

HEMSBY PARISH COUNCIL

Hemsby Parish Council held a meeting at the Pavilion, Waters Lane, Hemsby on Monday 14th October 2024 at 7.38pm

DRAFT MINUTES

1. ATTENDANCE

1.1 Present: Cllr K Kyriacou (Chairman), Cllr Kern, Cllr Bennett (Vice-Chairman) & Cllr S Bensly. Apologies received from Cllr Chilvers, GYBC/NCC Cllr J Bensly, GYBC Cllr Galer. 4 members of the public present. Clerk Mrs K Wilton.

2. DECLARATIONS OF INTEREST AND DISPENSATIONS.

Cllr Kyriacou – Football items

Cllr Kern – Events Group donation request item 6.7

3. MINUTES OF PREVIOUS MEETING

3.1 The accuracy of the minutes of the Parish Council Meeting held on **16th September 2024** were agreed & signed by the chairman.

4. PUBLIC FORUM

4.1 NCC Cllr James Bensly, Borough Councillors – GYBC Cllr James Bensly & GYBC Cllr Noel Galer, no reports received.

4.2 Police – no update available.

4.3 No questions from the members of the public in attendance.

4.4 A short presentation was given by Nikki of the Hemsby Events Group as they have submitted a grant application to launch a project to raise awareness of Hedgehogs in the area, by improving their habitats, tunnels to allow them to travel between gardens. They are looking for a donation of £300 towards their £500 project.

5. CO-OPTION TO PARISH COUNCIL'S VACANT SEATS – six seats remain vacant, application forms available from the Clerk. The application from Trevor Armfield was considered & he was Proposed by Cllr Kyriacou that he was co-opted on to the Parish Council, Seconded by Cllr S Bensly, all in favour, he was welcomed to the Parish Council & would sign his Acceptance of Office Form & Disclosable Pecuniary Interest form at the end of the meeting.

6. CORRESPONDENCE/DAY TO DAY MATTERS

6.1 Complaint about overgrown vegetation between Kingsway & Newport junction remains **outstanding** with NCC ref **ENQ900273218** as they have reported no works required, this was sent again NCC Cllr Bensly to expedite on 18/9/2024.

6.2 The playing field gates & pavilion access was discussed as two of the newly installed gate chains & padlocks have been removed & lost. It was agreed that two replacement chains & padlocks are purchased & the codes are all to be changed.

6.3 The number of Raymond James Quigley Legacy bleed kits required to ensure that all the defibrillators in Hemsby at the following locations in Hemsby; 1) Village Hall 2) Phone box at Kingsway 3) Bermuda Cafe 4) Hemsby First School 5) The Coach House care home 6) Club Belle Aire 7) The Vineries care home 8) The Seadell Club 9) Longbeach. There are also defibrillators at Beach Cafe & Treasure Island Arcade, but they are not registered on 'The Circuit' Portal. It was agreed that the chairman & the clerk will visit all the sites before the next meeting to see if the owners wish to join the project.

-Action Clerk/Chairman

6.4 The proposal from GYBC regarding Beach Road public toilets & the presentation from Andrew Wadsworth GYBC Property & Assets team Officer received at the September meeting was

considered & it was agreed that the Parish Council do not wish to proceed with taking on the cleaning of them etc & passing the cost for this on to the parishioners of Hemsby via their Council Tax. They did agree that there is a need for these toilets & if GYBC were to refurbish them & to install a payment method for users then they would be willing to be approached again.

-Action Clerk

6.5 The Chairman, Cllr Kern & the clerk gave feedback from the meeting held with GYBC regarding updating the Waters Lane Children's play area following their annual safety inspection, they had been advised that the majority of the equipment has been given between 3-5 years to be replaced due to its condition. The GYBC Officer will draft a proposal to replace & redesign the site & change some of the equipment for inclusive equipment, including replacement flooring, however the funding from this will come from within GYBC's own budget so it will depend on how their budget fairs when they look at it as there is no S.106 for Hemsby directly as apart from the former Pontins site none of the other sites have started. They will share the draft when it is available. - **Ongoing**

It was noted that Caloo will attend to the repair's to the outdoor gym w/c 25/11/2024, they have also been asked to replace the hand grip from the Crossrider as someone has removed one.

6.6 It was agreed that 500L of heating oil for the pavilion is required to be bought – **Action Clerk**

6.7 The donation application from Hemsby Events group to raise awareness of Hedgehogs in the Village. It was agreed that a £300 donation would be made for the project -**Action RFO**

6.8 It was noted that the replacement laptop has been purchased at a cost of £524.99 (plus VAT £105.00) the data has been transferred to it by Broadland Computers at a cost of £48 inc VAT.

6.9 The Clerk & Cllr Kyriacou gave an update on the Football clubs request for the drainage of the rear playing field to be investigated following a site visit with the adjacent landowner. The landowner advised that the rear field has always been prone to flooding over the years that his family owned it due to underground springs. He has inspected the outfall of the dyke & that in his opinion it is clear & advises that the exceedingly high water table was due to the increased rain fall last winter is the reason. He (the former landowner) had also spoken to the Internal Drainage Board & was awaiting their reply. It was agreed that the feedback received will be given to the Football Club.

-Action Clerk

6.10 Cllr Kyriacou gave a verbal update from the Coastal Liaison meeting that the Parish Council that he & the clerk attended at GYBC on 30/9/2024. He advised that there is still no funding, MP Ruper Lowe's representative was present & he was challenged about this manifesto/promise as he had stated that he would get funding for Hemsby's coastal defences. He confirmed that he & the Parish Council had been approached to show support for the letter that MP Rupert Lowe is sending to the minister to review the need for defences at Hemsby & he had sent an email that day directly to MP Rupert Lowe giving support to it.

6.11 Cllr Bennetts was unable to provide further update on her proposal for a Youth Café as she is awaiting information from 3rd parties. -**C/f Cllr Bennett**

6.12 The quotation to remove the graffiti at Kingsway bus shelter from Oddbods Cleaning of Martham (£199 plus VAT) was considered & it was agreed that they should be engaged. -**Action Clerk**

6.13 Cllr Kyriacou gave an update on his proposal for parishioners drop in sessions, he is working on a date for this to be held. -**C/f Cllr Kyriacou**

6.14 duplicate item see 6.4

6.15 The feedback from Heart2heart Norfolk that a light should be installed into the phone box at Kingsway was discussed it was agreed not to install one.

6.16 It was noted that the Vehicle Activated Sign (VAS) on Martham Road had been struck by a vehicle, NCC have returned it to point at the road rather than the field.

6.17 The request from resident for an additional bus stop opposite Kings Head PH, North Road, Hemsby was considered & it was agreed to contact the bus company to see if a stop flag could be installed. -**Action Clerk**

6.18 It was agreed to undertake a bi-annual tree survey for all Parish Council owned sites. -**Action Clerk**

6.19 It was noted that the fire extinguishers are becoming due for annual service, First Class Fire extinguishers can attend 16/10/2024. It was agreed to book the visit on Wednesday.

6.20 The draft wording for hard court sign cost of £108.67 plus vat was agreed & it was agreed that the clerk to place the order. **-Action Cllr Kyriacou**

7. ADMINISTRATIVE MATTERS

7.1 The contents of the Clerks report were agreed.

7.2 No update on reviewing the asset register from Cllr Chilvers was available as he was not in attendance. **-Carried forward**

7.3 No further update on the installation of a storage container (drawings, planning permission requirements, funding etc) as Cllr Chilvers not in attendance. **-Carried forward**

7.4 The Clerk gave an update on the NCC Contract for the maintenance of Kingsway Island as Plantscape had visited on 23/9/2024 (invoice received & the Parish Councillors have been asked to visit the site to confirm their satisfaction with the works). NCC advised that they had visited the site (date unknown) & they felt that the site had been adequately maintained at the visit by their contractor in June despite the clerk passing on residents complaint that the site was overgrown & obscuring visibility of the zebra crossing & junctions. The clerk has asked them for the date that they visited, no reply to date to establish if this had been before or after the Parish Councils own contractor had visited. They also have not confirmed if they are going to send their temporary contractor back this year at all before their stewardship of the site ends this financial year when the responsibility for maintenance will sit solely with the Parish Council to finance from 2024/25. It was agreed that the Parish Council will pay the invoice but that it would be forwarded on to NCC for re-imburement. It was agreed to budget for 3 visits for 2025/26 with Plantscape.

-Action RFO/Clerk

7.5 Cllr Bennett gave a verbal Fireworks event 2024 update she is applying for the TENS notice, a single contractor will set up the site for catering, fair rides & stalls, £4 entrance fee, cash on the gate, volunteers have been sought to assist on night, banners in preparation.

7.6 Cllr Bennett gave an update from the Multi Use Games Areas (MUGA) working group, they are still awaiting the outcome of the grant application. **-Ongoing**

7.7 The Clerk advised that the Solicitor at HKB Wiltshires & they have been unable to find anything in the archive records that they hold about the previous siting of the bus shelter on the land at Martham Road/Mill Road junction. The Solicitor is willing to accept instructions to attempt to register it. **-Action Clerk/Solicitor**

7.8 The Clerk shared the quotation for a replacement bus shelter £12,328.80 (Littleport Eaton to match the other two installed at North Road & Yarmouth Road) at Martham Road/Mill Lane junction if it is possible to register the land in the favour of the parish council in advance of submitting an application for 50-50 funding from Norfolk County Council Parish Partnership scheme. It was agreed that this should be discussed at the next meeting.

7.9 It was agreed to continue with the current grass cutting contractor for 2025/26 subject to pricing as they are awaiting the outcome of the Governments Budget announcement at the end of October 2024.

7.10 It was agreed that the Clerk can attend the NPTS Autumn Seminar 18/10/2024 cost £70.

8. PLANNING & TREE PROTECTION ORDERS

8.1 Planning/Tree application decisions issued by GYBC:

8.1.1 **None**

8.2 Planning Applications received & responded to:

8.2.1 **None**

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

9. FINANCIAL MATTERS

9.1 The payment list as circulated on the schedule for October was circulated & agreed in that month receipts of **£56,125.52** & payments of **£9,261.03**. The bank summary was received & accepted as at 30 September 2024 totalling **£308,414.71 (including earmarked reserves of £194,820.73)**.

| | |
|---|-------------|
| Hemsby Parish Council savings account (Barclays) | £104,942.41 |
| Hemsby Parish Council current account (Barclays) | £4,000.00 |
| Hemsby Parish Council Unity Trust current account | £6,320.43 |
| Hemsby Parish Council Unity Trust deposit account | £193,151.87 |

9.2 The accounts & budget at the 6-month period against anticipated spend to 1 April 2025 were reviewed & agreed.

9.3 It was agreed to open an additional account with Hinkley & Rugby Building Society as they are now offering accounts to Parish Council's, the initial deposit to be agreed (minimum £500 deposit for instant account 2.40% AER interest gross or minimum £1000 deposit for 45 day notice account 2.85% AER interest gross). It was agreed that Mark K, Angie, Keith & Scott instant account with £500 initial deposit to open the account.

-Action RFO

10. Next Meeting: 18th November 2024 at the Pavilion, Waters Lane, Hemsby, NR29 4NH

Clerk Mrs Kerrie Wilton Telephone: 01493 719235 Email: hemsbypc@outlook.com

**Hemsby Parish Council
PAYMENTS LIST**

14 October 2024 (2024-2025)

| Voucher Code | Date | Minute | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|-------------------------------------|------------|--------|-----------------|-----------|----------------------------------|----------------------------|----------|-----------------|---------------|-----------------|
| 144 Parish Office | 07/10/2024 | | Unity - Current | | Letting Management Fee | Kingsway Sandwich Bar | S | 27.08 | 5.42 | 32.50 |
| 150 Pav - Cleaning | 14/10/2024 | | Unity - Current | | Cleaning - Pavilion | James Charlton | Z | 230.00 | | 230.00 |
| 151 Clerk Salary | 14/10/2024 | | Unity - Current | | Mileage and Expenses | Kerrie Wilton | X | 0.41 | | 0.41 |
| 151 Office Administration | 14/10/2024 | | Unity - Current | | Mileage and Expenses | Kerrie Wilton | Z | 9.30 | | 9.30 |
| 151 Mileage | 14/10/2024 | | Unity - Current | | Mileage and Expenses | Kerrie Wilton | Z | 31.77 | | 31.77 |
| 151 Working from Home Allowance | 14/10/2024 | | Unity - Current | | Mileage and Expenses | Kerrie Wilton | Z | 26.00 | | 26.00 |
| 152 Responsible Financial Officer | 14/10/2024 | | Unity - Current | | Salary - Responsible Financial C | Catherine Moore | X | 0.40 | | 0.40 |
| 152 Working from Home Allowance | 14/10/2024 | | Unity - Current | | Salary - Responsible Financial C | Catherine Moore | Z | 5.00 | | 5.00 |
| 153 Office Equipment and Supplies | 14/10/2024 | | Unity - Current | | Lloyds Credit Card | Lloyds Commercial Services | Z | 1.99 | | 1.99 |
| 153 Office Equipment and Supplies | 14/10/2024 | | Unity - Current | | Lloyds Credit Card | Lloyds Commercial Services | S | 524.99 | 105.00 | 629.99 |
| 153 Subscriptions | 14/10/2024 | | Unity - Current | | Lloyds Credit Card | Lloyds Commercial Services | Z | 3.00 | | 3.00 |
| 153 Section 137 | 14/10/2024 | | Unity - Current | | Lloyds Credit Card | Lloyds Commercial Services | S | 20.41 | 4.08 | 24.49 |
| 154 Waste | 14/10/2024 | | Unity - Current | | Waste | Norse Waste Solutions | S | 82.10 | 16.42 | 98.52 |
| 155 Office Equipment and Supplies | 14/10/2024 | | Unity - Current | | Office Equipment | Broadland Computers | S | 40.00 | 8.00 | 48.00 |
| 156 Toilets - Cleaning and Supplies | 14/10/2024 | | Unity - Current | | Cleaning - Ranger Cover | James Charlton | Z | 87.50 | | 87.50 |
| 157 Pav - Electric | 14/10/2024 | | Unity - Current | | Pavilion Electric | EDF Energy | L | 43.96 | 2.20 | 46.16 |
| 158 Toilets - Electric | 14/10/2024 | | Unity - Current | | Toilets / Office Electric | EDF Energy | S | 205.01 | 41.00 | 246.01 |
| 159 Recycling | 14/10/2024 | | Unity - Current | | Recycling Collections | URM (UK) Ltd | S | 89.60 | 17.92 | 107.52 |
| 160 Grave Digging | 14/10/2024 | | Unity - Current | | Grave Digging | JG Services Norwich Ltd | Z | 380.00 | | 380.00 |
| 161 Pav - Cleaning | 14/10/2024 | | Unity - Current | | Cleaning Materials | Hugh Crane Cleaning Mater | S | 138.50 | 27.71 | 166.21 |
| 161 Litter Picking | 14/10/2024 | | Unity - Current | | Cleaning Materials | Hugh Crane Cleaning Mater | S | 10.21 | 2.04 | 12.25 |
| 161 Toilets - Cleaning and Supplies | 14/10/2024 | | Unity - Current | | Cleaning Materials | Hugh Crane Cleaning Mater | S | 133.82 | 26.76 | 160.58 |
| 162 PF - Grounds Maintenance | 14/10/2024 | | Unity - Current | | Grounds Maintenance | Garden Guardian | S | 681.00 | 136.20 | 817.20 |
| 162 BG - Grounds Maintenance | 14/10/2024 | | Unity - Current | | Grounds Maintenance | Garden Guardian | S | 580.88 | 116.18 | 697.06 |
| 163 Pav - Maintenance | 14/10/2024 | | Unity - Current | | Washroom Services | Anglian Chemicals | S | 36.25 | 7.25 | 43.50 |
| 164 Public Works Loan Board | 14/10/2024 | | Unity - Current | | Loan Repayment | Public Works Loan Board | X | 1,043.72 | | 1,043.72 |
| 165 Pav - Broadband | 14/10/2024 | | Unity - Current | | Pavilion Broadband | BT | S | 33.16 | 6.63 | 39.79 |
| Total | | | | | | | | 8,738.22 | 522.81 | 9,261.03 |

144-145 Staff Costs

£4,272.16