

HEMSBY PARISH COUNCIL

held a Meeting at the Pavilion, Waters Lane, Hemsby on Monday 16th December 2024 at 7.30pm

MINUTES

1. ATTENDANCE

1.1 Present: Cllr K Kyriacou (Chairman), Cllr Kern, Cllr Armfield, Cllr Long. NCC/GYBC Cllr J Bensly. Apologies received from Cllr S Bensly, Cllr Chilvers, Cllr Bennett (Vice-Chairman) & GYBC Cllr Galer. No members of the public present. Clerk Mrs K Wilton.

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 **18th November 2024** were agreed & signed by the Chairman.

4. PUBLIC FORUM

4.1 NCC & GYBC Cllr James Bensly reported that GYBC bin lorries are now carrying mobile phone beacons. He gave his thanks to the village hall & social club for the Christmas tree also to Cllr Kyriacou for his assistance over the week of the last storm. Today there has been announcements that local government will be changing within the next two years, this will mean that the current areas will get split up into three areas including parts of north Suffolk, there will also be a Mayor. There is a lot more details to be agreed & this will take around two years.

4.2 Police – The next SNAP meeting is 7pm on Thursday 16 January 2025, at The Rabbit Hutch, Allendale Park, Caister, NR30 5ET.

5. CO-OPTION TO PARISH COUNCIL'S VACANT SEATS – Four seats remain vacant, application forms available from the Clerk. To consider any applications received – None.

6. CORRESPONDENCE/DAY TO DAY MATTERS

6.1 The complaint about overgrown vegetation between Kingsway & Newport junction remains **outstanding** with NCC ref **ENQ900273218** was finally attended to on 4/12/2024.

6.2 To consider the number of Raymond James Quigley Legacy bleed kits that are required to support defibrillators in Hemsby. It was agreed to purchase four kits to be located with the defibs at Kingsway, Village Hall, Beach Road, at the primary school. **-Action Clerk**

6.3 No update received from Cllr Bennetts for her proposal for a Youth Café. **-Ongoing Cllr Bennett.**

6.4 The clerk advised that no update to remove the graffiti at Kingsway bus shelter has been provided by the contract 'Oddbods of Martham' despite them being contacted again since the last meeting. Cllr Kyriacou, Cllr Kern & Cllr Armfield will have a look at it tomorrow. **-Ongoing**

6.5 The quotation received from Clarkes fencing for repairs to playing field fence was discussed as £803.54 plus VAT as there are several areas that need new straining wire & some parts that need to be fully replaced. It was agreed that the clerk should request the work to be undertaken as soon as possible. **-Action Clerk**

6.6 Cllr Kern gave an update on the annual PAT testing for pavilion facilities as he had been offered to borrow a PAT testing machine, he is waiting for the loan of a machine. **-Ongoing Cllr Kern**

6.7 The clerk gave an update on hard court repairs, the woodwork replacement has now been completed, the signage has been installed, the goal posts still need assembling by Cllr Chilvers, it was agreed as soon as that is done the advertising can commence. **-Action Cllr Chilvers**

6.8 It was noted that Cllr Long & Cllr Armfield will attend online Cllr induction training with NPTS on 15/1/2025 & 22/1/2025.

6.9 It was noted that the Norfolk Probation Services (Community Service) returned on 13/12/2024 to do some/ more tidying up at the Burial Ground & will be back again next week (20/12/2024).

7. ADMINISTRATIVE MATTERS

7.1 The contents of the Clerks report were noted.

7.2 Cllr Armfield gave an up on reviewing the asset register, he confirmed that there were some issues with the planters that have been installed as they are near the end of their life. It was also noted by Cllr Kyriacou that a bench has been moved from its location on Yarmouth Road & needs to be returned there, Cllr Kern, Cllr Kyriacou & Cllr Armfield will go tomorrow **-Action required**

7.3 The bi-annual tree inspection from Target Trees undertaken on 2/12/2024 was circulated & it was agreed that quotations should be sought for the works. **-Action Clerk**

7.4 The current pension policy was discussed & due to the governments changes to Employers Contributions for National Insurance from April 2025 as the threshold reduces from £9100 to £5000, this needs to be included in the 2025/26 budget. The current pension policy was also noted that all employees have the ability to join it if their salary reaches the required limit **-Action RFO**

7.5 It was noted that Norfolk Association of Local Councils (Norfolk ALC) held their AGM on 4/12/2024, a new County Officer - Adrian Myers has been appointed. The of Norfolk ALC future remains uncertain as Norfolk County Council are unsure if they can continue to fund the service due to their other financial commitments. They were also due to debate a Special Resolution to convert to a Company Limited by Guarantee will be given at the AGM on 4th December but that was not possible as there was insufficient information available from NALC.

7.6 It was noted that the Norfolk Parish Partnership application has been submitted for a replacement Bus Shelter on Martham Road/Mill Road. The clerk is still working with the solicitor to register the land the existing one stands on. **-Ongoing Clerk/ Solicitor**

7.7 The ability to migrate to a .gov email addresses & domain was discussed as there is funding available of up to £100 plus VAT, for councils moving to a .gov domain name. It was agreed that this be explored. **-Action RFO/Clerk.**

8. PLANNING & TREE PROTECTION ORDERS

8.1 Planning/Tree application decisions issued by GYBC:

8.1.1 **None**

8.2 Planning Applications received to be responded to:

8.2.1 **06/24/0850/HH** - 1A The Pastures Hemsby, Garage conversion with rear and front extensions and addition of with new pitched roof. **No Objection** submitted to GYBC 3/12/2024.

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

8.4 BROADS AUTHORITY DESIGN GUIDE AND CODE SUPPLEMENTARY PLANNING DOCUMENT (SPD)

The draft document, the Strategic Environmental Assessment (SEA) and Consultation Statement can all be found on the Broads Authority website [here](#). The consultation period is from **Thursday 5th December until Thursday 16th January 2025** (a period of 6 weeks). Please provide us with any comments by the 16th of January. email at: planning@broads-authority.gov.uk. **-Noted**

8.5 **GYBC LOCAL PLAN & CIL** - The consultation, including the Local Plan and details of how to make comments, can be viewed online at <https://localplan.great-yarmouth.gov.uk> Additionally, as part of the preparation of the plan, the Council is looking to introduce a Community Infrastructure Levy (CIL). CIL is a levy which local authorities can introduce to require developers to make financial contributions towards the provision of infrastructure to support new development. The levy will help to ensure that the infrastructure that is needed to make development acceptable is funded and delivered. The CIL consultation can be viewed at: <https://cil.planning.great-yarmouth.gov.uk/> **-Noted**

- GYBC have cancelled the GYBC event for Parish Council's on the local plan & proposed adoption of CIL on Tuesday 17th December 2024, they now hope to hold this 9/1/2025 at Town Hall.

- The Online webinar due to be held on 12th December 2024 was also cancelled & will now be held on Monday 6th January 2024 – 6:30pm to 08:00pm. Please register your interest in attending by 5:00pm on Sunday 5th January by emailing localplan@great-yarmouth.gov.uk.

9. FINANCIAL MATTERS

9.1 The payment list as circulated on the schedule for December was circulated & agreed, in month receipts of **£8824.30** & payments of **£6768.83** The bank summary was received & accepted as at 30 November 2024 totalling **£301,654.46 (including earmarked reserves of £194,820.73)**.

Hemsby Parish Council savings account (Barclays)	£110,194.91
Hemsby Parish Council current account (Barclays)	£4,000.00
Hemsby Parish Council Unity Trust current account	£32,307.68
Hemsby Parish Council Unity Trust deposit account	£155,151.87

9.2 The draft budget will be presented at the January meeting due to item 9.3

9.3 It was noted that GYBC tax base was received on the afternoon before the meeting, it was an estimated figure of 1595 (increase from 1515 in 2024/25) & is yet to be approved by GYBC, they are due to meet on 7/1/2025 (NNDC issued their tax bases on 25/10/2024). The clerk/RFO will advise GYBC that the Parish Council do not meet again until 20/1/2025 as they wish for the final precept request to be submitted by 15/1/2025.

-Action RFO/Clerk

10. Next Meeting: 20th January 2025 at the Pavilion, Waters Lane, Hemsby, NR29 4NH

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

Hemsby Parish Council

16 December 2024 (2024-2025)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
204	Office Equipment and Supplies	16/12/2024		Unity - Current		Office Telephone	Bonline	S	17.55	3.51	21.06
205	Pav - Broadband	16/12/2024		Unity - Current		Pavilion Broadband	BT	S	33.15	6.63	39.78
206	Pav - Maintenance	16/12/2024		Unity - Current		Washroom Services	Anglian Chemicals	S	36.25	7.25	43.50
207	Pav - Cleaning	16/12/2024		Unity - Current		Cleaning - Pavilion	James Charlton	Z	230.00		230.00
208	Clerk Salary	16/12/2024		Unity - Current		Salary - Parish Clerk	Kerrie Wilton	X	45.42		45.42
208	Mileage	16/12/2024		Unity - Current		Salary - Parish Clerk	Kerrie Wilton	Z	29.16		29.16
208	Working from Home Allowance	16/12/2024		Unity - Current		Salary - Parish Clerk	Kerrie Wilton	X	26.00		26.00
209	Responsible Financial Officer	16/12/2024		Unity - Current		Salary - Responsible Financial C	Catherine Moore	X	10.69		10.69
209	Working from Home Allowance	16/12/2024		Unity - Current		Salary - Responsible Financial C	Catherine Moore	X	5.00		5.00
210	Office Equipment and Supplies	16/12/2024		Unity - Current		Lloyds Credit Card	Lloyds Commercial Services	Z	1.99		1.99
210	Subscriptions	16/12/2024		Unity - Current		Lloyds Credit Card	Lloyds Commercial Services	Z	3.00		3.00
211	Pav - Electric	16/12/2024		Unity - Current		Pavilion Electric	EDF Energy	L	51.16	2.56	53.72
212	Toilets - Electric	16/12/2024		Unity - Current		Parish Office Electric	EDF Energy	L	56.18	2.81	58.99
213	Waste	16/12/2024		Unity - Current		Waste	Norse Waste Solutions	S	57.40	11.48	68.88
214	Training	16/12/2024		Unity - Current		Councillor Training	Norfolk PTS	Z	130.00		130.00
215	Events	16/12/2024		Unity - Current		Event Expenditure	Mark Kern	Z	81.10		81.10
216	Tree Surveys and Works	16/12/2024		Unity - Current		Tree Inspections	Target Trees	S	300.00	60.00	360.00
217	Grave Digging	16/12/2024		Unity - Current		Grave Digging	JG Services Norwich Ltd	Z	600.00		600.00
218	Toilets - Cleaning and Supplies	16/12/2024		Unity - Current		Cleaning Materials	Hugh Crane Cleaning Mate	S	45.56	9.12	54.68
219	PF - Miscellaneous	09/12/2024		Unity - Current		Sign	Sign Connections Ltd	S	108.67	21.73	130.40
220	PF - Capital and Improvements	16/12/2024		Unity - Current		Tennis Court Maintenance	Mark Witheridge	Z	450.00		450.00
Total									6,643.74	125.09	6,768.83

Staff costs £4325.46