

HEMSBY PARISH COUNCIL MEETING

Held a Meeting at the Pavilion, Waters Lane, Hemsby on: **Monday 20th May 2024 at 7.33pm**

MINUTES

1. ATTENDANCE

1.1 Present Cllr K Kyriacou, Cllr Stocker, Cllr Bowgen, Cllr Cooper, Cllr Kern, Cllr Bennett & Cllr Chilvers
Apologies received from Cllr S Bensly & NCC/GYBC Cllr Bensly. No apology GYBC Cllr Noel Galer.
One Member of the public present. Clerk Mrs K Wilton.

2. ELECTION OF CHAIRMAN, it was unanimously agreed that Cllr Kyriacou was elected to the role, he signed the acceptance of office form in the presence of the meeting.

3. ELECTION OF VICE CHAIRMAN, it was agreed that Cllr Bennett was elected to the role, she signed the acceptance of office form in the presence of the meeting.

4. DECLARATIONS OF INTEREST AND DISPENSATIONS.

Cllr Chilvers – Football items

Cllr Kyriacou – Football items

Cllr Cooper – Football items

5. MINUTES OF PREVIOUS MEETING

5.1 The accuracy of the minutes of the Parish Council Meeting held on **18th March 2024 & 15 April 2024** were agreed & signed by the chairman.

6. PUBLIC FORUM

6.1 To receive reports from Councillors– NCC Cllr James Bensly, Borough Councillors – GYBC Cllr James Bensly & GYBC Cllr Noel Galer.

6.2 Police, They are trying to re-launch Community Speed watch in the Northern Parishes & neighbourhood Watch, the poster has been added to the Parish Council's Facebook page & it is in the noticeboards.

6.3 A representative present from the Hemsby Events Committee, the group has been going from strength to strength, the art club was sadly ended, July festival to be held, Christmas events were well attended, clairvoyant events are sold out every time. Cllr Chilvers advised that the football club will work with them if they wish to hold the santa run at the playing field again.

7. CORRESPONDENCE/DAY TO DAY MATTERS

7.1 It was noted that a letter has been received regarding the unlocked Playing field gates, the clerk confirmed that she had worked with Cllr Chilvers, Cllr Kyriacou & Cllr Bowgen, new combination padlocks & chains have been purchased.

7.2 The request from the Village Events group to use the tables & chairs from the pavilion on the playing field for their event in July. Cllr Bennett suggested that if you are hiring the pavilion then the hard chairs & tables can be taken outside, it was agreed that the hire agreement can be reviewed at a future meeting. Cllr Bowgen offered some historic tables & chairs from the Village Hall for the events committee to use at their July meeting. **– Ongoing**

7.3 It was noted that several complaints have been received about the grass verges in the village. GYBC Cllr Bensly had been chasing for this to happen as it appeared that Hemsby had been missed, they have now visited & cut their verges.

7.4 It was noted that Hemsby Parish Council to be invited to attend the Resilient Coasts Board meeting, next meeting date not yet known.

7.5 It was noted that a letter of thanks has been received from a resident following their complaint about the footway surface at Martham Road/ Common Road which NCC have now re-surfaced.

7.6 It was noted that the broken wooden rail at Kingsway pedestrian crossing has been reported to NCC.

7.7 A resident has raised concerns that the Yarmouth Road developers have not made adequate provision for safety & the footpath on the site. Cllr Kern had spoken to GYBC & they have been advised that the safety of the site is the responsibility of the land owner. It was agreed that the clerk will write to them. **- Action Clerk**

7.8 Great Yarmouth Tourism and Business Improvement Area Limited (GYTABIA) are holding a ballot for current businesses already contributing to the BID. Ballot papers will be sent out to the hereditament from 01 July 2024, to be returned no later than 5pm on 29 July 2024. – **Noted.**

8. ADMINISTRATIVE MATTERS

8.1 To contents of the Clerks report were noted.

8.2 It was agreed that the asset register will be reviewed by Cllr Chilvers & Cllr Bowgen.

8.3 It was agreed to appoint Councillors Cllr Cooper, Cllr Kern & Cllr Bowgen to the Finance Committee.

8.4 It was agreed to appoint Councillor Cllr Chilvers, Cllr Kyriacou & Cllr Bennett to the Personnel Committee.

8.5 It was agreed to adopt the draft Standing Orders as presented, however the model version of the Financial Regulations as the latest version was not yet available as the NALC membership is now due to be reviewed & therefore they will not release the document. (Financial Risk Assessment will be reviewed by Finance Committee). **-Ongoing Clerk/RFO**

8.6 Cllr Chilver's (Football Club Chairman) gave an update on the installation of a storage container (drawings, planning permission requirements, funding etc) They have been advised by GYBC that planning permission will be required for the container, they wish for this item to be carried forward to June meeting as they now wish to consider the if it will be a container for their sole use or if they will share it with the Parish Council for a community storage unit. The compost enclosure/storage - they wish to install different type of bins instead as they have been offered some for free, it was agreed that they can be trialled. **– Action Cllr Chilvers**

8.7 The clerk advised that there is no update on the NCC Contract for the maintenance of Kingsway Island. **-Ongoing**

8.8 Fireworks event in 2024 GYBC was discussed as GYBC Cllr Bensly has been working with Cllr Bennett to utilise a spare/remaining fireworks display from 2023 from the GYTIA BID as it was not used at Hemsby during the summer season to see if that could be used to utilise it for a November village display. Cllr Bennett will continue to work on this proposal & bring a proposal back to a future Parish Council meeting. **-Ongoing Cllr Bennett**

8.9 The request from Flegg CLT for the free use the Pavilion meeting room for 2024 was considered & it was agreed that this would continue for 2024. **- Action Clerk**

9. PLANNING & TREE PROTECTION ORDERS

9.1 Planning/Tree application decisions issued by GYBC/NCC: **None**

9.2 Planning Applications received but not yet responded to:

9.2.1 **06/24/0283/HH** Iona 9 Beach Road Hemsby - Proposed single storey rear extension. It was agreed to submit an objection to GYBC as the design of the extension as the Materials proposed conflict with the Hemsby NHP Design code. **-Action Clerk**

9.2.2 **06/24/0249/HH** 17 Buttermere Hemsby - Proposed Single Storey rear extension. **It was agreed to submit an objection to GYBC** as the design of the extension as the Materials proposed conflict with the Hemsby NHP Design code. **-Action Clerk**

9.2.3 **06/24/0155/F** 16 Fallowfield Hemsby - Single-storey front extension and conversion of garage to create a 1-bedroom residential annex. It was agreed to submit an Objection to the application as it is unclear who will occupy the annexe & why it is an annex rather than an additional bedroom for the existing occupiers. If GYBC are minded to approve the application they wish to see a condition applied that it can only be occupied ancillary to the main dwelling & not be let separately as a residential let or holiday let. **-Action Clerk**

9.2.4 **06/24/0308/HH** Highland House 39 Beach Road Hemsby - Erection of new gable ended pitched roof over existing flat roofed garage. **It was agreed to submit no objection to the application.** **-Action Clerk**

9.3 Consider any Planning applications received since the publication of the agenda requiring consideration.

10. FINANCIAL MATTERS

10.1 The payment list as circulated on the schedule for May was agreed. The bank statements were accepted. The total payments for May are **£11,889.50**, receipts of **£59,870.44** were noted. The bank summary was received & accepted as at 30 April 2024 totalling **£289,442.65**

Hemsby Parish Council savings account (Barclays)	£104,161.88
Hemsby Parish Council current account (Barclays)	£4,000.00
Hemsby Parish Council Unity Trust current account	£7,427.53
Hemsby Parish Council Unity Trust deposit account	£174,996.96

10.2 The presented Terms of Reference for the working group to apply for Community Ownership Fund to attempt to secure funding for the Multi Use Games Area (MUGA) at the playing field to replace the current hard court were agreed with 3 Cllr members - Cllr Chilvers, Cllr Bennett & Cllr Kern & up to three residents. **-Ongoing**

10.3 It was agreed to renew the annual subscription with the ICCM (Institute of Cemetery & Crematorium Management) at a cost of £100 (previously £95).

10.4 It was agreed to renew the annual subscription with the Norfolk Association of Local Councils Norfolk Branch at a cost of £678.34 (previously £646).

10.5 It was agreed to renew the Annual Insurance with BHIB at a cost of £2,685.47 (previously £2,465.41).

10.6 The clerk provide an update on the change of energy supplier for Kingsway premises & Pavilion, original they were to be transferred to BG Lite, however this was not possible, the accounts remain with EDF but now on a one year deal, the tenant at Kingsway has been advised accordingly.

10.7 It was agreed to purchase a replacement litter bin at The Playing field from Glasdon at cost of £342 including delivery. **- Action Clerk**

10.8 To review the ear marked reserves report from RFO & to adopt all of the suggestions. It was proposed the land at Mill Road junction ownership should be explored if the bus shelter is going to be considered for replacement. **-Action Clerk**

10.9 It was agreed appoint Trevor Brown as the internal auditor for 2023/24 accounts.

10.10 It was agreed to delegate to clerk/chairman for the purchase of sundries for the community payback projects.

11. 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 burial ground matters. It was agreed that the Clerk will write to the grave owner to arrange a meeting.

-Action Clerk

12. Next Meeting: 17th June 2024 at the Pavilion, Waters Lane, Hemsby, NR29 4NH

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

Hemsby Parish Council

14 May 2024 (2024-2025)

PAYMENTS LIST

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
3 -9 Staffing costs (including re-imbursement of supplies)								4397.57	9.16	4406.73
31	20/05/2024		Unity - Current		Office Telephone	Bonline	S	17.55	3.51	21.06
32	20/05/2024		Unity - Current		Pavilion Broadband	BT	S	33.15	6.63	39.78
33	20/05/2024		Unity - Current		Washroom Services	Anglian Chemicals	S	36.25	7.25	43.50
34	20/05/2024		Unity - Current		Cleaning - Pavilion	James Charlton	Z	287.50		287.50
35	20/05/2024		Unity - Current		Grounds Maintenance	Garden Guardian	S	580.88	116.18	697.06
35	20/05/2024		Unity - Current		Grounds Maintenance	Garden Guardian	S	681.00	136.20	817.20
39	20/05/2024		Unity - Current		Lloyds Credit Card	Lloyds Commercial Service	S	27.29	5.46	32.75
39	20/05/2024		Unity - Current		Lloyds Credit Card	Lloyds Commercial Service	Z	1.99		1.99
39	20/05/2024		Unity - Current		Lloyds Credit Card	Lloyds Commercial Service	Z	3.00		3.00
40	20/05/2024		Unity - Current		Toilets / Office Electric	EDF Energy	S	405.67	81.13	486.80
41	20/05/2024		Unity - Current		Waste	Norse Waste Solutions	S	82.10	16.42	98.52
42	20/05/2024		Unity - Current		Recycling Collections	URM (UK) Ltd	S	12.80	2.56	15.36
43	20/05/2024		Unity - Current		Sports Equipment	Net Sports World	S	712.83	142.57	855.40
44	20/05/2024		Unity - Current		Grave Digging	JG Services Norwich Ltd	Z	80.00		80.00
45	20/05/2024		Unity - Current		Cleaning Materials	Hugh Crane Cleaning Mate	S	11.70	2.34	14.04
14	20/05/2024		Unity - Current		Subscription	Norfolk ALC	Z	678.34		678.34
21	20/05/2024		Unity - Current		Subscription	Institute of Cemetery and	Z	100.00		100.00
46	20/05/2024		Unity - Current		Insurance	Clear Councils	Z	2,685.47		2,685.47
47	20/05/2024		Unity - Current		Grave Digging	JG Services Norwich Ltd	Z	300.00		300.00
48	20/05/2024		Unity - Current		Donation	Hemsby Friendship Group	X	225.00		225.00
Total								11,360.09	529.41	11,889.50