

HEMSBY PARISH COUNCIL

Held a meeting at the Pavilion, Waters Lane, Hemsby on Monday 15th September 2025 at 7.15pm, started at 7.25pm whilst awaiting for 4th Cllr to attend.

DRAFT MINUTES

1. ATTENDANCE

1.1 Cllr Kyriacou, Cllr S Bensly, Cllr Kern, Cllr Bowgen & GYBC Cllr J Bensly, Cllr Bennett arrived 7.35pm, apology received from Cllr Long & no apology from GYBC Cllr Noel Galer & 1 member of the public.

2. DECLARATIONS OF INTEREST AND DISPENSATIONS

Agenda item 7.6 Cllr Kyriacou

3. MINUTES OF PREVIOUS MEETING

3.1 The accuracy of the minutes of the Parish Council Meeting held on 21st July 2025 were agreed & duly signed by Cllr Kyriacou.

4. PUBLIC FORUM

4.1 To receive reports from Councillors– NCC Cllr James Bensly & GYBC Borough Cllr James Bensly is trying to arrange a meeting with Fakes Road residents & GYBC. The white lining on Winterton Road & Martham Road is still to be completed & some lines have been replaced on Common Road. Devolution is still underway although the final scheme has not been finalised & accepted by central government with the future of GYBC & its services is still unknown as is the future role of the Parish Council & any additional services it may be expected to take on.

4.2 Police – None

4.3 To receive comments from members of the public – None

5. CO-OPTION TO PARISH COUNCIL'S VACANT SEATS – Six 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 Complaint received from visitor that Beach Road, Hemsby area was unclean, complaint passed on GYBC Street Cleansing Team, they have replied directly to the visitor. **-Noted**

6.2 twelve Complaints about Beach Road Car Park 'Westbank', fines issued etc, passed on to land agent as this is privately owned land & not connected to the Parish Council in anyway., to note that the voicemail message for the parish council now advises who to contact for disputes etc. Consider holding a meeting with land agent, car park company, GYTIA & GYBC Cllr J Bensly. It was agreed that the clerk will leave the phone with the answer machine advising that the car parks are not connected in any ways & the Parish Council requested that they are not to respond to any messages left regarding it. **-Action Clerk**

6.3 Complaint about an overflowing bin at bottom of California steps on to the beach, forwarded to Ormesby & Scratby Parish Council, this has now been resolved. **-Noted**

6.4 Complaint about debris on the beach at Scratby steps, passed on to Ormesby & Scratby Parish Council. **-Noted**

6.5 Complaints from Fakes Road residents of poor road conditions, damaged street name sign & overgrown hedges, these have been responded to &/passed on to GYBC, as this is a Private unadopted Road & its upkeep & maintenance falls to the householders as mentioned in their deeds etc. Cllr Kyriacou will speak to the landowner. **-Action Cllr Kyriacou**

6.6 To consider request from village resident & their representative GYBC Cllr James Bensly to install a tree on Parish Council owned land, it was agreed that there is a space at the pavilion end of the verge in line with the other trees. **-Action Cllr Bensly**

- 6.7 It was noted that a provisional date for next GYBC Coastal Liaison meeting is 13/10/2025.
- 6.8 It was noted that a letter of thanks has been received from the Hemsby Events Group for the use of the playing field for their summer event.
- 6.9 Complaint about dogs being in Hemsby gap during the summer when the signs displayed advise this is prohibited by order of the Parish Council, discuss signage, by-laws etc. Cllr Kern will remove the Parish Councils name from the sign as it believes it is in no way connected with the responsibility to oversee the restriction mentioned. **-Cllr Kern**
- 6.10 Complaint received about the Martham Road bus stop on the Yarmouth bound carriageway & users having to wait in the farmer's field. NDD Highways have been contacted & they have advised that there is little that they can do as there is insufficient highways owned land in that location to install any type of bus stop. It was noted that the confirmation that this is a formal stop has still not been received **- Ongoing Clerk**
- 6.11 Andy Oakley Great Yarmouth Active Communities Officer, Active Norfolk, it was agreed to invite him to attend a future meeting or to arrange an online meeting with him. **-Action Clerk**
- 6.12 It was noted that a letter was received from a householder about the size & scale of the tree on Pit Road gardens which is preventing them from installing solar panels on their property. The clerk has spoken again to the tree contractor & forwarded their response to the householder.
- 6.13 It was noted that a complaint was received from the football club following the Fun day that was held on the playing field that their pitch lining had been removed & there was damage to the surface. It is believed that the Events Group contacted the football club directly regarding this matter.

7. ADMINISTRATIVE MATTERS

- 7.1 The contents of the Clerks report noted
- 7.2 Cllr Bennett gave a verbal update on youth project as 6 volunteers had originally come forward, only one was available to attend a meeting & the others have remained uncontactable. The Parish Council is disappointed that this project has again not got started but is committed to improving youth provision in the village. **-Ongoing Cllr Bennett**
- 7.3 It was noted that receipts have been received from the resident volunteer for the Newport Junction Boat planter £48.48, these are included on this month's payments list. The Parish Council again wished to acknowledge the great work this volunteer has achieved in keeping the planter looking great all summer. NCC Highways have contacted the clerk to advise that reports have been made to them that the two trees further down near the Newport Road junction will be cut back by them as they are impeding visibility at the junction. They were also asked by the clerk to clear around both bus shelters on Yarmouth Road/Newport junction as they are becoming overgrown & it is difficult for users to reach the litter bin, so litter is becoming a problem in the area. **-Action NCC Highways**
- 7.4 The Norfolk County Councils EV Infrastructure team for electric vehicle charging points (further new scheme) was discussed again & it was noted that this funding is to 2030 but it is unsure if the funding will continue beyond the new devolution deal date, but it was agreed to ask for a site visit to gain further understanding. **-Action Clerk**
- 7.5 An update was given on the water supply in the Burial Ground, this works will commence soon as the contractor has been in hospital & is now back at work. **-Ongoing**
- 7.6 It was noted that the playing field hedge due to for annual trim. Additional tree/hedge works to the pavilion end as vegetation encroaching on to neighbouring properties on Common Road/Waters Lane was considered & it was agreed for the clerk to make contact with Maple trees to provide a quotation to cut back the hedges, bushes & trees in that area as the hedge cutter in the tractor will not be able to do that area as it is too complex. **-Action Clerk**
- 7.7 It was noted that another limb failed on the willow tree in the burial ground, this has been attended to by tree surgeon already under the Chairman's emergency powers to assess the tree & pollarding is recommended cost £400, but permission outstanding from GYBC as emergency works in a conservation area. **-Ongoing**

- 7.8 It was noted that a consultation was held by NCC for the proposed Puffin crossing on Kingsway & new bus stop clearways on Kingsway & Beach Road in connection with the housing development on the former Pontins Site, it did not appear to be updated from the last one in 2022.
- 7.9 Martyn's Law & the implications for events on council owned land was discussed, it was noted that this has not yet become guidance & there might be a need to include a consultant for the work involved in this. **-Ongoing**
- 7.10 It was noted that the defibrillator battery expired in July & was replaced under the Chairmans emergency powers by Heart2heart Norfolk at a cost of £280.00.

8. PLANNING & TREE PROTECTION ORDERS

8.1 Planning/Tree/ License application decisions issued by GYBC:

8.1.1 **06/25/0405/TRE**, Beech Grove, The Street, Hemsby NR29 4EU - Development: Works to trees protected by Tree Preservation Order (TPO No.14 1993) G5 (Beech & Horse Chestnut) BT1,2,3,4 and 5 on plan - crown thin by 30% - **Approved by GYBC.**

8.1.2 El Camino Tex Mex, Beach Road, Hemsby, take away and eat in fast food restaurant. The application is for the sale of alcohol (on and off the premises) from 11am to 11pm each day. **Approve by GYBC.**

8.2 Planning Applications already received from GYBC & circulated to Parish Councillors:

8.2.1 **06/25/0613/HH**, 40 The Close, Hemsby- Erection of a single storey rear extension. **No response submitted to GYBC.**

8.2.2 **06/21/0495/D**, Land off Yarmouth road, Hemsby - Reserved matters details of appearance, landscaping, layout and scale for 93 dwellings, open space and drainage, pursuant to outline planning permission 06/16/0583/O (Development of 93 residential dwellings, associated public open space and new vehicular access from Yarmouth Road) (Amended Proposal - Change of Applicant and Agent; Amended Drawings and Supporting Documentation received; Change of housing mix to 100% Affordable Housing; and Discharge of Condition 20 - Surface Water Drainage and Condition 24 - Landscaping). **No response submitted to GYBC.**

8.2.3 **06/25/0679/TRE**, 10 North Road Hemsby - Works to trees protected by Tree Preservation Order (TPO No.14 1993) T2 (Oak) - Removal of deadwood. **No response submitted to GYBC.**

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 August £6,442.95 & September £8,592.35** was agreed the **Receipts of £2544.67 August & £2507.71 September** were noted & bank statements as 31 August 2025 totalling **£307,463.97 (including earmarked reserves)**. The 1/4 yearly position was also reviewed of spend versus budget.

Hemsby Parish Council savings account (Barclays)	£111,351.52
Hemsby Parish Council current account (Barclays)	£4,000.00
Hemsby Parish Council Unity Trust current account	£8,946.27
Hemsby Parish Council Unity Trust deposit account	£152,666.18
CCLA Investment	£30,000.00
Hinkley & Rugby BS	£500.00

9.2 It was agreed to add Cllr Tony Bowgen to the online banking for all appropriate accounts.

-Action RFO

9.3 It was agreed to transfer £20,000 to the CCLA account & also £30,000 to Hinkley & Rugby Account.

- Action RFO

9.4 It was agreed for the clerk to purchase of a memorial poppy wreath for Remembrance Day 2025 to a maximum value of £30.00.

-Action Clerk

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 consideraton of discussion of council owned premises, land, agreements & letting agents management fees. To let sign to be put in the window to contact the clerk, permission granted to renew fires extinguisher & repair intruder alarm. Locked have been changed, informal tenders should be invited.

11. Next Meeting: October 2025 (date to be agreed due to Cllr pre-booked commitments) at the Pavilion, Waters Lane, Hemsby, NR29 4NH **20.28 ended**

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

Hemsby Parish Council
PAYMENTS LIST

14 August 2025 (2025-2026)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
102	Office Equipment and Supplies	18/08/2025		Unity - Current		Office Telephone	Bonline	S	20.55	4.11	24.66
108	Mileage	18/08/2025		Unity - Current		Salary - Parish Clerk	Kerrie Wilton	Z	38.88		38.88
108	Working from Home Allowance	18/08/2025		Unity - Current		Salary - Parish Clerk	Kerrie Wilton	X	26.00		26.00
109	Working from Home Allowance	18/08/2025		Unity - Current		Salary - Responsible Financial	Catherine Moore	X	5.00		5.00
106	Pav - Electric	18/08/2025		Unity - Current		Pavilion Electric	EDF Energy	L	64.22	3.21	67.43
104	Pav - Cleaning	18/08/2025		Unity - Current		Cleaning - Pavilion	James Charlton	Z	230.00		230.00
103	Pav - Broadband	18/08/2025		Unity - Current		Pavilion Broadband	BT	S	45.92	9.18	55.10
110	Waste	18/08/2025		Unity - Current		Waste	Norse Waste Solutions	S	59.10	11.82	70.92
107	Grave Digging	18/08/2025		Unity - Current		Grave Digging	JG Services Norwich Ltd	Z	300.00		300.00
108	Pav - Maintenance	18/08/2025		Unity - Current		Salary - Parish Clerk	Kerrie Wilton	S	13.31	2.68	15.99
105	Toilets - Electric	18/08/2025		Unity - Current		Toilets / Office Electric	EDF Energy	L	40.73	2.04	42.77
108	OS - Miscellaneous	18/08/2025		Unity - Current		Salary - Parish Clerk	Kerrie Wilton	S	3.46	0.69	4.15
111	Defibrillator	18/08/2025		Unity - Current		Defibrillator Supplies	Heart2Heart	Z	290.00		290.00
Total									6,424.03	33.73	6,457.76

Staff costs £5286.86 This was due to backdating of the NJC annual pay agreement settlement to April 2025 as was agreed in August 2025 for the clerk & RFO.

Hemsby Parish Council
PAYMENTS LIST

15 September 2025 (2025-2026)

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
118	Office Equipment and Supplies	15/09/2025		Unity - Current		Office Telephone	Bonline	S	20.55	4.11	24.66
122	BG - Grounds Maintenance	15/09/2025		Unity - Current		Grounds Maintenance	Garden Guardian	S	615.75	123.15	738.90
125	BG - Water	15/09/2025		Unity - Current		Water - Burial Ground	Wave	Z	57.48		57.48
135	Office Administration	15/09/2025		Unity - Current		Lloyds Credit Card	Lloyds Commercial Services	Z	1.99		1.99
131	Mileage	15/09/2025		Unity - Current		Salary - Parish Clerk	Kerrie Wilton	Z	12.15		12.15
132	Working from Home Allowance	15/09/2025		Unity - Current		Salary - Responsible Financial (	Catherine Moore	X	5.00		5.00
131	Working from Home Allowance	15/09/2025		Unity - Current		Salary - Parish Clerk	Kerrie Wilton	X	26.00		26.00
135	Office Equipment and Supplies	15/09/2025		Unity - Current		Lloyds Credit Card	Lloyds Commercial Services	S	52.37	10.48	62.85
135	Subscriptions	15/09/2025		Unity - Current		Lloyds Credit Card	Lloyds Commercial Services	Z	3.00		3.00
130	Waste	15/09/2025		Unity - Current		Waste	Norse Waste Solutions	S	61.10	12.22	73.32
124	Pav - Electric	15/09/2025		Unity - Current		Pavilion Electric	EDF Energy	L	57.90	2.90	60.80
126	Pav - Water	15/09/2025		Unity - Current		Water - Pavilion	Wave	Z	135.18		135.18
121	Pav - Cleaning	15/09/2025		Unity - Current		Cleaning - Pavilion	James Charlton	Z	230.00		230.00
120	Pav - Maintenance	15/09/2025		Unity - Current		Washroom Services	Anglian Chemicals	S	36.25	7.25	43.50
119	Pav - Broadband	15/09/2025		Unity - Current		Pavilion Broadband	BT	S	45.92	9.18	55.10
129	Kingsway Island	15/09/2025		Unity - Current		Kingsway Island Maintenance	Plantscape	S	742.40	148.48	890.88
128	Recycling	15/09/2025		Unity - Current		Recycling Collections	URM (UK) Ltd	S	146.34	29.27	175.61
122	PF - Grounds Maintenance	15/09/2025		Unity - Current		Grounds Maintenance	Garden Guardian	S	721.75	144.35	866.10
133	Pav - Maintenance	15/09/2025		Unity - Current		Washroom Services	Anglian Chemicals	S	36.25	7.25	43.50
134	Recycling	15/09/2025		Unity - Current		Recycling Collections	URM (UK) Ltd	S	69.22	13.84	83.06
127	Toilets - Water	15/09/2025		Unity - Current		Water - Toilets & Office	Wave	Z	109.03		109.03
123	Toilets - Electric	15/09/2025		Unity - Current		Toilets / office Electric	EDF Energy	L	33.72	1.69	35.41
Total									8,078.18	514.17	8,592.35

Staff costs £4858.83