

MINUTES OF HEMSBY PARISH COUNCIL MEETING

Which took place at the

Parish Office on: **Monday 20th January 2020 at 7.00pm**

Present: Cllrs, Kyriacou (chair), Cllr Bowgen, Cllr Nudd, Cllr Richmond, Cllr Bensly, Cllr Tucker & Cllr Bennett. GYBC Cllr James Bensly. & NCC Cllr Ron Hanton.

Clerk: Mrs Kerrie Wilton

6 members of the public were in attendance.

1. ATTENDANCE

Apologies were received and accepted from Cllr Mogford,

2. DECLARATIONS OF INTEREST AND DISPENSATIONS.

The Clerk declared an interest of a professional association with the architect involved in the planning application – see 7.1.1

3. MINUTES OF PREVIOUS MEETING

The minutes of the Parish Council Meeting held on 16th December 2019 were agreed as a true and correct record and signed by the Chairman.

4. PUBLIC FORUM

4.1 Cllr James Bensly joined during the meeting due to a prior engagement. He reported that the Pontins site may shortly be changing hands, he is aware of the recent reports of trespassers on the site & he advised the meeting that he has spoken to the Police & they are in possession of CCTV footage from the incidents & will be acting on that. The Public Space Protection Orders were discussed regarding the use of them to enforce incidents of dog fouling in the parish. He updated the meeting on Great Yarmouth Preservation Society & a new barn that they have acquired on Waters Lane & hope to restore it. Tesco's Bags for Life Funding is now accepting new applications & this could be useful not only to the PC but also volunteer groups in the village. With regards to the Hemsby in Bloom project he kindly offered to pass on the GYBC contact details that he has to Cllr Richmond. The Great Yarmouth Market Place project is underway following consultation with the current stall holders.

4.2 The new owners of the Congregation Church on Yarmouth Road introduced themselves to the meeting & advised that they have installed some fencing around the Princess Diana bench as they have been suffering with a litter & dog fouling problem. The PC offered that the Litter picker will include this area on their rounds. They also advised that they hope to start further works shortly & long term they hope to host community projects & a food bank.

4.3 The meeting was advised by a resident that they hope to hold a neighbourhood plan meeting in February to canvass support to restart the project. Cllr Nudd advised that she is to be involved in this & the clerk advised that there is a training session being held in February by NALC & that the PC can consider funding a place should she wish to attend.

5. MATTERS ARISING FROM PREVIOUS MEETINGS – TO RECEIVE UPDATES

5.1 Council Risk Assessments. Clerk/Cllr Nudd

-Ongoing

5.2 Bank signatories - Keith Kyriacou to remain, Pamela Richmond, Tina Nudd & the Clerk to be added

5.3 Unpaid Work Team, the clerk advised that since the SLA was returned prior to Christmas no contact has been received, Clerk to contact them for a start date.

- Action Clerk

5.4 Entrance gates to Playing field, Cllr Kyriacou advised that this was discussed at the playing field committee meeting & quotations are to be obtained to undertake the work now that the outdoor gym is installed.

-Action Cllr Kyriacou/Cllr Bensley

- 5.5 Village Gates/boats/benches, It was confirmed that the licences to install the benches & one of the boat planters has now been granted and they will be installed shortly. The ownership of the land on Martham Road has been verified & contacted & he does not wish to have a boat planter installed on his land
– **Action Cllr Kyriacou & Clerk.**
- 5.6 Registration of Parish Office, the Clerk reported that these are now ready to be sent to the land registry.
–**Action Clerk**
- 5.7 Binding of Parish Council minutes the clerk will arrange for these to be done shortly. - **Action clerk**
- 5.8 The Clerk confirmed that the bins to be placed at the bus stops on Yarmouth Road are still on order with GYBC & is awaiting confirmation when they can be installed. –**Action Clerk**
- 5.9 Toilet registration at Kingsway, The Clerk requires assistant from a member of the PC regarding the application form for the Toilets & Cllr Bowgen volunteered to assist the clerk.
–**Action Clerk & Cllr Bowgen**
- 5.10 Operation London Bridge, the clerk advised that she had sent a copy of the policy to Father John but he was not familiar with the concept & he will seek advice from Norfolk Diocese. –**Ongoing**
- 5.11 Purchase of Flag for ST Marys Church, Cllr Bowgen has kindly obtained the quote & will order the flag shortly.
–**Action Cllr Bowgen**
- 5.12 Update on complaint regarding bus shelter on North road/replacement of shelters- The Clerk advised that PC May had visited the property effected by the ASB & he suggested that the seating could be removed from within the bus shelter to also remedy the problem. Two quotes have been obtained so far by the clerk to replace the bus shelter with a more suitable design. –**Action Clerk**

6 CORRESPONDENCE

9/1/2020	Complaint received regarding cleanliness of public toilets	Response sent
2/1/2020	Complaint received regarding a memorial stone	Clerk dealing
20/1/2019	Planning application at Nova Scotia Farm West Caister & implications for Hemsby.	Response sent
20/12/2019	Complaint of litter at the Princess Diana Bench on Yarmouth Road	Response sent, consider sighting additional bin
2/1/2020	Request from the Ranger for works sought.	Clerk to respond
	V E day celebrations	Carried forward
3/1/2020	£1m Community Fund proposed	Circulated
6/1/2020	Police & Crime Commissioner Budget consultation 20/21	circulated
	Complaint received of overgrown hedge at Beach Road (bordering Richardsons site)	Clerk to respond
6/1/2020	Parking on Kingsway near to the Doctors surgery.	Reported to GYBC Parking Manager
Ongoing	Litter bin on corner of north road & Waters Lane, which has been re-sited on opposite side of the road by developer	Highways advice received, PC to consider action

7 PLANNING

7.1 Applications received for discussion and comment

- 7.1.1 06/19/0711/F** La Marina, Yarmouth Road, Hemsby – sub-division of garden to form plot for a detached 2 bedroom bungalow. **The Parish Council had concerns over the construction traffic & times, although no objection to the development. Clerk to respond to GYBC.**

7.1.2 06/19/0718/F variation to condition 2 of PP 06/19/0332/F width of building to be reduced at Hemsby Lifeboat Station – **no objections**

7.2 Decision Received - noted

- 7.2.1 06/19/0522/F** Bakery, The Street, Hemsby – application to convert ground floor into 3 self-contained units: reconfigure 1st floor to 3 self-contained holiday units. **REFUSED**
- 7.2.2 06/19/0604/F** Hemsby Belle Air Ltd – caravan 97, Beach Road Hemsby – application for the removal of condition 3 of Planning Permission 06/18/0591/D relating to the use of caravan no. 97. **GRANTED**
- 7.2.3 06/19/0252/F** 24 Mill Road, York Cottage, Hemsby – application to re-develop outbuildings to form habitable annexe. Demolish and re-build cottage to form new living area. **GRANTED**

8 YOUTH MATTERS.

- 8.1** Museum Opportunities for young people **-ongoing**
- 8.2** YMCA – to receive quotation **-ongoing**
- 8.3** Youth Council – to consider the creation of a Youth Council, Cllr Bennett advised that she has experience in this area & will present a report to the next meeting. **-Action Cllr Bennett**

9 ADMINISTRATIVE MATTERS

- 9.1** Consider adopting Risk Assessment SAM2 Policy(NPTS), it was agreed to defer this until the new SAM2's arrive in the spring. The Clerk is to source a florescent vest for Cllr S Bensly to wear whilst moving the equipment between sites. **-Action Clerk**
- 9.2** It was agreed that the Documentation Retention & Destruction Policy presented by the Clerk should be adopted & any items of significant importance be logged with the Norfolk Records Office. **-Action Clerk.**
- 9.3** The new year work schedule for Mr & Mrs Witheridge & as they were present at the meeting they agreed to attend a meeting with the Chairman & Clerk on Friday 24/1/2020.
- 9.4** The meeting were advised that the Locum clerk Sarah Hunt has left on 31/12/2019 & it was agreed that a gift voucher as a show of gratitude for her hard work should be purchased for £50.00 **-Action Clerk**

10 FINANCIAL MATTERS

- 10.1** It was agreed to authorise payments as circulated schedule for **£16,287.80** & to note receipts of **£1555.80**. It was noted that there are still two invoices outstanding for Pavilion hire & burial fees, reminders have already been issued.
- 10.2** The bank summary was received & accepted as at **31st December 2019** totalling **£59,455.01;**
Hemsby Parish Council savings account **£55,455.01**
Hemsby Parish Council current account **£4,000.00**
- 10.3** Insurance Review, Clerk has added the Outdoor Gym & also the Telephone box to the policy, no additional premiums to pay at present. **-Noted**
- 10.4** The Clerk confirmed that the outdoor gym & Telephone box will need to be added to the asset register. **-Noted**
- 10.5** The meeting considered the clerks request to join the Society for Local Council Clerks (SLCC) however the meeting did not feel that they had enough information to judge if this would be of benefit to the PC. It was agreed that the clerk would obtain further information. **-Action Clerk**
- 10.6** It was agreed that the clerk to attend training on 3/4/2020 on Management of Memorials cost £75.00 (invoice not yet received). **-Action Clerk**

- 10.7** NEST Pension -It was agreed that the Chairman would authorise change of signatories & the Clerk would return it to NEST. **-Action Chairman & Clerk**
- 10.8** The Clerk advised that a neighbouring Clerk, Mrs C Moore (see payment schedule for cost of £45) had assisted in submitting the VAT returns & they have now been submitted for Q1, Q2 & Q3, the PC estimate that a refund should follow shortly in the region of £3,300.00 **- Noted**

11 BURIAL GROUND.

- 11.1** The Clerk reported vehicular damage to the grass, the drain gully is blocked, soil pile urgently needs removing. The Clerk has spoken to a local farmer but due to the narrowness of the path to the soil pile he is not able to use his equipment, he has however offered to take the soil away if it can be moved to the car park area. It was agreed that the Community Payback team would be asked if they could move the soil if not a min-digger would need to be sourced. **-Action Clerk**
- 11.2** The Clerk advised that a new row will shortly be required in the burial area, this will need marking out, it was agreed that the Clerk would approach A Jary's to undertake the work again this time. **-Action Clerk**

12 HEMSBY IN BLOOM.

12.1 Cllr Richmond advised that she and her volunteers are going to hold a meeting to see if they can set up a group in the village. It was agreed that the posters would be displayed by the PC on noticeboards & on the PC Facebook page for additional volunteer helpers.

-Action Cllr Richmond & Clerk

12.2 Plantlife. Cllr Eden will obtain more information

-Action Cllr Eden

13 KINGSWAY.

13.1 CCTV installation – see 5.8 Cllr Kyriacou.

13.2 Outside office lights – timer –Cllr Kyriacou.

- Ongoing

13.3 LED lights to public conveniences – update. Cllr Kyriacou.

-Ongoing

13.4 PAT testing of electrical items still needs to be arranged.

-Ongoing

13.5 The Clerk advised a fire risk assessments inspection was undertaken & the outcome report is expected shortly & its finding will need to be discussed & actioned accordingly.

- Action Cllr Kyriacou & Clerk

13.6 It was reported that the telephone box (Kingsway) has been adopted by the PC & it was agreed contact residents via the PC Facebook site to ask for their suggestions for future use.

– Action Clerk

13.7 The Public Toilet refurbishment was discussed & the clerk advised that she had spoken to GYBC services who had recently refurbished the ones in Martham & the contractor that they used is due to contact the clerk to arrange for a site visit. In view of the complaints received recently regarding the toilets it was discussed having them deep cleaned however it was felt that in their current poor state of repair this may do more harm than good. **-Action Clerk.**

14 PLAYINGFIELD.

14.1 The Clerk advised that GYBC have reported that they will not be including the new outdoor gym in their maintenance/repair schedule, they will consider including it in their annual inspections subject to a charge to the PC, they are able to train Cllrs to inspect the equipment & again this will be at a charge to the PC. Other Cllrs were asked if they can assist in the weekly inspections of the outdoor gym & the clerk will provide the checklists to all Cllrs. **-Noted**

14.2 Fire Risk Assessment for Pavilion has been completed, awaiting report see 13.5 **-Action Clerk**

14.3 Cllr Scott Bensly to advise on accessibility issues to the flood light token meter, it was requested that if he could trim back the offending shrubs when he next visits it would be appreciated.

– Action Cllr S Bensly

14.4 Pavilion Gutters are full of debris & need clearing, Mr Witheridge present at the meeting kindly offered to undertake this work. **-Action Clerk/Chairman**

14.5 Cllr Bowgen suggested that the PC should install an information board for the outdoor gym as the signage provided on each piece of equipment is quite small & it would be nice for the residents to be made aware that it has been solely provided by the PC. The Clerk has already contacted Caloo for signage however they have offered one at a large cost, which did not contain the information that was being suggested. Cllr Eden offered to get in touch with Caloo & see if they can assist, once this has been obtained then the clerk will design the sign & arrange for it to be made & installed. **-Action Cllr Eden & Clerk**

14.6 Consider publicity/opening event of the Outdoor gym it was agreed to delay this until the information board has been installed. **-Ongoing**

15 CO-OPTION OF COUNCILLORS.

16.1 To consider any applications for the position of councillor – **None**

16 ITEMS FOR INCLUSION IN THE NEXT AGENDA

Next Meeting: Monday 17th February 2020

16.1 To receive findings of Finance Committee in Jan/Feb 2020

16.2 Update on Operation London Bridge/purchase of a new flag

16.3 Update on the Fire Risk Assessments for Parish Office & Pavilion

16.4 Bus shelters -consider a replacement programme for all sites.

16.5 To receive a report from Cllr Mogford regarding a potential footpath linking to Ormesby, consider financial contribution to land owner.

16.6 Public Toilets refurbishment

The meeting closed at 9:10pm.

Payments approved:

Cheque Payee	Net	VAT	Total
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ddr bonline - telephone/internet	£ 45.50	£ 9.10	£ 54.60
ddr URM Recycling	£ 12.00	£ 2.40	£ 14.40
ddr E-on Parish Office	£ 81.25	£ 4.06	£ 85.31
102790 Norse Eastern (Bin, Car Park)	£ 49.10	£ 9.82	£ 58.92
102791 Caloo Outdoor Gym	£10,300.00	£2,060.00	£12,360.00
102801 Land Registry Fees	£ 160.00	£ -	£ 160.00
102795 Salary K Wilton January	£ 1,424.41		£ 1,424.41
102796 K Wilton expenses	£ 30.14		£ 30.14
102797 Inland Revenue January	£ 402.14		£ 402.14
102798 Norfolk Pension Fund Dec & Jan	£ 954.22		£ 954.22
102792 Witheridge - Litter pick	£ 437.66		£ 437.66
102793 K Moore(Jubilee coaches) VAT advice	£ 37.50	£ 7.50	£ 45.00
102794 Westcotec (overdue from Sept 2019)	£ 167.50	£ 33.50	£ 201.00
102799 J G Services (grave digging)	£ 60.00	£ -	£ 60.00
102802 SLCC Membership	unpaid	£ -	unpaid
<u>Total</u>	<u>£14,161.42</u>	<u>£2,126.38</u>	<u>£16,287.80</u>

Signed:

17th February 2020