

MINUTES OF HEMSBY PARISH COUNCIL MEETING

Which took place at the
Parish Office on: **Monday 21st October at 7.00pm**

Present: Cllrs S Bensly, Kyriacou (chair), Mogford, Tucker, Eden, Nudd.
Clerk: Mrs Sarah Hunt
6 members of the public were in attendance.

Before the commencement of the meeting Mr David Carey and Mr Robert Hirst were presented with their cup and award certificates from Great Yarmouth and Gorleston in Bloom for being Overall Winner and Gold for Hemsby Allotments.

1. ATTENDANCE

Apologies were received and accepted from Cllr P Richmond.

2. DECLARATIONS OF INTEREST AND DISPENSATIONS.

None.

3. MINUTES OF PREVIOUS MEETING

The minutes of the Parish Council Meeting held on 23rd September 2019 were agreed as a true and correct record and signed by the Chairman.

4. PUBLIC FORUM

4.1 County Councillor Ron Hanton – apologies received; reports tabled. Borough Councillors – James Bensly thanked Charlotte Hill who was one of the first female chairs at the Parish Council and who did very well during her tenure. There is currently consultation locally regarding flood, sewerage and surface water. The developments in Caister will also affect Hemsby and anyone wishing to feed into the consultation can contact Jeffrey Free at Ormesby. There are ongoing talks regarding the Winter Gardens in Great Yarmouth. Volunteers are still needed for Speedwatch. Cllr J Bensly is contacting Norfolk County Council regarding an extension to double yellow lines at the front of Staplefield Way.

District Councillor Noel Galer and Police apologies received.

4.2 The telephone box has sustained damage through vandalism – clerk to report.

Drains are blocked at the top of Longbeach and Beach Rd opposite Back Market Lane – clerk to report.

5. MATTERS ARISING FROM PREVIOUS MEETINGS – TO RECEIVE UPDATES

5.1 Council Risk Assessments – ongoing. Clerk/Cllr Nudd

5.2 Alternative Domain Hosting completed – Broadland Computers Ingham now host domain name. Noted.

5.3 Benches – update. Cllr Kyriacou/S Bensly agreeing final siting positions: Barleycroft entrance, Newport Road junction, St Mary's, Bypass, North Road, Kingsway current suggestions. Clerk to be notified when final positions decided to obtain permissions. They will create a linked walk with resting places. It was AGREED that once permissions obtained siting can go ahead.

5.4 Bank signatories - Keith Kyriacou to remain, Mike Peake and Tony Bowgen to be removed. Leslie Mogford, Dudley Tucker, Pamela Richmond and Tina Nudd to be added. Still awaiting completed forms from Councillors.

5.5 Filing Cabinet Keys – Parish Office. On order.

- 5.6 Unpaid Work Team – still pending meeting, scheduled for November 7th with Clerk and Chair. The current agreement is expiring and a new agreement would be necessary for any future works.
- 5.7 Entrance gates to Playingfield. Cllr Kyriacou. Next meeting.
- 5.8 Servicing of Office Alarm completed.
- 5.9 Village Gates. It was AGREED to purchase two more boats to go with gates – to be discussed with Highways. Meeting with Highways scheduled for 8th November 2019.
- 5.10 Outdoor Gym. Cllr Eden to meet with two more companies to obtain quotations. It was AGREED that this should be sited adjacent to the children’s play area.
- 5.11 50/50 Partnership Funding for 2 more SAM cameras – ongoing. Clerk/Cllr Bensly. It was NOTED that 8 more padlocks had been ordered Clerk to pick up – this to allow one key to fit all padlocks.
- 5.12 Speed Watch – to confirm a co-ordinator has volunteered. 4 More volunteers needed.
- 5.13 Common Road Grass Cutting – GYBC confirmed car parking sometimes causes an access issue. Noted.
- 5.14 Facebook confirmed Cllr S Bensly has access.
- 5.15 To note that Mark Thompson of Collective Community Planning will be making a presentation to Councillors at the meeting on 18th November.
- 5.16 Tree Preservation Orders within the Pontins Site – available to meeting. Noted.

6. CORRESPONDENCE

Email	Broads Authority – Planning Consultation	Circulated.
Email	R Hanton – Co Highways re-organisation	Circulated.
Email	Local Govt Boundary Commission Review	Circulated.

7. PLANNING

Applications for discussion and comment.

- 7.1 06/19/0521/F – The Oaks, Kings Loke, Hemsby, NR29 4HN. Construction of a single storey annex building in rear garden. No objection.
- 06/19/0522/F – The Bakery, The Street, Hemsby, NR29 4EU. Conversion of shop into 3 self contained holiday accommodation; Reconfigure 1st floor to 3 self contained holiday units. Objection. Lack of parking/overdevelopment/unneighbourly/change of use/lack of amenities for residents/residential to tourism – exactly the opposite of Pontins which was available for tourism and changed to residential/not in a suitable area of the village.
- 06/19/0549/F – Hall Farm, Hall Road, Hemsby, NR29 4LF. Proposed conversion of existing agricultural buildings to provide 5 No. residential dwellings and associated infrastructure. Comment: Additional parking needed for both properties and visitors – constrained site with private access road with no parking. Access needed for bin collection/larger vehicles.

Decisions

- 7.2 06/19/0464/F – 46 Barleycroft, Hemsby. Erection of front porch and internal alterations to facilitate fully accessible living area on ground floor of dwelling. GRANTED.
- 06/19/0314/F – The Bakery, The Street, Hemsby. Vary cond 2 of pp 06/17/0542/D – internal revs to allow 4 beds instead of 3, alts to external appearance and layout. GRANTED.
- 06/19/0332/F – Lifeboat Station, Hemsby Beach, The Gap, Hemsby. Erection of new detached storage building for Broads Rescue Boat and Truck; Extension of existing building to allow storage of new boat and launch. GRANTED.
- 7.3 Noted the meeting with Strategic Planning officers of Great Yarmouth Borough Council took place. This was a successful and interesting meeting however despite being widely advertised there was very disappointing attendance from Parishioners.
- 7.3 Neighbourhood Plan Workshop date to be agreed. To be notified by Cllr Mogford – may need to take place during the week.

- 7.4 Update on claim for funding for Neighbourhood Plan. Cllr Mogford reported that this cannot be completed until further information on costings are available.
- 7.5 Feedback from meeting with Cllr Adrian Peck, Ormesby St Margaret with Scratby Parish Council.
Next meeting. Cllrs Kyriacou/Bensly

8. ADMINISTRATIVE MATTERS

- 8.1 Parish Office Ownership – confirmed as belonging to the Parish Council – original documents obtained and registration in hand. It was AGREED to provide certified copies required to enable guaranteed return of originals. CLERK
- 8.2 Youth Provision – report from Cllr Mogford that in liaison with Flegg High School it is possible to open opportunities within the Time and Tide and museum service for young people to volunteer and gain valuable experience. There may be funding available for transport. It was AGREED that this opportunity should be pursued. CLLR MOGFORD
YMCA had offered to work in the village historically – to be researched. CLERK
The possibility of a Youth Council was discussed. To go onto the next Agenda. CLERK
- 8.3 To consider CCTV installation at the Parish Office. To consider quotation of £680.95 within office plus £1,307.96 for external cameras – no insurance implication if installation is under £500.00. It was AGREED to adjust the outside lights to timer settings so that the area was lit at night and to upgrade to LED to save money. Quotation to include LED lights into Public Conveniences also. Quotation to next meeting. CLLR KYRIACOU
Shops to be written to and asked if they would be prepared to contribute. CLERK
- 8.4 To note that the following minute books/records have been deposited at the Archive Centre:
Accounts Ledger book 1974 - 1988
Accounts Ledger book 1973 - 1983
Accounts Ledger book 1895 - 1974
Hemsby Poor's Charity minute book 1904 - 1958

Hemsby Parish Council minute books:
November 1970 - March 1976
December 1949 - October 1970
November 1988 - March 1992
April 1976 - October 1979
November 1979 - October 1988
March 1988 - May 2007
December 1894 - December 1949

Declarations of Parish Councillors April 1931 to April 1946
- 8.5 It was RESOLVED that the Clerk should bind professionally more recent minutes prior to depositing.
- 8.6 Congregational Church – to confirm this was sold privately during 2019. Noted. Cllr Kyriacou to discuss ongoing maintenance of bench seat with current owners. CLLR KYRIACOU

9. FINANCIAL MATTERS

- 9.1 It was RESOLVED to make payments as circulated schedule totalling £7,756.70.
- 9.2 To receive bank summary as at 30th September showing a balance of £75,224.97.
- 9.3 Insurance Review – schedule now available, awaiting any changes dictated by Asset Register.
Cllr Nudd
- 9.4 Policies: AGREED
Standing Orders
Code of Conduct
Financial Regulations
Financial Risk Assessment

Statement of Internal Control

Standing Orders to limit each individual parishioner to 5 minutes speaking time with a maximum time of 20 minutes.

- 9.5 It was AGREED to donate £300.00 to the Village Hall.
- 9.6 RESOLVED to eon electricity charges (toilet/bus shelter) by direct debit.
- 9.7 Noted interim internal audit booked for 15th November 2019.
- 9.8 Membership of Finance Committee to be: Cllrs Nudd, Kyriacou, S Bensly AGREED Terms of Reference for Finance Committee. First meeting to be Wednesday 27th November.
- 9.9 To review Asset Register. Next meeting. CLERK
- 9.10 Noted that the Annual External Audit is now completed.
- 9.11 To consider Grass Cutting Tender for 2020 – two additional quotes needed. Finance Committee to review.
- 9.12 Noted: second precept instalment of £40,630 was made 22nd September 2019

10. ADDITIONAL BIN PROVISION.

- 10.1 To note that the Bin Installation by the Bus Stops has been approved and GYBC asked to install as agreed. CLERK

11. BURIAL GROUND.

- 11.1 To review cost structure and terms. Next Meeting. CLERK

12. HEMSBY IN BLOOM.

- 12.1 To receive costings and suggestions. Next meeting. Cllr Richmond.

13. PLAYINGFIELD.

- 13.1 Fencing – Playingfield. Completed.
- 13.2 First committee meeting November 13th at 7pm. Clerk.
- 13.3 NOTED that the Playingfield have closed their bank account and returned all funds to the Parish Council.
- 13.4 To consider quotations for necessary work on Fire Alarm System. Cllr Kyriacou reported that the main board is non-functional. One quote received - two more to be obtained and decision to be taken up to a value of £3,000 by Chair, Vice-chair and Clerk. Cllr KYRIACOU

14. FLAGPOLE.

- 14.1 To consider costs and location. Next meeting. Possibility of portable flagpole. Cllr Mogford to bring specification and legislation to meeting.

15. TOILETS – KINGSWAY.

- 15.1 To confirm that the anticipated Land Registry fees are in the region of £150.00. Expenditure AGREED. CLERK

16. LAND AT NORTH ROAD.

- To consider ownership/maintenance. Cllr Nudd Clerk to locate ownership by downloading necessary deeds. CLERK

17. ITEMS FOR INCLUSION IN THE NEXT AGENDA

Next Meeting: Monday November 18th. Co-option of new Councillors. 75th Anniversary next year.

The Chairman may RESOLVE that in accordance with the Public Bodies (admission to Meetings) Act 1960 that the public and press be excluded during consideration of the following items due to their confidential nature.

18. PARISH CLERK EMPLOYMENT.

- 18.1 The Personnel Committee are due to interview applicants Friday 25th October and will appoint immediately afterwards if any candidates are suitable.
- 18.2 The Clerk confirmed the final salary payment for the departing clerk.

The meeting closed at 9.20pm.

Payments Approved:

Mark Witheridge	£ 455.65	£ 1.00	£ 456.65
J G Services (Grave digging)	£ 610.00	£ -	£ 610.00
Norfolk Copiers (engineer visit)	£ 98.50	£ 19.70	£ 118.20
Garden Guardian	£ 955.00	£ 191.00	£ 1,146.00
A Rossiter (hot water - toilets)	£ 50.00	£ 10.00	£ 60.00
Eon - toilets/bus shelter	£ 109.22	£ 5.46	£ 114.68
WAVE water (Toilets)	£ 2.62	£ -	£ 2.62
PKF Littlejohn (External Audit)	£ 300.00	£ 60.00	£ 360.00
Clarkes Fencing (Playingfield Fence)	£ 495.00	£ 99.00	£ 594.00
Vocalvale Limited	£ 99.99	£ 20.00	£ 119.99
Norse Waste Solutions	£ 70.65	£ 14.13	£ 84.78
Norfolk Copiers (copy charges)	£ 35.87	£ 7.18	£ 43.05
L M H (Doors Pavilion)	£ 35.00		£ 35.00
Broadland Computers (web hosting)	£ 41.67	£ 8.33	£ 50.00
Viking Direct - stationery	£ 86.66	£ 17.33	£ 103.99
S Hunt (October)	£ 1,405.88		£ 1,405.88
S Hunt - expenses	£ 21.83	£ 1.66	£ 23.49
Elaine Galer - October	£ 905.28		£ 905.28
NEST pension - October	£ 68.60		£ 68.60
HMRC	£ 637.60		£ 637.60
URM Recycling	£ 18.00	£ 3.60	£ 21.60
Eon - toilets/bus shelter	£ 42.51	£ 2.13	£ 159.32
Cadeby Tree Trust	£ 250.00	£ 50.00	£ 300.00
Eon - pavilion	£ 26.22	£ 1.31	£ 35.97
Village Hall donation	£ 300.00		£ 300.00
	£ 7,121.75	£ 511.83	£ 7,756.70

Signed:

November 18th 2019