

HEMSBY PARISH COUNCIL

Held a meeting Hemsby Parish Council Meeting at the Pavilion, Waters Lane, Hemsby on Monday 20th October 2025 at 7.30pm

DRAFT MINUTES

1. ATTENDANCE

1.1 Cllr Kyriacou, Cllr Kern, Cllr Bowgen, Cllr L Long & Cllr Bennett. Apology recieved from Cllr Bowgen, Cllr S Bensly & GYBC Cllr J Bensly. No apology from 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 15th September 2025 & 6th October 2025 were agreed & duly signed by Cllr Kyriacou.

4. PUBLIC FORUM

- 4.1 No reports received from Councillors– NCC Cllr James Bensly, Borough Councillors/GYBC Cllr James Bensly & GYBC Cllr Noel Galer.
- 4.2 Police – report if available. Next SNAP meeting 23/10/2025 at Winterton on Sea, Village hall 7pm.
- 4.3 A resident advised that they are having a problem with his neighbours, they were advised to speak to the police.

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 It was noted that a complaint had been received from resident about poor parking on Stable fields (blocking footways & this making pedestrians being forced to walk in the road due to & caravans parked on road), this has been referred on to Norfolk County Council Highways & NCC James Bensly.
- 6.2 A complaint has been received about vehicles driving irresponsibly on Pit road has been recieved of vehicles going the wrong way, turning round at the school & exiting at The Street end instead of North Road. This has been passed on to Norfolk County Council to check the signage, suggestion also this is also reported to the Police & the School.

7. ADMINISTATIVE MATTERS

- 7.1 The contents of the Clerks report was noted.
- 7.2 Cllr Bennett spoke on the youth project, she has not recieved an further contact from the original volunteers. It was agreed to obtain up to date quotes from YMCA, Benjamin Foundation & MAP to provide that service.
- Action Cllr Bennett
- 7.3 No update on the water supply in the Burial Ground. The tree works GYBC have still no approved the works.
-Ongoing
- 7.4 The playing field hedge had its annual trim on 14/10/2025 & quotation for the removal of vegetation encroaching on to neighbouring properties on Common Road/Waters Lane is still outstanding.
-Ongoing
- 7.5 The Clerk gave an update on the installation of the replacement fence at the playing field, the contractor is due to start this week, they had been delayed on another job but will be completed by Fireworks night.
-Ongoing

- 7.6 It was noted that the installation of replacement footway lighting on Waters Lane following the removal of the damaged lighting columns by GYBC is due to commence w/c 27/10/2025.
- 7.7 It was reported by the clerk & the Chairman that headstone testing has been conducted in the Burial Gound in the grave section 11 stones found to be loose, 8 Families/funeral directors/stone masons contacted & notices to be placed on headstones where next of kin is unknown/uncontactable to request that they contact the clerk. **Ongoing Clerk**
- 7.8 It was noted that £16752.80 (80%) has now been received from Norfolk County Council for the bus shelter placement project, It was agreed to place the order & accept the offer from GYBC to adopt the Newport bus shelter on the Yarmouth bound carriage that they own (on NCC Highways Land) with a commuted fund offer of £1500 towards the traffic management costs for its replacement. Bus shelters to be ordered. **-Action Clerk**
- 7.9 It was noted that the annual play equipment inspection report from GYBC remains outstanding & has been chased monthly since July. **-Ongoing**
- 7.10 Cllr Bennett presented the draft policies that she proposes are revised;- 1) Equal Opportunities 2) Grant awarding policy 3) Premises hire terms & conditions (inc public safety) 4) Safeguarding Policy. Consider the amendments & adoption of each policy. These will be circulated for adoption at a future meeting. **-Ongoing Cllr Bennett**
- 7.11 It was noted that the Poppy wreath has been purchased & delivered.
- 7.12 The Fireworks event banner has been updated & will be displayed in the village, it was confirmed that the TENS notice has been purchased, the event counters have been purchased & the risk assessment has been prepared.
- 7.13 It was agreed to consider obtaining a quotation for the upkeep of the memorial gardens in the Burial Ground. **-Action Clerk**
- 7.14 It was agreed to re-consider holding an online meeting with parties involved in the ownership, parking enforcement of the site, invites to be sent to land owner, land including GYBC Cllr Bensly & GYBTIA due to further complaints about fines being issued for the Westbank car park on Beach Road & the negative effect this is having. **-Action Clerk**
- 7.15 It was noted that the lights in the main entrance to the pavilion had failed & an electrician was called under the chairman's emergency powers to replace the lights to ensure the safety of the evening hirers of the pavilion.
- 7.16 It was noted that there are moles again on the playing field in the area of the pitches & car boot sales.
- 7.17 It was noted that the fire extinguishers at the pavilion & former office were serviced on 14/10/2025.
- 7.18 It was noted that the intruder alarms are due to be serviced at all premises, it was agreed that the clerk should contact Vocalvale. **-Action Clerk**
- 7.19 In line with assertion 10, the Parish can consider obtaining a .org.uk email address free of charge from Parish Online, consider making an application & include email & domain diverting at a cost of £25 plus vat per year. It was agreed that the clerk should explore this option& feedback. **-Action Clerk**
- 7.20 The Coastal Liaison meeting held 6/10/2025 at GYBC Town Hall, it was confirmed that the stakeholder group is not a decision making group, (the Hemsby representatives are Save Hemsby Coastline, Hemsby Parish Council & Hemsby Lifeboat) the attendees are provided with information, but the decisions are made by GYBC only. It was explained that the blocks are keeping a wet zone on the beach & this is making the situation worse, hence they GYBC are looking for items to be removed. It was agreed that the pavilion would be made available for GYBC to hold any drop in events that they wish.

8. PLANNING & TREE PROTECTION ORDERS

- 8.1 Planning/Tree/ License application to be considered & responses due to GYBC:

8.1.1 **06/25/0659/F**, Beach Estate & Sandsgate Caravan Parks (trading as Sandsgate St Thomas's Road NR29 4JE - Variation of Condition 1(a) of the deemed planning permission granted by virtue of Caravan Sites and Control of Development Act 1960 and the existing Site Licence dated 25th June 2013, ref: HE/0077/00004/00000/CAR/RF/conditions, to remove the existing seasonal-occupancy period restriction which limits site occupation to use only by caravans for holiday purposes between 20th March and 31st October in any year, and instead allow year-long occupation of caravans for holiday purposes. **An extension has been requested from GYBC to respond to this application in order it can be discussed at this meeting. (was due to GYBC by 17/10/2025) It was agreed to submit an objection as the parish council feel that this will lead to people living there permanently & not having a main home elsewhere, GYBC will not be able to monitor & enforce any conditions due the increasing number of sites that are being granted permission. This will encourage people to live in sub standard accommodation & cause social economic problems of overcrowding, living with damp & heating poverty, many do not have mains water, or sanitation, this will be sub standard accommodation that was not mean to be lived in only for holidays.**

8.2 **06/25/0657/F**, Hemsby Tents & Touring Kings Loke Hemsby NR29 4HN - Variation of Condition 1(a) of the deemed planning permission granted by virtue of the Caravan Sites and Control of Development Act 1960 and the existing Site Licence dated 25th June 2013, ref: HE/0041/00150/00000/CAR/RF/conditions, to remove the existing seasonal-occupancy period restriction which limits site occupation to use only by caravans for holiday purposes between 20th March and 31st October in any year, and instead allow year-long occupation by caravans for holiday purposes. **Response due to GYBC 23/10/2025. It was agreed to submit It was agreed to submit an objection as the parish council feel that this will lead to people living there permanently & not having a main home elsewhere, GYBC will not be able to monitor & enforce any conditions due the increasing number of sites that are being granted permission. This will encourage people to live in sub standard accommodation & cause social economic problems of overcrowding, living with damp & heating poverty, this will not have mains water, or sanitation, this will be sub standard accommodation that was not mean to be lived in only for holidays.**

8.3 **06/25/0769/TCA**, The Burial Grounds The Street Hemsby NR29 4EU, Works to Trees in a Conservation Area; I.D. 93 (White Willow) To pollard at 3m after significant branch structure failures. **Response due to GYBC 23/10/2025. No comment to be made.**

8.2 Planning/Tree Applications already received from GYBC & response sent:

8.2.1 **06/25/0825/TRE**, 9 Homestead Gardens Hemsby NR29 4JU, Works to trees protected by Tree Preservation Order (TPO No.2 1984) - G2 (Beech) - Crown reduction of 2.5m, crown lift to 3m above ground and shape and thin where appropriate. **No Objection submitted to GYBC 13/10/2025**

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

9. FINANCIAL MATTERS

9.1 The payments as circulated on the schedule for **Payments for October £13,891.70** was agreed the **Receipts of £74,463.22** were noted & bank statements as 30 September 2025 totalling **£373,623.74 (including earmarked reserves).**

Hemsby Parish Council savings account (Barclays)	£111,721.12
Hemsby Parish Council current account (Barclays)	£4,000.00
Hemsby Parish Council Unity Trust current account	£83,870.14
Hemsby Parish Council Unity Trust deposit account	£143,538.48
CCLA Investment	£30,000.00

9.2 It was noted that the external audit has been completed.

9.3 Reconsideration of the hire fees of the hard court fees was discussed & it was agreed that the non-resident, non-commercial rate will be reduced to £5 plus vat (£5 no vat for block bookings of 10 or more). The commercial rate will remain at £15 phr plus vat. **-Action RFO**

The pavilion fee charged to the football club for a meeting that was cancelled on & the invoice for 13/10/2025 will be cancelled as a booking form was not received despite emails being received requesting the hire. Football club to be advised that no bookings will be made until a booking form is received by the clerk, an email will no longer be sufficient. The terms & conditions remains for the cancellation of any bookings will apply in all cases. (7 day's notice required, less than that 50% may be chargeable.) **-Action RFO**

9.4 Any changes to the scale of fees for the electricity tokens as agreed at the Finance Advisory Committee on 15/9/2025, agreed to leave it until the next meeting. **-C/F November**

9.5 To consider any grant applications;

9.5.1 Church - they are in need of a new flag, the meeting was advised that Village Hall have already agreed to donate to this.

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 – viewings have taken place, enquiries continue to be received, the issue of the final electricity bill was discussed & it was agreed for it to be written off due to the unlikelihood of it being paid.

11. Next Meeting: 24 November 2025, No meeting in December, 5th January 2026 at the Pavilion, Waters Lane, Hemsby, NR29 4NH

Clerk Mrs Kerrie Wilton Telephone: 01493 719235 Email: hemsbypc@outlook.com

Hemsby Parish Council
PAYMENTS LIST

18 October 2025 (2025-2026)

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
143	Office Equipment and Supplies	20/10/2025		Unity - Current		Office Telephone	Bonline	S	20.55	4.11	24.66
154	Audit Fees	20/10/2025		Unity - Current		External Audit Fee	PKF Littlejohn	S	420.00	84.00	504.00
160	Parish Office	20/10/2025		Unity - Current		Fire Extinguisher Servicing	Nordwell Fire Security	S	131.85	26.37	158.22
147	BG - Grounds Maintenance	20/10/2025		Unity - Current		Grounds Maintenance	Garden Guardian	S	615.75	123.15	738.90
159	BG - Grounds Maintenance	20/10/2025		Unity - Current		Grounds Maintenance	Garden Guardian	S	615.75	123.15	738.90
157	Waste	20/10/2025		Unity - Current		Waste	Norse Waste Solutions	S	84.65	16.93	101.58
149	Pav - Electric	20/10/2025		Unity - Current		Pavilion Electric	EDF Energy	L	42.94	2.15	45.09
161	Pav - Cleaning	20/10/2025		Unity - Current		Cleaning Materials	Hugh Crane Cleaning Mate	S	52.94	10.59	63.53
146	Pav - Cleaning	20/10/2025		Unity - Current		Cleaning - Pavilion	James Charlton	Z	287.50		287.50
160	Pav - Maintenance	20/10/2025		Unity - Current		Fire Extinguisher Servicing	Nordwell Fire Security	S	64.80	12.96	77.76
145	Pav - Maintenance	20/10/2025		Unity - Current		Washroom Services	Anglian Chemicals	S	36.25	7.25	43.50
144	Pav - Broadband	20/10/2025		Unity - Current		Pavilion Broadband	BT	S	45.92	9.18	55.10
158	OS - Capital and Improvements	20/10/2025		Unity - Current		General Maintenance	Teresa Woods	S	39.81	8.67	48.48
156	Kingsway Island	20/10/2025		Unity - Current		Kingsway Island Maintenance	Plantscape	S	640.00	128.00	768.00
150	Recycling	20/10/2025		Unity - Current		Recycling Collections	URM (UK) Ltd	S	118.66	23.73	142.39
147	PF - Grounds Maintenance	20/10/2025		Unity - Current		Grounds Maintenance	Garden Guardian	S	721.75	144.35	866.10
159	PF - Grounds Maintenance	20/10/2025		Unity - Current		Grounds Maintenance	Garden Guardian	S	721.75	144.35	866.10
151	PF - Miscellaneous	20/10/2025		Unity - Current		Salary - Parish Clerk	Kerrie Wilton	S	30.00	6.00	36.00
148	Toilets - Electric	20/10/2025		Unity - Current		Toilets / Office Electric	EDF Energy	L	26.38	1.32	27.70
153	Toilets - Cleaning and Supplies	20/10/2025		Unity - Current		Cleaning - Ranger Cover	James Charlton	Z	112.50		112.50
161	Toilets - Cleaning and Supplies	20/10/2025		Unity - Current		Cleaning Materials	Hugh Crane Cleaning Mate	S	21.41	4.29	25.70
155	Events	20/10/2025		Unity - Current		Event Expenditure	UK Firework Company	S	2,750.00	550.00	3,300.00

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Hemsby Parish Council
PAYMENTS LIST

18 October 2025 (2025-2026)

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
Total									12,461.15	1,430.55	13,891.70

Salary costs £4859.99