proposed installation of 2no. fascia signs for new sandwich bar. It was agreed to submit a response to GYBC of no objection
-Action Clerk

9.3.2 **06/22/1012/HH** Highfield House, North Road, Hemsby- Proposed rear loft conversion inc. two dormer windows and ground floor garage conversion (integral). It was agreed to submit a response to GYBC of no objection -Action Clerk

9.4 Consider any Planning applications received since the publication of the agenda requiring consideration. **The clerk advised although no applications had been received the New Owners- (Allison Homes (Norfolk and Suffolk Ltd)) of the Yarmouth Road site have been in touch to advise that they will be submitting a reserved matters application to GYBC in the new year. The intention is that the amendments will retain the scheme at 93 dwellings (including 20 affordable dwellings and a mix of 2, 3 and 4 bed market dwellings). The layout will be substantially similar to the layout previously submitted and will include bungalows and 2 storey dwellings with a central area of public open space.**

9.5 To note that GYBC are holding a **Final Draft Open Space Supplementary Planning Document (SPD) (Regulation 12 of the Town and Country Planning (Local Planning) Regulations 2012)**. Which will take place from **25th November to 23rd December 2022** you can make your comments at <https://www.great-yarmouth.gov.uk/planning-consultations>

10. Next Meeting: Parish Council Meeting Monday 16th January 2023 at the Pavilion, Waters Lane

- 10.1 Football club to supply plans for lean to building to house their mower.
- 10.2 Football Clubs request to site compost compound
- 10.3 Playingfield Fence replacement
- 10.4 Budget & precept request.

Payments for Hemsby Parish Council 12th December 2022					
Expenditure					
Cheque	Payee	Net	VAT	Total	
BACS	Salary K Wilton - 25 hours/week @ SCP32 plus expenses plus mileage plus national uplift	£ 2,251.14	£ 4.82	£ 2,255.96	Paid 21.11.2022
BACS	Salary C Moore - 5 hours/week @ SCP26 plus expenses plus national uplift	£383.39	£ -	£ 383.39	Paid 21.11.2022
BACS	Salary P Filmer - 16 hours/week @ £9.50/hour	£658.67	£ -	£ 658.67	Paid 21.11.2022
BACS	HMRC PAYE	£ 927.11	£ -	£ 927.11	Paid 21.11.2022
BACS	Norfolk Pension Fund	£ 1,019.95	£ -	£ 1,019.95	Paid 21.11.2022
BACS	Salary K Wilton - 25 hours/week @ SCP32 plus expenses plus mileage	£ 1,741.23	£ 1.33	£ 1,742.56	Pay 19.12.2022
BACS	Salary C Moore - 5 hours/week @ SCP26 plus expenses	£285.12	£ -	£ 285.12	Pay 19.12.2022
BACS	Salary P Filmer - 16 hours/week @ £9.50/hour	£658.67	£ -	£ 658.67	Pay 19.12.2022
BACS	HMRC PAYE	£ 589.44	£ -	£ 589.44	Pay 19.12.2022
BACS	Norfolk Pension Fund	£ 766.71	£ -	£ 766.71	Pay 19.12.2022
DD	Bonline - Telephone/Internet	£ 15.95	£ 3.19	£ 19.14	
DD	Norse - Burial Ground Bin	£ 54.20	£ 10.84	£ 65.04	
DD	Lloyds - Purchasing Card (link; NHP printing; creosote)	£ 119.69	£ 20.58	£ 140.27	
BACS	Garden Guardian - Grounds Maintenance	£ 1,062.38	£ 212.48	£ 1,274.86	
BACS	James Charlton - Pavilion Cleaning	£ 632.50	£ -	£ 632.50	Querying Invoice - £400 more than usual
DD	Eon - Final Bill Toilets	£ 0.78	£ 0.04	£ 0.82	
BACS	Hugh Crane - Cleaning Materials	£ 26.00	£ 5.20	£ 31.20	
BACS	M Kern - Event Committee Expenditure	£ 259.42	£ 10.23	£ 269.65	
DD	URM - Recycling	£ 49.28	£ 9.86	£ 59.14	
BACS	Diamond Heating - Pavilion Boiler Repair	£ 47.00	£ -	£ 47.00	
DD	EDF - Pavilion Electric	£ 73.00	£ -	£ 73.00	Waits Invoice
DD	EDF - Toilet and Office Electric	£ 51.36	£ 2.57	£ 53.93	Waits Invoice
BACS	4K Construction - collapsed drain repair	£ 1,594.00	£ 318.80	£ 1,912.80	
BACS	JG Services - Grave Digging	£ 460.00	£ -	£ 460.00	
BACS	Jarys - Refund - double payment of burial ground fee	£ 120.00	£ -	£ 120.00	
	Total	£ 13,846.99	£ 599.94	£ 14,446.93	
Overdue/Outstanding invoices					
			£ -		
			£ -		
		£ -	£ -	£ -	
Receipts since last meeting (01/11/2022 - 30/11/2022)					
	Parish Office Letting (minus £32.50 management fee)	£541.67	£0.00	£ 541.67	
	Various - Christmas Fayre Stalls	£50.00	£ 10.00	£ 60.00	
	Various - Fun Run	£99.99	£20.01	£ 120.00	
	Burial Fees	£3,731.00	£0.00	£ 3,731.00	
	Pavilion Hire	£220.00	£44.00	£ 264.00	
	Electric Tokens	£87.50	£17.50	£ 105.00	
		£4,730.16	£ 91.51	£ 4,821.67	
Pending Receipts (at 31/10/2022)					
	Brownies - Meeting	£22.00	£ 4.40	£ 26.40	
	Hemsby Lifeboat - Playing Field Hire	£200.00	£ 40.00	£ 240.00	
	East of England Co-op - Burial Fee	£389.00	£ -	£ 389.00	
	HL Perfitt - Memorial Fee	£120.00	£ -	£ 120.00	
	Central Co-op - Interment Fee	£389.00	£ -	£ 389.00	
	East of England Co-op - Burial Fee	£257.00	£ -	£ 257.00	
	Football Club - Electric Tokens	£52.50	£ 10.50	£ 63.00	
	Hutchings - Sandwich Bar Electric Recharge	£51.76	£ -	£ 51.76	
		£1,481.26	£ 54.90	£ 1,536.16	

Draft