

## MINUTES OF HEMSBY PARISH COUNCIL MEETING

Which took place at the  
Parish Office on: **Monday 23<sup>rd</sup> September at 7.00pm**

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

### 1. ATTENDANCE

Cllr Scott Bensly assumed the Chair and reported to the meeting that Charlotte Hill had resigned from the Council.  
Cllr Bensly proposed Cllr Kyriacou as Chair, seconded Cllr Eden and nominated. Cllr Kyriacou signed an acceptance of office and took the chair.  
The meeting was informed that Christine Locke had also resigned from the Council. Both positions had been notified to GYBC.  
Apologies were received and accepted from Cllr Richmond – away.

### 2. DECLARATIONS OF INTEREST AND DISPENSATIONS

Cllr Nudd declared an interest in Item 9.1 – payment for Alan R Nudd. Cllr Nudd took no part in the authorisation process.

### 3. MINUTES OF PREVIOUS MEETING

The minutes of the last Parish Council Meeting held on 19<sup>th</sup> August 2019 were AGREED as a true and correct record and signed by the Chair.

### 4. PUBLIC FORUM

- 4.1 Apologies: County Councillor – Ron Hanton, Borough Councillors – James Bensly, Noel Galer and P C May.  
Cllr Mogford brought the meeting up to date with the timeline on the third river crossing in Great Yarmouth.  
BID funding will be available to Hemsby in 2020.  
The Maritime Festival was very successful.
- 4.2 The Clerk was asked to obtain a record of the Tree Preservation Orders in place on the Pontins site.  
The Parish Council was provided with a risk assessment for Fireworks and asked to fund the necessary insurance cover. Next meeting. CLERK  
The cinema event is in hand, and the pantomime will take place the second week of December.

### 5. MATTERS ARISING FROM PREVIOUS MEETINGS – TO RECEIVE UPDATES

- 5.1 Risk Assessments – noted all necessary Playground Risk assessments are covered by GYBC.  
5.2 Council Risk Assessments – ongoing. Clerk/Cllr Nudd  
5.3 Alternative Domain Hosting in hand – Broadland Computers Ingham taking over.  
5.4 Benches – 4 to be placed. Next meeting for suggestions. ALL/Clerk.  
5.5 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. Councillors have paperwork to action.  
5.6 Filing Cabinet Keys – Parish Office. Ongoing. CLERK  
5.7 Unpaid Work Team – still pending meeting. CLERK.  
5.8 Entrance gates to Playingfield. Next meeting.

- 5.9 Servicing of Office Alarm. To be ordered with Vocalvale.
- 5.10 Village Gates. Meeting to be arranged – any Councillors who wish to attend, clerk, Highways Officer..
- 5.11 Co-option. The only applicant received has withdrawn. RESOLVED that it be considered on the NOVEMBER agenda. At that point, if no election has been called there will be four vacancies to be filled.
- 5.12 Outdoor Gym. Cllr Eden to arrange site meeting to obtain additional quotes. It was CONFIRMED the equipment would go onto one site at the Playingfield. Funding to be explored Cllr Eden/Clerk.
- 5.13 Parking Fines during Fireworks – the Council has received letters of thanks from the individuals concerned as these were rescinded. Noted.
- 5.14 50/50 Partnership Funding for 2 more SAM cameras – ongoing. Clerk/Cllr Bensly.
- 5.15 Speeding Beach Road – Grant possibilities for a 20mph zone. This would need to be funded by the Parish Council. Not to be pursued at present.
- 5.16 Speed Watch – to confirm a co-ordinator has volunteered plus one councillor. 4 More volunteers needed.
- 5.17 Common Road Grass Cutting – still no response from GYBC.
- 5.18 To confirm PC Gary May has access to the Parish Office. Noted

## 6. CORRESPONDENCE

Email – Parishioner	Re: Planning Officer meeting.	Noted
Email	Collective Planning – Neighbourhood Plan work	To be invited to next meeting.
Telephone	Work on Common Rd Substation to take place.	Noted

## 7. PLANNING

### Applications for discussion and comment.

- 7.1 06/19/0459/F – Peacehaven, Yarmouth Road, Hemsby, NR29 4NJ. Demolish existing bungalow and replace with detached bungalow and garage. No comment
- 06/19/0465/F – Albany, 20 Ormesby Rd, Hemsby, NR29 4LA. Front porch, rear extension and render whole house. No comment
- 06/19/0510/F – 10 The Paddock, Hemsby, NR29 4HG. Replacement garage and proposed garden room. No comment.
- 06/19/0464/F – 46 Barleycroft, Hemsby, NR29 4NS. Erection of front porch and internal alterations to facilitate fully accessible living area on ground floor of dwelling. No comment.

### Decisions

- 7.2 06/19/0431/F – Field View, North Road, Hemsby. Single store rear extension linking garage conversion 0 previously approved 06/18/0647/F - GRANTED.
- 06/19/0379/F – 9 Vine Close, Hemsby. Removal of existing garage. Form single storey extension (lounge and bedroom) to side of existing property.
- 7.3 To note the offer of a meeting with Strategic Planning officers of Great Yarmouth Borough Council. To confirm the date as 30<sup>th</sup> September at 7.30pm in the Village Hall.
- 7.4 RESOLVED to approve the Neighbourhood Plan Workshop with Rachel Leggett at £1080 plus mileage. Agenda previously circulated. Date to be agreed. Cllr Mogford.
- 7.5 Cllrs Kyriacou and Bensly to arrange meeting with Cllr Adrian Peck, Ormesby St Margaret with Scratby Parish Council.

## 8. ADMINISTRATIVE MATTERS

- 8.1 Parish Office Ownership – confirmed as belonging to the Parish Council – original documents being sought only copies available. Next meeting to consider registration with Land Registry.
- 8.2 RESOLVED to allow Cllr Bensly access to Facebook page to post photographs of activities in the village.
- 8.3 Youth Provision – No specific Councillor at present. Next agenda.
- 8.4 To consider CCTV installation at the Parish Office. Insurance response received, if installation less than £500 no additional premium payable. Quotations to be provided. Cllrs Bensly/Kyriacou.
- 8.5 RECEIVED the most recent notes from the Neighbourhood Plan Committee.
- 8.6 NOTED that LGS Services will take over the payroll from 1<sup>st</sup> November 2019
- 8.7 RESOLVED to lodge the minute books and records at the Archive Centre for security and preservation.

## **9. FINANCIAL MATTERS**

- 9.1 To authorise payments as circulated schedule value £6884.49.
- 9.2 To receive bank statement showing £41,057.62 in hand.
- 9.3 Noted that the external audit has been submitted – two queries to date.
- 9.4 The meeting noted the Internal Auditors report and recommendations – Clerk working on all recommendations.
- 9.5 To note that the Parish Council has not yet made the 30/6/2019 VAT return. An assessment has been issued and paid – this will be balanced when the payment is calculated.
- 9.6 Insurance Review. Cllr Nudd. Next meeting
- 9.7 To consider recommendation from Internal Auditor/RFO that an Internal as well as end of year audit be undertaken in 2019/20 at a cost of £466.00. RESOLVED to appoint Trevor Brown to undertake this role.
- 9.8 Policies: To agree reviewed at next meeting:
  - Standing Orders
  - Code of Conduct
  - Financial Regulations
  - Financial Risk Assessment
  - Statement of Internal Control

## **10. ADDITIONAL BIN PROVISION.**

- 10.1 To note that the Bin Installation by the Bus Stops has been approved. Quotations to be obtained. Clerk

## **11. BURIAL GROUND.**

- 11.1 To review cost structure and terms. Clerk and Cllr Eden to review.
- 11.2 To note Children's Funeral Fund is now in place. Noted.
- 11.3 To confirm that soil can be removed from site unless it is from an exhumation.

## **12. HEMSBY IN BLOOM.**

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

## **13. PLAYINGFIELD.**

- 13.1 RESOLVED to adopt the Terms of Reference for Playingfield Committee.
- 13.2 Fencing – Playingfield. Ordered awaiting completion.

## **14. FLAGPOLE.**

- 14.1 Clerk to provide proper costings for the next meeting.

## **15. PARKING ON KINGSWAY.**

- 15.1 To discuss parking issues in the centre of the village. Possibility of bench location to prevent parking on grass verge to be explored. Cllr Kyriacou

#### 16. TOILETS – KINGSWAY.

- 16.1 RESOLVED to pursue an adverse possession claim with the Land Registry. Clerk

#### 17. ITEMS FOR INCLUSION IN THE NEXT AGENDA

Next Meeting: Monday October 21st.

Finance Committee – to discuss the formation of finance committee.

Land at North Road – ownership.

Congregational Church – purchase of.

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 RECEIVED minutes from Personnel Committee.
- 18.2 RESOLVED that Personnel Committee be delegated to appoint new clerk at Terms recommended.
- 18.3 Closing date for advertisement 20<sup>th</sup> October, update at Parish Council meeting on 21<sup>st</sup> October, interviews 24<sup>th</sup> October. Council will look to appoint either from 1<sup>st</sup> November or 1<sup>st</sup> December 2019.

#### Payments September 23<sup>rd</sup> 2019

Mark Witheridge	£ 437.66	£ -	£ 437.66
Sandra Woolsey (the little garden	£ 280.00	£ -	£ 280.00
Norfolk Copiers - Rental 13/9-12/12	£ 150.00	£ 30.00	£ 180.00
Mark Witheridge	£ 437.66	£ -	£ 437.66
URM Recycling	£ 78.00	£ 15.60	£ 93.60
CPS Cleaning Equipment	£ 67.96	£ 13.59	£ 81.55
Garden Guardian	£ 955.00	£ 191.00	£ 1,146.00
Norse - Bin	£ 72.15	£ 14.43	£ 86.58
Trevor Brown (internal auditor)	£ 297.15		£ 297.15
J G Services (Grave digging)	£ 520.00		£ 520.00
Alan R Nudd	£ 100.00		£ 100.00
Salaries	£ 2,812.46		£ 2,812.46
S Hunt - VAT Payment/expenses	£ 16.06	£ 315.08	£ 331.14
Bonline (telephone etc)	£ 67.24	£ 13.45	£ 80.69
			<b>£</b>
	£ 6,291.34	£ 593.15	<b>6,884.49</b>

The meeting closed at 9.09pm