

HEMSBY PARISH COUNCIL MEETING

held the Hemsby Parish Council Meeting at the **VILLAGE HALL**, Waters Lane, Hemsby on: **Monday 24th**
November 2025 at 7.38pm

DRAFT MINUTES

1. ATTENDANCE

1.1 Cllr S Bensly, Cllr Kern, Cllr Bowgen, Cllr Bennett (vice chairman) & Cllr Long. Apology received from Cllr Kyricacou. 2 members of the public present.

2. DECLARATIONS OF INTEREST AND DISPENSATIONS – item 9.3, Cllr Bowgen did not take part in the discussion.

3. MINUTES OF PREVIOUS MEETING

3.1 The accuracy of the minutes of the Parish Council Meeting held on 20th October 2025 & were duly signed by Cllr Bennett.

4. PUBLIC FORUM

4.1 Verbal reports received from Councillors – NCC Cllr James Bensly, Borough Councillors/GYBC Cllr James Bensly, spoke about the Street foot lighting on Waters Lane that is finally getting resolved after many years. The local government reforms are still in progress. He is due to attend the Norfolk Strategic Flood Alliance meeting shortly.

4.2 Police, report if available -none

4.3 No questions from residents.

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.

6. CORRESPONDENCE

6.1 It was noted that a request has been received from The Church requesting that the gate is closed for the winter between the church yard & burial ground, this has now been actioned.

6.2 No has been received report from GYBC Andrew Wadsworth regarding the GYBC owned Beach Road public toilets, Hemsby.

6.3 It was noted that the Triennial Valuation 2025 - Draft Valuation Results have been received from Norfolk County Pension Fund.

6.4 It was noted that a letter of thank you has been received following the installation of the 'Caution Horse' signs on Common Road in Hemsby, thanks passed on to NCC Cllr James Bensly for also assisting with this matter.

7. ADMINISTATIVE MATTERS

7.1 To discuss the fire at the pavilion on 13/11/2025, emergency actions taken, quotations to be obtained for works required, discuss hirers access etc. Quotations have been requested from Electrician for all of the required, boiler replacement, fire clean up company to clean the internal walls of the boiler house, facilities company; that can replace the external door, ceiling replacement insulation for the loft, fire alarm & intruder alarm repair, sensor replacements & wiring following. The Brownies are being accommodated in the village hall until Christmas, the football club have retrieved some items & are due to install a portaloo. **-Ongoing**

7.2 Cllr Bennett on youth project following response received as she has spoken to Lydia Durrant (NCC Projects & Detached Youth Work Manager, Targeted Youth Support Service, Children's Services) their view is that there is not a need for a traditional style youth club. There is a need for youth

qualifications, DBS checks, contextual safeguarding & risk assessments to be in place for anything that is run on council premises & they suggest that ad hoc event are held & tenders as sought to run events by other external providers. Andy Oakley (Great Yarmouth Locality Officer Active Norfolk) was not able to attend this meeting due to another meeting but hopes to be able to attend a future one.

7.3 An update on the water supply in the Burial Ground, works still not commenced. GYBC has granted permission for the tree works, the tree contractor will be on site 4/12/2025 for the day.

-Ongoing

7.4 The quotation for the removal of vegetation encroaching on to neighbouring properties on Common Road/Waters Lane has been received; it was agreed to proceed with the quotation of £600 from Maple trees.

-Action Clerk

7.5 An update on the installation of the replacement fence at the playing field. Consider waste removal of debris, Farmer Daniels has kindly offered to assist with the removal or greenery. Consider the quotations for a continuation or phased approach (2026/27 budget) to replace all the fence & gates roadside/adjacent to Waters Lane. It was agreed to ask for a full quote for whole works from the existing rather than the 3 options previously requested in case there were economies of scale for doing the work in one single phase. The clerk was asked to find another contractor to provide a quote also so a comparing could be drawn & then this could be included in the 2026/27 budget. The tree contractor will be asked to pay for the parts that were damaged by them during the removal of the trees.

-Action Clerk/RFO

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 on w/c 27/10/2025, but has not been fully completed due to insufficient Electricity connection to Hall Road junction. GYBC were asked if the project would be extended to the Hall Road junction, they will enquire.

7.7 It was noted that the headstone testing has been conducted in the Burial Gound – some have been removed for repair by stone masons. Jarys have visited & advised that some did not require repair & they considered them to be within tolerance – Burial records noted accordingly. It was requested that Jary's attend a site meeting to confirm their rationale if any are still felt to be loose, they will be checked again by the clerk & chairman.

-Ongoing

7.8 It was noted that the annual play equipment inspection report from has been received, to consider recommendations & running repairs/maintenance - photos circulated to clrs of the defects. It was agreed to arrange a maintenance visit for repairs & painting **-Clerk to arrange.**

7.9 Cllr Bennett to present again the policies that she proposed are revised ;- 1) Equal Opportunities 2) Grant awarding policy 3) Premises hire terms & conditions 4) Safeguarding Policy. Consider again the previously circulated draft versions at the September meeting, consider if any amendments are required & if they can be adopted. It was agreed that all policies will be reviewed & drafts circulated.

-Carried forward

7.10 The Fireworks event was discussed, it was noted that it has been a success, the income received this year of £5588.20. It was agreed that prior to another event the social club & village hall will hold a joint meeting. Proposed date of Friday 6/11/2026 to enquire if the company are available, quotation to be obtained, the ability to take cashless payments to be explored, it was enquired if there could be a one-way road direction system instead of a road closure for the duration of a fireworks event, additional security & first aid was also discussed. Thank you letters to be sent to Social Club, Village Hall, Barrie Thornton & James Gray & to check their availability for next year.

-Action Clerk

7.11 The quotation for the upkeep of the memorial gardens in the Burial Ground was discussed, it was noted that the community payback has been & undertaken some work, but this has not addressed the issues due to the scale of the works required. It was agreed that the works could be undertaken if there is sufficient left from Kingsway island maintenance fund to cover it. The clerk will confirm to the Cllrs by email once the RFO has checked the accounts.

-Action

RFO/Clerk

7.12 It was noted that the intruder alarm at the former parish office has been serviced and repaired. It was agreed that the electrical safety checks of the building (following changes made by the recent former tenant) & public toilets as supply needs to have a new wiring certificate, it was agreed to accept the quotations for the works from Bowers & Barr & for it to be completed as soon as possible. -Action Clerk

7.13 The contents of the clerks report was noted, in addition it was noted that there is an addition of a one off private hire of the hard court in conjunction with a village hall booking.

7.14 The offer from Norfolk County Council for electricity charging point installation at the pavilion following the site visit was discussed & recommendations/advice from Bowers & Barr were considered following their recent interactions with other sites that have had installments with this scheme which has resulted in faulty/damaged to existing circuits. It was agreed to not go ahead with this project as there are too many issues identified.

7.15 The grass cutting for 2026 was discussed, it was agreed to ask the existing contractor for an update costing. -Action Clerk

7.16 It was noted that an invitation was sent to the stakeholders of the Westbank, Beach Road Car park to hold a fact finding meeting about the complaints received & this has not been accepted by anyone it was sent to. The land agent has asked for details of complaints received since the end of August 2025, this has been provided. -Ongoing

7.17 It was agreed the date of the 19th January 2026 meeting & ask village hall if it is available to the hold the meeting. -Action Clerk

8. PLANNING & TREE PROTECTION ORDERS

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

8.1.1 **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. **It was agreed to submit no objection to the application.** -Action Clerk

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

8.2.1 **06/25/0613/HH**, 40 The Close Hemsby - Erection of a single storey rear extension.
Approved by GYBC 9/10/2025.

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 November £14,2772.82**, the **Receipts of £774.25** were noted & bank statements as 31 October 2025 totalling **£360,318.14** (**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	£13,564.54
Hemsby Parish Council Unity Trust deposit account	£200,532.48
CCLA Investment	£30,000.00
Hinkley & Rugby BS	£500.00
Less unpresented payments	-£4.62

9.2 The need to change the scale of fees for the electricity tokens was discussed as agreed at the Finance Advisory Committee on 15/9/2025, The village hall will calculate the actual KWH used for one hour & report back to the Parish Council. **-Action Cllr Bowgen**

9.3 To consider any grant applications received.

9.3.1 Village Hall – Warm hub winter 2025/26 it was agreed to donate £750 towards the costs of running costs. **-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, consider business cases from expressions of interest received. Two expressions of interest had been received & due to a viewing morning it was believed that there was a 3rd one on the way. It was agreed to wait for 1 week for the 3rd expression to be received it would then be circulated by email as that appeared to be the preferred option should it match the 1st option. The 2nd option did not appear favourable to the parish council & the interested party would be informed that their expression of interest had not been accepted based on the information provided.

11. Next Meeting: 19th 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								24 November 2025 (2025-2026)		
Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
170 Office Equipment and Supplies	24/11/2025		Unity - Current		Office Telephone	Bonline	S	20.55	4.11	24.66
171 Pav - Broadband	24/11/2025		Unity - Current		Pavilion Broadband	BT	S	45.92	9.18	55.10
172 Pav - Maintenance	24/11/2025		Unity - Current		Washroom Services	Anglian Chemicals	S	36.25	7.25	43.50
173 Pav - Cleaning	24/11/2025		Unity - Current		Cleaning - Pavilion	James Charlton	Z	230.00		230.00
174 BG - Grounds Maintenance	24/11/2025		Unity - Current		Grounds Maintenance	Garden Guardian	S	615.75	123.15	738.90
174 PF - Grounds Maintenance	24/11/2025		Unity - Current		Grounds Maintenance	Garden Guardian	S	721.75	144.35	866.10
175 Toilets - Electric	24/11/2025		Unity - Current		Toilets / Office Electric	EDF Energy	L	49.58	2.48	52.06
176 Pav - Electric	24/11/2025		Unity - Current		Pavilion Electric	EDF Energy	L	81.08	4.05	85.13
177 Grave Digging	24/11/2025		Unity - Current		Grave Digging	JG Services Norwich Ltd	Z	300.00		300.00
178 PF - Miscellaneous	24/11/2025		Unity - Current		Salary - Parish Clerk	Kerrie Wilton	S	8.33	1.67	10.00
178 Toilets - Maintenance	24/11/2025		Unity - Current		Salary - Parish Clerk	Kerrie Wilton	S	9.17	1.83	11.00
180 Public Works Loan Board	24/11/2025		Unity - Current		Loan Repayment	Public Works Loan Board	X	1,043.74		1,043.74
181 Office Equipment and Supplies	24/11/2025		Unity - Current		Lloyds Credit Card	Lloyds Commercial Service	Z	1.99		1.99
181 Subscriptions	24/11/2025		Unity - Current		Lloyds Credit Card	Lloyds Commercial Service	Z	3.00		3.00
181 Pav - Maintenance	24/11/2025		Unity - Current		Lloyds Credit Card	Lloyds Commercial Service	S	35.00	7.00	42.00
181 Misc - Miscellaneous	24/11/2025		Unity - Current		Lloyds Credit Card	Lloyds Commercial Service	S	14.15	2.83	16.98
182 Subscriptions	24/11/2025		Unity - Current		Subscription	Parish Online	S	160.00	32.00	192.00
183 Events	24/11/2025		Unity - Current		TENS Notice	Angela Bennett	X	21.00		21.00
184 Waste	24/11/2025		Unity - Current		Recycling Collections	Norse Waste Solutions	S	59.10	11.82	70.92
185 PF - Capital and Improvements	24/11/2025		Unity - Current		Fence Repairs	Clarkes Fencing Co Ltd	S	3,614.55	722.91	4,337.46
186 PF - Miscellaneous	14/11/2025		Unity - Current		Pest Control	Mick Notley	Z	70.00		70.00
187 Pav - Insurance Claim 2025	24/11/2025		Unity - Current		Fire Alarm Servicing	Vocalvale	S	30.00	6.02	36.02
Total								12,097.19	1,060.63	13,177.82

Staffing costs £4926.28