

MINUTES OF HEMSBY PARISH COUNCIL MEETING

Which took place at the

Parish Office on: **Monday 17th February 2020 at 7.00pm**

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

Clerk: Mrs Kerrie Wilton

7 members of the public were in attendance.

1. ATTENDANCE

Apologies were received and accepted from Cllr Bensly.

2. DECLARATIONS OF INTEREST AND DISPENSATIONS.

None

3. MINUTES OF PREVIOUS MEETING

The minutes of the Parish Council Meeting held on 20th January 2020 were agreed as a true and correct record and signed by the Chairman.

4. PUBLIC FORUM

- 4.1 Cllr Hanton provided a written report to the meeting – see attached. The Clerk asked Cllr Hanton if he would be able to support the Parish Councils Partnership bid to purchase some additional SAM2 signs, as despite the funding from Norfolk County Council the PC would still need to pay the remaining 50%. Cllr Hanton requested that the Clerk send him a copy of the bid application form to see if he would be able to assist from his NCC Highways budget.
- 4.2 Cllr James Bensly joined during the meeting due to a prior engagement. He expressed his thanks to all the residents & Cllrs who has attended the Neighbourhood Plan meeting. He advised that the toilets at the bottom end of Beach Road are due to re-furbished shortly by GYBC. He gave a verbal report that he wished to seek the Parish Council's view on changing its name to Hemsby & Newport Parish Council' as he felt that there was a lack of engagement with the residents of Newport. The Parish Council agreed that he should seek advice from GYBC if it was even possible & to report back to the next meeting if possible. It was discussed if an additional noticeboard placed on Newport Road would also assist with engagement, however it was noted that the Parish Council has a good level of Social engagement via its Facebook site as well as its own Website which details all of the Parish Councils matters. The Clerk confirmed that via Cllr Bensly she had received a complaint that the Parish Councils Burial Ground car park had been closed recently on two occasions not related to funerals. It was confirmed that this had been due to the Community Payback team on a Saturday working to clear the site & Car park. The following Monday it had been closed due to an extremely large lorry being on site to remove a large amount of soil. The Clerk reported that this had been notified to residents via the Facebook site & signs had been placed on the gates, which some residents had chosen to ignore & they had also had confrontations with the workmen on site which was disappointing & unreasonable.
- 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.
- 4.4 A Resident asked Cllr Hanton if there were any plans to change the available bus routes that serve the village.

4.5 A Resident representing the Hemsby in Bloom thanked that Parish Council for its support & reported that there had been a committee set up & appointed key persons, they also hope to have their constitution prepared shortly. They are holding a clothes sale on Saturday.

5. MATTERS ARISING FROM PREVIOUS MEETINGS – TO RECEIVE UPDATES

- 5.1 Council Risk Assessments. Clerk reported that this has been completed for Car Parks, Playing field & Burial Ground.
- 5.2 Bank signatories. Clerk advised that the mandate has been returned again by Barclays, Clerk to visit branch to seek a solution.
- 5.3 Unpaid Work Team – Clerk they are next due on 29/2/2020 for Kingsway Island, burial ground & site for new boat planter on North Road.
- 5.4 Entrance gates to Playingfield. Cllr Kyriacou/Cllr Bensly- still outstanding
- 5.5 The clerk advised that the Village Gates drawings have been finalised & they are on order with NCC.
- 5.6 Boat planter at North Road due to be sited by end of February. Clerk
- 5.7 Registration of Parish Office has been completed. Cllr Bowgen has offered to assist the clerk with the documents for the Toilets. – Clerk & Cllr Bowgen.
- 5.7 Binding of Parish Council minutes, Clerk to take to Peartree books in Norwich, £45 per volume.
- 5.8 The Clerk advised that the two new Litter bins have been installed at both bus stops at the top of Kingsway Stops.
- 5.9 Operation London Bridge- Clerk, no update available as yet
- 5.10 The Clerk confirmed that the flag for St Marys The Virgin Church has been made & that Cllr Bowgen will deliver it to the Church warden. He will also try & get a photo of the presentation.

6 CORRESPONDENCE

28/1/2020	Press release rec'd-Great Yarmouth Borough Council is to receive a portion of the £112m Government fund dedicated to the Rough Sleeping Initiative which helps people move off the streets and into accommodation.	Contents Noted
27/1/2020	Abandoned vehicle on Waters Lane	Clerk reported that this has now been moved.
15/1/2020	Report of overgrown hedge at Richardson's on Beach Rd	Clerk spoke to site manager who advised in their spring maintenance schedule
3/2/2020	Clerk reported the poor state of the children's play area on Barleycroft & waste land on Haycroft to GYBC	Await response from GYBC
3/2/2020	A new communications cabinet (reference BBfN Ormesby 23) is to be installed in the verge outside Kalamalka, St Thomas's Road, Hemsby (13m left of electricity pole no 20, 1.3m back from the road against the fence) to serve residents & businesses in the immediate surrounding area. The installation date is anticipated to be mid-February 2020.	Noted
2/1/2020	Complaint regarding mulch & blocked drains etc on Haycroft	Clerk responded, advising NCC cleared drains 20/1/2020 & community

		payback have also swept as best they can around the parked cars.
3/2/2020	V E day celebrations. Clerk advised that information has come in to the PC about a fly pass on the bank holiday	Cllr Bennett took the information to obtain quotes
4/2/2020	Great Yarmouth Borough Council consults on final draft of document supporting North Quay regeneration.	Contents Noted
	Complaints regarding Lexington Close and Waters Lane nameplates, GYBC advised on order. The Pit Road nameplate has been refitted to the posts.	Actioned clerk & await installation by GYBC
6/2/2020	Email received from visitor regarding beach litter	Clerk responded
11/2/2020	Complaint regarding digger being used on the beach.	Reported to GYBC & Cllr J Bensly. GYBC advised it was permitted on this occasion.
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 submitted licence application which has been declined. A site visit is due on 14/2/2020 to seek a solution with Th NCC Highways engineer. Clerk to report to next meeting. Mr Daniels offered to assist in moving it to its new location if/when a licence is granted.
Lighting/highways reported as faulty	<ul style="list-style-type: none"> -Entrance to Barleycroft footway off Kingways -Light above give way sign at Crossroads/The street/Ormesby Rd/Yarmouth Rd (outside post office) -Traffic island at Newport Rd junction. -light above one-way sign at Kingways -Broken Kerb at Common Road - Missing roadway lights at Kingsway -Damaged Highways barrier post on The Street -Pot hole at Kingsway bus stop 	Clerk reported most appear to have been actioned.

7 PLANNING

7.1 Applications received for discussion and comment

- 7.1.1 **06/19/0657/F** – Cherryann, 18 Fakes Rd, Hemsby – Retrospective permission for greenhouse in rear garden. **No Objections**

- 7.1.2 **06/19/0719/F** – The Bakery, The Street, Hemsby – Conversion of ground floor shop to 2 self contained holiday accommodation. Reconfigure 1st Floor into 3 self contained holiday units. **Parish Council to object on the grounds of Un-neighbourly to neighbours, Highways safety concerns for vehicles & pedestrians passing the site, overdevelopment, lose of a non-seasonal business premise. Clerk to respond to GYBC Planning as extension to consultation period has already been agreed.**
- 7.1.3 **06/20/0023/F** – Home Farm, Waters Lane, Hemsby – The Creation of 5 residential units, through conversion of existing buildings, demolition of modern agricultural buildings, new/replacement buildings and extensions to existing buildings (to include works to listed & curtilage buildings) and associated infrastructure. **No Objections**

7.2 Decisions Received

- 7.2.1 **06/19/0671/F**, 7 Fallowfield, Hemsby – Single Story Rear extension. **GRANTED**
- 7.2.2 **06/19/0385/F**, Hemsby Beach Holiday Park (Seacroft), Beach Rd, Hemsby – Demolish 66 accommodation units & 3 houses: Construct 54 Additional bases & infrastructure; construct of Go Active building/car park: retrospective consent for part demolition and refurbish main entertainment complex, construct high ropes, climbing wall & car park. **GRANTED**
- 7.2.3 **06/19/0653/F** construction of new double garage & associated works at The Willows, Kings Loke, Hemsby, NR29 4HN. **GRANTED**

8 YOUTH MATTERS.

8.1 Youth Council – Cllr Bennett discussed the creation of a Youth Council, she is already in talks with both Hemsby Primary School & Flegg High School.

9 ADMINISTRATIVE/DAY TO DAY MATTERS

- 9.1 Noted that the clerk will not be on site w/c 24/2/2020
- 9.2 New work schedule agreed with Mr & Mrs Witheridge & weekly timetable for regular work to be undertaken, the new timetable is displayed in the parish office.

10 FINANCIAL MATTERS

10.1 It was agreed to authorise payments as circulated schedule for **£11,729.75** & to note receipts of **£ 5,173.58. There are unpaid invoices totalling £644.00.**

The bank summary was received & accepted as at **31st Janaury 2020** totalling **£48,264.76;**

Hemsby Parish Council savings account **£44,264.76**

Hemsby Parish_Council current account **£4,000.00**

10.3 The Clerk reported that a new draft of the Asset Register has been prepared & Cllr Kyriacou & Cllr Bowgen offered to inspect each asset & feedback to the clerk. This will assist with the Insurance renewal in the coming months with the aim to get accurate cover & policy.

10.4 VAT refund received for Q1, Q2 & Q3 £3,920.78 - **Noted**

10.5 **It was agreed to the recommendations from Finance Committee;**

10.5.1 Burial ground fees, 25% increase in all fees.

10.5.2 Pavilion & playing field hire fees, to remain the same for 2020/2021

10.5.3 Quotations received for repairs at all sites, electrical work, plumbing, replacement door at pavilion.

10.6 It was agreed to re-appoint the Internal Auditor Mr T Brown, who had undertaken the 2019/20 & interim audits.

11 BURIAL GROUND.

- 11.1 Clerk reported Community Payback team have tidied & soil compound has been emptied, the soli pile still needs to be removed. Mr Daniels advised the meeting that he can make a trailer available on 29/3/2020 to assist with this.
- 11.2 The Clerk reported that due to recent issues with the enforcing the Burial Ground Regulations, it was appropriate for a signed acknowledgement is returned with all burials/ashes plots.
- 11.3 The Clerk reported that St Marys have requested that a representative of the PC is in attendance for all burials where they conduct a service & that the clerk had carried out this duty recently.
- 11.4 Drain gully has been cleared in the Burial Ground car park.

12 HEMSBY IN BLOOM.

- 12.1 Cllr Richmond provided an update that the Bloom group have appointed a Chairperson, Vice-Chairperson & Treasurer & that they are in the process of opening a bank account. It was agreed that the Parish Council would support the Clothes sale at the Pavilion on Saturday 22/2/2020 by way of free hire of the Pavilion.

13 KINGSWAY.

- 13.1 CCTV installation – update. Cllr Kyriacou advised that a none of the business premises on Kingsway have engaged then the item will be removed from any future agendas.
- 13.2 Cllr Kyriacou advised that the outside office lights, LED lights to public conveniences & PAT testing of electrical items has been completed. As well as the replacement of the consumer unit. Additional electrical works will be required if a toilet refurbishment programme is to be undertaken.
- 13.3 The Clerk reported Fire Risk Assessment has been completed & additional lighting has been installed, a new first aid box has been ordered as well as some additional internal signage.
- 13.4 Phone box adoption, refurbishment quotation & future use following social media feedback. It was agreed that a quotation for £400 be agreed to remove the existing Perspex panels, rub down the box & repaint it. The future use was agreed as a book lending library & Cllrs we are asked to volunteer to fit out the inside. A quotation of £170 has already been obtained to re-install electricity & Cllr Mogford asked if a low voltage heater could be installed to help prevent the books getting damp. Once refurbished a keypad entry will be installed.
- 13.5 Public Toilet refurbishment Cllr Kyriacou & the Clerk present a quotation from the Contractor who had recently undertaken the refurbishment of the Public Toilets at Martham & on The High Street in Caister. It was agreed that the Gentleman's toilet will be refurbished prior to Easter 2020 at an estimated cost of £12,922-00 Plus V.A.T. There is also electrical work required for all three of the toilets & an estimate was accepted of £2990-00 plus V.A.T. After Easter 2020 the contractor will refurbish the Ladies at an estimated cost of £11,812-00 plus V.A.T. & an estimated cost of £3304-00 plus V.A.T. for the Disabled toilets. The new toilets will also include an electronic timer for the doors, LED lighting, new toilets, urinals, washbasins, hand driers, ceilings, flooring, wall boards, cubicles. During the refurbishments alternative signage will have to be put into place.

14 PLAYINGFIELD/PAVILION.

- 14.1 The Information board for the outdoor gym has been made & is awaiting installation, Cllr Bowgen & Cllr Kyriacou to undertake the work.
- 14.2 The publicity/opening event of the Outdoor gym was discussed & Cllr J Bensly offered to assist with this once the Information Board has been installed.
- 14.3 The Clerk reported that Fire Risk Assessment report has been received & actioned, new kitchen door to be installed, additional safety lighting, dry battery test of emergency lights to be arranged. Schematic plan of site also to be prepared by the Fire Alarm Company. **– Action Clerk.**

Hemby Parish Council, Parish Office, Kingsway, Hemby, NR29 4JT
Clerk Mrs K Wilton Telephone: 01493 719235 Email: hembyipc@outlook.com

14.4 The quotation to have an early cut of the playing field was discussed & it was agreed to ask the grass cutting contractor if due to the mild winter the grass cutting of all sites could start earlier this year. The request from the football club to aeration of the pitches was discussed & the clerk advised that the pricing had been provided at the Playingfield Committee meeting to the football club should they wish to cover the cost, Cllr Kyriacou agreed. **-Action Clerk**

14.5 The quotation was received, considered & agreed for all broken taps to be replaced. A request was made to the clerk to obtain a quote to install a water heater into the kitchen as this will assist hirers keep it clean. **-Action Clerk**

14.6 It was noted that the Pavilion area has been weeded & gutters cleared of debris by Mr & Mrs Witherdrige.

14.7 A draft copy of the minutes of The Playing Field Committee meeting on 13/2/2020 were circulated & it was agreed that Cllr Bennett should replace Cllr Eden on the Committee.

15 CO-OPTION OF COUNCILLORS.

15.1 16.1 To consider any applications for the position of councillor, Jan Taylor was proposed & seconded & duly elected. Acceptance of Office was signed & she was welcomed to join the meeting.

16 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 consideration of Personnel Matters due to the sensitive nature of contractual matters.

16.1 The Clerks appointment was confirmed following a satisfactory probation period, new spinal scale of 29 was agreed. It was also agreed to extend the notice period of termination of employment by either party to three months. It was agreed to appoint Catherine Moore to the role of Responsible Financial Officer (also assistant to the clerk), 5hrs per week at spinal scale 25, also membership to the LGPS.

16.2 it was agreed that an additional Councillor should be appointed to The Personnel Committee.

17 ITEMS FOR INCLUSION IN THE NEXT AGENDA

Next Meeting: Monday 16th March 2020

Meeting closed 9:37pm

Cheque	Payee	Net	VAT	Total
ddr	bonline - telephone/internet	£72.32	£14.47	£86.79
ddr	URM Recycling	£21.00	£4.20	£25.20
ddr	E-on Parish Office	£67.37	£3.37	£70.74
102802	Norse Eastern (Bin, Car Park)	£93.70	£18.74	£112.44
102803	Salary K Wilton January	£1,465.38	£-	£1,465.38
102804	K Wilton expenses, rhino 21.60, kirklands 50.40, radar keys £3.95, posts £62.40, laminator £17.46, coffee £1.89, £50 voucher sarah, martham diy £11.22 bench bits, £140.14 fire safety signs	£307.86	£51.20	£359.06
102804	K Wilton Mileage mileage 23+ 14 + 9, (46 total @ £0.45p)	£21.60	£-	£21.60
102805	HMRC February	£430.77	£-	£430.77
102806	Norfolk Pension Fund (Feb)	£522.86	£-	£522.86
102807	Jayne Stewart pavilion cleaner (Nov & Dec)	£382.50	£-	£382.50
102808	Norfolk County Council	£5,000.00	£-	£5,000.00
102809	1st Class Fire Protection	£200.00	£40.00	£240.00
102810	Viking (stationery)	£107.51	£13.20	£120.71

102811	Diamond Plumbing (boiler services Pavilion)	£160.00	£-	£160.00
Cheque	Payee	Net	VAT	Total
102812	Norfolk Copiers	£17.57	£3.51	£21.08
102813	TJB Electrical	£1,086.00	£-	£1,086.00
102814	EN Graphics (outdoor gym info board)	£142.45	£28.49	£170.94
102815	Rhino Top soil	£99.98	£20.00	£119.98
102816/102820	Clr Bowgen (Flag for Church)	£258.95	£51.79	£310.74
102817	J.G Services Norwich Ltd & Plant Hire	£280.00	£-	£280.00
102818	Hemsby Sports & Social Club (hardcourt flood lights)	£265.30	£-	£265.30
102819	Mr M Witheridge	£477.66	£-	£477.66
	Total	£11,480.78	£248.97	£11,729.75

Signed.....

Dated.....