

HEMSBY PARISH COUNCIL MEETING

Hemsby Parish Council Meeting was held at the Pavilion, Waters Lane, Hemsby on: **Tuesday 1st August 2023 at 8.15pm.**

MINUTES

1. ATTENDANCE

1.1 Present Cllr Kyriacou (Chairman), Cllr Bowgen, Cllr Kern, Cllr Stocker & Cllr B Chilvers. PC Gary May. Apologies received from Cllr S Bensly (Vice Chairman), GYBC Cllr J Bensly. No apology received from GYBC Cllr Noel Galer.

2. DECLARATIONS OF INTEREST AND DISPENSATIONS.

2.1 Cllr Stocker item 9.3.1

3. MINUTES OF PREVIOUS MEETING

3.1 To confirm the accuracy of the minutes of the Parish Council Meeting held on **19th June 2023 were agreed & they were adopted & signed by Cllr Kyriacou.**

3.2 It was noted that the previously convened meeting on Monday 2th July was in quorate so could not be opened & this meeting was summoned to replace it.

4. PUBLIC FORUM

4.1 No reports received from GYBC/NCC Cllrs.

4.2 Police – PC Gary May advised that he had passed on some posters to the clerk prior to the start of the meeting. The next Safer Neighbourhood Meeting (SNAP) will be in September.

4.3 Jan Taylor gave an update from Hemsby in Bloom that & advised that £543 (some of which was the amount originally granted to the group for their start up) would be returned to the Parish Council. It was agreed that this money should be ring fenced within the Parish Council funds to assist any future Bloom groups that wish to take over their work. Jan advised that the annual operating costs of the group was around £800 per year including their insurance. The water bowser has been gifted to Caister in Bloom on the advice of GYTIA, they have also made donations to the church & church tower fund. It was agreed that this would be advertised on the Hemsby PC Facebook page to try & attract a new group to form. It was agreed by all in attendance that they were due a very big thank you for keeping the village looking full of colourful plants & they will be sadly missed. The village Speed watch group (Hemsby, Ormesby St Margaret & Scratby group) is also unlikely to continue due to lack of volunteers, PC Gary May suggested that they get in touch with the co-ordinator to see if they can join Martham's newly formed group.

4.4 A resident enquired if Maria had yet been sent her flowers to thank her for her hard work in the village & the clerk advised that she had spoken to Maria & that she would like to have a tree or a bush instead that could be planted in the village which could be combined in memory of Pam Richmond, she will liaise with the clerk when she has chosen one.

5. NEIGHBOURHOOD PLAN

5.1 In absence of any representative of the group the clerk advised that GYBC had considered the final version at their meeting on 27th July 2023 for full adoption following on from the referendum on 22 June 2023 when the final result was; Total ballots 347 (representing a 12% turnout of the electorate) • Total 'Yes' votes 279 • Total 'No' votes 68 • Plan passed with 80% majority. There was a similar exercise undertaken by the Broads Authority on the same day.

5.2 IT was agreed that the clerk will check to see if the printing has now ended, to request that the printing contract can now be cancelled & the printer returned to the Parish Council. **-Action Clerk**

6. CO-OPTION & CORRESPONDENCE

- 6.1 The only present application received for the current five vacancies on the Parish Council was considered & Ian Cooper addressed the Parish Council giving an overview of his skills. He was proposed to the role by Cllr Bowgen, seconded by he was duly co-opted to one of the vacancies, the acceptance of office form was issued & signed. There are four remaining seats available.
- 6.2 The correspondence received that has already been circulated was considered;
- 6.2.1 It was noted that numerous complaints have been received about the GYBC Public Toilets at Beach Road Hemsby, these have been referred on to GYBC. It was agreed that these should continue to be sent to GYBC.
- 6.2.2 It was noted that a road closure order has been made by NCC for Tuesdays: 25th July, 1st, 8th, 15th, 22nd and 29th August 2023 and will remain in force for 6 hours for Beach Road from 535m east of its junction with the U69373 Back Market Lane, heading east for 275m. The road(s) will be temporarily restricted (except for emergency and pedestrian access) on Tuesday 25th July, 1st, 8th, 15th, 22nd, and 29th August 2023 between 4:30pm and 10:30pm for the duration of Big Tuesdays – Hemsby.
- 6.2.3 It was noted that Norfolk County Council are running a consultation for Marsh Road, Hemsby for 20mph speed limit zone, responses to NCC by 8th August 2023.

7. ADMINISTRATIVE/DAY TO DAY MATTERS

- 7.1 The contents of the Clerks report were noted.
- 7.2 The clerk advised that the householder on Yarmouth Road has raised concerns over the design on the replacement bus shelter replacement that they think that this may contribute to extra litter in their garden/hedge. It was agreed that that the manufacturer to be contacted to see if the design can be changed to lower the back board or infill it. **-Action Clerk.**
- 7.3 As Cllr Chilvers is no longer on the Football club committee, so he was unable to provide an on the installation of a lean to for storage, other than he believed that they were looking at possible installing a storage container. He was unsure about the compost enclosure they wish to install. It was requested that Cllr Cooper update the Parish Council at the September meeting. Cllr Chilvers did confirm that the damage to gates were being repaired this week. **-Action Cllr Cooper**
- 7.4 The Youth provision in Hemsby was not discussed & will be carried forward again to a future meeting. **- Ongoing**
- 7.5 Cllr Chilvers was not yet able to confirm the full details of his inspection of the Parish Council assets on the asset register. **-Action Cllr Chilvers**
- 7.6 It was noted that the defibrillator pads expire in July & it was agreed to order replacement ones from Heart 2 Heart Norfolk at a cost of £54.00. **-Action Clerk.**
- 7.7 It was agreed that induction training must be attended by all new Parish Councillors. **-Action Clerk.**
- 7.8 It was noted the NCC Parish Partnership is now accepting applications until December 2023, it was agreed that the Councillors would get their thinking caps on for suitable projects that fit the aims & objectives of the fund. **-Ongoing**
- 7.9 To consider a request from Hemsby Lifeboat to hold a fireworks event on 3 November 2023 at the Playing field. It was agreed that they would be given until the end of w/c 7/8/23 to provide proof that they have applied for the GYBC ESAG as the event will be in excess of 500 attendees & therefore a TENS notice may not be suitable. The Clerk has already requested this on 10 July 2023. **-Action Clerk.**
- 7.10 The request to hold a Santa run on the Playing field on 3 December 2023 by the Events Group was discussed. It was noted that the event could be held without clashing with the Football Club on Saturday 2nd December before the football match starts at 2pm. It was agreed that the Clerk would suggest this to the group. **-Action Clerk.**

8. FINANCIAL MATTERS

8.1 The payment list as circulated on the schedule for July & August was agreed. The bank statements were accepted. The total payments for July **£15,576.91**, plus the £410 grant agreed on the night, receipts of **£2,431.92** were noted.

The bank summary was received & accepted as at **30 June 2023** totalling **£229,025.22**

Hemsby Parish Council savings account (Barclays)	£103,137.33
Hemsby Parish Council current account (Barclays)	£4,000.00
Hemsby Parish Council Unity Trust current account	£5465.72
Hemsby Parish Council Unity Trust deposit account	£116,422.17

8.2 Cllr Chilvers gave an update following his meeting with Norfolk FA to refurbish the tennis courts into a Multi-Use Games Area (MUGA), he advised that they are not undertaking any further projects such as that in Hemsby due to the previous investment. The Clerk advised that she had been given a contact by Loddon Parish Council for a company that may be able to re-line the court for a short term solution to encourage more people to use it for all types of sports until funding can be achieved to do the whole project as it is in excess of £100k, it was agreed that the Clerk should obtain a quotation. **-Action Clerk.**

8.3 An update from GYBTIA regarding the Hemsby Parish Council a grant application of £4900 towards the cost of the beach cleaning for 2023 season was given by the Clerk. She advised that a grant of £2450 has been received rather than £4900 requested, this was now too late to amend the 23/24 budget to add additional funds. The Parish Council ratified the decision that the Contractor will reduce the current cleaning to once per day, they will no longer litter pick the area after the Lifeboat day, Herring day or weekly summer fireworks, GYBC will install litter bins to be used by the contractor from the start of the summer school holidays 2023. It was also agreed that the contractor will cease all beach cleaning on behalf of the Parish Council from 30 September 2023. GYBTIA are looking to work towards a more sustainable way of keeping the beach clean from 2024 they wish to work with the local business, GYBC & others to achieve that.

8.4 A projector has now been purchased at a cost of £163.94 including delivery & was used during this meeting. The funding had previously been agreed to be met from the NHP budget as this will be required for the review of future planning applications by the Parish Council in line with the NHP & Design codes.

8.5 The issue of ongoing late payments by Funeral Director was discussed & it was agreed that a warning letter be sent to all regular Funeral Directors to advise that this is not acceptable & that the Parish Council will continue to monitor the situation with a view to issuing a late payment fee.

-Action RFO/Clerk

8.6 The grant request from Hemsby Friendship Group was discussed & it was agreed that £410 would be paid to the group as soon as possible.

-Action RFO/Clerk

8.7 Cllr Kern has not yet been able to get himself to the Barclays bank account & Cllr Chilvers would also need to visit a branch with identification to be added to the Barclays Bank account, Cllr Cooper may also be added to the account if another signatory is required.

-Action Clerk

8.8 It was noted that the External Auditor PKF Littlejohn as acknowledge receipt of the Parish Council's annual return.

8.9 The £30,000.00 funds recently received for Burial Ground car park access was discussed & it was agreed to earmark it for miscellaneous future projects.

- Action RFO

9. PLANNING & TREE PROTECTION ORDERS

9.1 Applications received which have already been responded to:

- 9.1.1 **06/23/0390/F** - Kandys Kabin 8 Ormesby Glebe Hemsby NR29 4JW Proposed demolition of existing dwelling and erection of 1 no. new three bedroomed dwelling with parking. **No Objection submitted to GYBC.**

9.1.2 **06/23/0402/HH** - 3 Winterton Road Hemsby. Proposed single storey front extension & alterations. **No response submitted to GYBC.**

9.2 Planning/Tree Protection Order application decisions issued by GYBC:

9.2.1 To note that Great Yarmouth Borough Council, have implemented a Tree Preservation Order No. 12 of 2023 Tree on land at the 6 Ormesby Glebe, Hemsby, Great Yarmouth, NR29 4JW.

- **Noted**

9.2.2 **06/23/0197/HH** 3 Summerfield Road Hemsby- Proposed single storey front, side and rear extensions and incorporate garage within the domestic accommodation. **REFUSED by GYBC 24/7/2023.**

9.3 Consider Planning applications circulated and requiring decision:

9.3.1 **06/21/0495/D** Location: 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 up to 93 residential dwellings, associated public open space and new vehicular access from Yarmouth Road). It was agreed to submit a response that more information was required about the Yarmouth Road hedge i.e which parts were being removed or retained as they wish to see as much as possible retained for the benefit of the existing wildlife & to screen the development from the road. The percentage of affordable housing still does not appear to mirror the Hemsby NHP Policy 1: Affordable Housing As a starting point the following split in the affordable housing requirement for residential developments of 10 dwellings or more or on sites of 0.5 hectares or more will be sought: a) 25% first homes; b) 60% affordable homes for rent c) 15% other affordable homes Alternative tenures may be accepted where applicants can adequately demonstrate the demand for other affordable housing products and that they are affordable in the local context. First Homes will need to be provided at a discount from the prevailing market value of 50%, subject to site specific viability. The Parish Council do not wish to take responsibility for any street lighting on the site. There are still concerns over the upkeep, maintenance & fencing of the attenuation lake (described as timber knee rail fence) & these still appear not to have been addressed fully. **-Action Clerk**

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

10. Next Meeting: Monday 18th September 2023 7.30pm at the Pavilion, Waters Lane, Hemsby

Hemsby Parish Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
66	19/07/2023		Unity - Current		Salary - Parish Clerk	Kerrie Wilton	X	1,689.16		1,689.16
67	24/07/2023		Unity - Current		Mileage and Expenses	Kerrie Wilton	X	0.20		0.20
67	24/07/2023		Unity - Current		Mileage and Expenses	Kerrie Wilton	X	26.00		26.00
67	24/07/2023		Unity - Current		Mileage and Expenses	Kerrie Wilton	X	34.02		34.02
67	24/07/2023		Unity - Current		Mileage and Expenses	Kerrie Wilton	S	21.65	4.33	25.98
67	24/07/2023		Unity - Current		Mileage and Expenses	Kerrie Wilton	S	12.42	2.48	14.90
67	24/07/2023		Unity - Current		Mileage and Expenses	Kerrie Wilton	S	0.17	0.03	0.20
67	24/07/2023		Unity - Current		Mileage and Expenses	Kerrie Wilton	S	7.92	1.58	9.50
68	19/07/2023		Unity - Current		Salary - Responsible Financial	Catherine Moore	X	280.12		280.12
69	24/07/2023		Unity - Current		Mileage and Expenses	Catherine Moore	X	5.00		5.00
70	19/07/2023		Unity - Current		Salary - Village Ranger	Paul Filmer	X	722.45		722.45
71	24/07/2023		Unity - Current		PAYE / NI	HMRC	X	589.24		589.24
72	24/07/2023		Unity - Current		Pension Contributions	Norfolk Pension Fund	X	754.20		754.20
73	24/07/2023		Unity - Current		Cleaning - Pavilion	James Charlton	Z	230.00		230.00
74	24/07/2023		Unity - Current		Pavilion Broadband	BT	S	26.73	5.35	32.08
75	24/07/2023		Unity - Current		Recycling Collections	URM (UK) Ltd	S	64.00	12.80	76.80
76	24/07/2023		Unity - Current		Toilets Electric	EDF Energy	L	101.77	5.09	106.86
77	24/07/2023		Unity - Current		Grave Digging	JG Services Norwich Ltd	Z	380.00		380.00
78	24/07/2023		Unity - Current		Cleaning Materials	Hugh Crane Cleaning Materia	S	138.68	27.74	166.42
78	24/07/2023		Unity - Current		Cleaning Materials	Hugh Crane Cleaning Materia	S	92.55	18.51	111.06
79	24/07/2023		Unity - Current		Defibrillator Supplies	Heart2Heart	Z	54.00		54.00
80	24/07/2023		Unity - Current		Waste	Norse Waste Solutions	S	80.60	16.12	96.72
81	24/07/2023		Unity - Current		Kingsway Island Maintenance	Plantscape	S	500.00	100.00	600.00
82	24/07/2023		Unity - Current		Office Telephone	Bonline	S	17.55	3.51	21.06
83	24/07/2023		Unity - Current		Internal Audit	Trevor Brown	Z	376.99		376.99
84	24/07/2023		Unity - Current		Washroom Services	Anglian Chemicals	S	36.25	7.25	43.50
85	24/07/2023		Unity - Current		Pavilion Electric	EDF Energy	L	273.23	13.66	286.89
86	24/07/2023		Unity - Current		Grounds Maintenance	Garden Guardian	S	537.88	107.58	645.46
86	24/07/2023		Unity - Current		Grounds Maintenance	Garden Guardian	S	537.88	107.58	645.46
86	24/07/2023		Unity - Current		Grounds Maintenance	Garden Guardian	S	630.62	126.12	756.74
86	24/07/2023		Unity - Current		Grounds Maintenance	Garden Guardian	S	630.62	126.12	756.74
87	24/07/2023		Unity - Current		Parish Office Electric	EDF Energy	S	769.03	153.81	922.84
88	24/07/2023		Unity - Current		Office Equipment	Microsoft	Z	1.99		1.99

31 July 2023 (2023 - 2024)

Hemsby Parish Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
89	24/07/2023		Unity - Current		Printer Ink	HP Instant Ink	S	8.32	1.67	9.99
90	24/07/2023		Unity - Current		Defibrillator Supplies	X2 Connect	S	73.79	14.75	88.54
91	24/07/2023		Unity - Current		Subscription	Lloyds Commercial Services	Z	3.00		3.00
92	24/07/2023		Unity - Current		Washroom Services	Anglian Chemicals	S	36.25	7.25	43.50
93	24/07/2023		Unity - Current		Grave Digging	JG Services Norwich Ltd	Z	300.00		300.00
94	24/07/2023		Unity - Current		Cleaning Materials	Hugh Crane Cleaning Materia	S	78.90	15.79	94.69
95	24/07/2023		Unity - Current		Memorial Bench	The Play Company	S	418.00	83.60	501.60
96	19/08/2023		Unity - Current		Salary - Parish Clerk	Kerrie Wilton	X	1,689.16		1,689.16
97	19/08/2023		Unity - Current		Mileage and Expenses	Kerrie Wilton	X	12.15		12.15
97	19/08/2023		Unity - Current		Mileage and Expenses	Kerrie Wilton	X	26.00		26.00
97	19/08/2023		Unity - Current		Mileage and Expenses	Kerrie Wilton	S	20.41	4.08	24.49
98	19/08/2023		Unity - Current		Salary - Responsible Financial	Catherine Moore	X	250.12		250.12
99	19/08/2023		Unity - Current		Mileage and Expenses	Catherine Moore	X	5.00		5.00
100	19/08/2023		Unity - Current		Salary - Village Ranger	Paul Filmer	X	722.45		722.45
101	19/08/2023		Unity - Current		PAYE / NI	HMRC	X	589.44		589.44
102	19/08/2023		Unity - Current		Pension Contributions	Norfolk Pension Fund	X	754.20		754.20
Total								14,610.11	966.80	15,576.91