**WINTERTON ON SEA PARISH COUNCIL**

**PARISH COUNCIL MEETING**

**HELD ON THURSDAY 17th MARCH 2011**

**AT 7.30PM IN THE VILLAGE HALL**

**MINUTES**

**Present:** Cllr M Blake - Chairman Cllr D Jones

Cllr B Greenall Cllr B Kay – Vice Chairman

Cllr J Simms Cllr C Barlow

Cllr K Harrison Cllr L Sharples

Clerk - Ms G Lack

10 residents were welcomed to the meeting and it was stated that the meeting was held in accordance with the Parish Council Standing Orders and Code of Conduct.

1. **To consider apologies:**  None received.
2. **Declarations of interest:** Cllrs Jones and Barlow declared a personal interest in the Village Hall. Cllr Jones declared a personal interest in In Bloom. Cllr Kay declared a personal interest in the allotments.
3. **Public discussion:**

* Concern was expressed that the new composting bin proposed for the allotments might encourage fly tipping. Cllr Harrison responded that, previously, fly tipping had not been a problem and that, in any case, any non-compostable materials would be disposed of by volunteers. The proposed siting of the compost bin would be discussed at the Amenities Committee meeting to be held on Thursday 24th March.
* A resident enquired as to whether any decision had yet been made on the proposed public footpath on Bush Road and Cllr Blake confirmed that nothing had yet been heard. PCSO Bellwood confirmed that Bush Road was currently a private road and a civil prosecution could be enforced if this was ignored.
* A resident asked why comments had been removed from the guest book, particularly with respect to Hermanus, and the Chairman replied that the parish council had no governance on what was removed from the web site and that the website host had the right of censor if necessary.
* A resident asked if an update on the drainage work on Winmer Avenue could be published in the newsletter and this was agreed. It was also agreed that an extract from a letter from the Head of Highways at GYBC be published to clarify certain points raised by the Parish Council as a result of a resident’s concerns expressed at the last meeting, especially regarding the scope and start date of the work and budget allocation.

1. **To receive a report from the County/Borough Councillors**:

* Cllr Weymouth noted that she had dealt with a number of issues on behalf of Winterton including progression of installation of chains on doors and the flooding on the playing field.

1. **To receive a report from the PCSO:**

* PC Roger Bellward reported two crimes in the village: (1) criminal damage to a garage and (2) a wounding incident which was being investigated.
* PC Bellward also announced that he would be retiring on the 19th April and noted two milestones that he was particularly proud of. Firstly the Speedwatch project and secondly, assistance in the setting up of the “no cold calling zones” on George Beck Road and Ackland Close. The Chairman, on behalf of the Parish Council, thanked PC Bellward for all his help over the past four years and wished him the very best of luck in his retirement. It was agreed that a note be put in the newsletter to this effect. It was also agreed to write a letter to the Chief Constable and Sergeant Brown to express the council’s appreciation of PC Bellward’s hard work.

1. **To agree the minutes of the previous meeting:** The minutes were confirmed as a true record of the meeting held on 17th February 2011 and were duly signed by the Chairman.
2. **To report matters arising from the previous minutes:** for information only – nothing to report.
3. **To consider planning Applications and review planning permissions:**

No planning applications were received in the month.

**Planning Decisions**

* **06/11/0010/F.** Proposed positioning of heating oil tank, Seaview (adjacent) Bush Road, Winterton. **Approved by GYBC 23.2.2011**

1. **Finance: To agree payments in accordance with the budget:**

It was resolved to approve the following payments in accordance with the budget**:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Cheque Number | Payable to | | | Details | Amount £ |
| 500843 | BT | | | Telephone | 21.77 |
| 500844 | GYBC | | | Newsletter printing | 94.00 |
| 500845 | Mr M Blake | | | Expenses | 38.77 |
| 500846 | IES | | | Burst pipes etc changing rooms | 267.90 |
| 500847 | Zurich Municipal | | | Insurance | 2320.52 |
| 500848 | Mrs P Carver | | | Litter picking | 24.00 |
| 500849 | Staples | | | Ink cartridges | 84.43 |
| 500850 | G Lack | | | Expenses | 38.18 |
| 500851 | G Lack | | | Salary | 496.18 |
| 500852 | HMRC | | | NI | 5.39 |
| 500853 | Mr K Brown | | | Bus shelter cleaning | 40.00 |
| 500854 | cancelled | | |  |  |
| 500855 | Mr P Lynham | | | Bus shelter cleaning | 40.00 |
| 500856 | Village Hall | | | VAT Refund | 14.60 |
| 500857 | Mr D Phillips | | | New door to changing room | 151.50 |
| 500858 | G Lack | | | Overtime payment Oct 10 – Mar 11 | 316.46 |
|  | Total | | |  | 3953.70 |
| **Income for March 2011** | |  |
| **Item** | | **Amount** |
| Adverts in newsletter | | 31.00 |
| **Total** | | 31.00 |

**To receive a report and recommendations from the Finance Committee.**

* It was agreed that the Parish Council would contribute 50% of the cost of renewing the Norton virus protection programme on the council’s laptop.
* It was noted that the cost of fixing the burst pipes and the associated flood damage would come out of reserves.
* It had been previously reported that Zurich had offered a loyalty discount on premium renewal which had been declined. Since the last meeting, 2 other companies had written to the clerk offering quotations for municipal insurance and this will be investigated before next year’s renewal.

1. **To receive a report on Coastal Erosion:** Nothing to report – Mr Byrne not present.
2. **To receive a report on the Village Hall:**

* The Chairman, Mr Harold Jones, announced that he would be retiring on1st April. Cllr Blake expressed his thanks on behalf of the Parish Council for all the hard work and dedication that Mr Jones had put in over the past 15 years. Mr Jones reiterated the need to find a new Chairman as soon as possible.
* Mr Jones noted that new heaters had been installed in the hall.

1. **To receive a report on the Parish Council surgery held last month:**

* One resident had attended to ask for an update on Bulmer Pit and it was noted that the pipes leading into the pit had now been cleared and it was hoped that this would cure the flooding problem. If not then the pond would have to be dug out.
* It was noted that the March surgery would be in the Church Rooms and not the Village Hall.

1. **To receive an update from the Planning and Administration Committee.**

* **Badger Planning Application (Empsons Loke)**. Cllr Blake noted that a letter had been sent to the Planning Department regarding the commencement of work on Empsons Loke and it had been confirmed that work was not considered to have commenced until foundations had been laid. It was noted that certain approvals were required before commencement of the work and the Planning Department was in discussion with Badgers Builders about this.
* **Allotments**. A response to the letter from allotment holders had been passed to allotment representatives.
* **Preparation for Parish Meeting**. The date for the Parish Meeting was proposed for May 12th and it was resolved by the Parish Council to approve this date. The Clerk would inform all groups about the meeting so that reports could be prepared, requesting a maximum presentation of 3 minutes per group.
* **Annual Report**. Preparation almost completed.
* **Queen’s Jubilee Beacon**. Cllr Harrison agreed to be co-ordinator for overseeing this and would report back to the committee. The clerk would write to the borough coordinator to confirm this.
* **Amenities Committee**. Cllr Blake reported that a new group had been formed to liaise with the cricket club, bowls club and allotment holders with 2 representatives from cricket and bowls and 3 from the allotment holders. The first meeting would be held on Thursday 24th March at 7.30 in the Village Hall.
* **Road Works**. A letter from Highways was discussed regarding concerns raised at the last Parish Council meeting. This has already been noted under Item 3 of the minutes.

1. **To receive an update from the Councillors on their responsibilities:**

**Cllr Barlow : Parish Church.** Nothing to report.

**Cllr Harrison :** Environment.

* + - * + Cllr Harrison asked for volunteers to help with the composting scheme and a note would be put in the newsletter.
        + It was noted that there could be interruptions in transmission quality during the year due to the switch-over to digital TV.

**Cllr Jones : Elderly.**

* + - * + Cllr Jones reiterated the thanks given to the PCSO and noted how helpful he had been especially with regard to the elderly people in the village.
        + It was also noted that there was a new scam where someone purporting to be from a bank was phoning up and asking for bank details. Obviously, no bank details should be given over the phone in this situation.
        + It had become clear that some elderly residents were very confused about the census form and Cllr Jones agreed to put a notice in the post office inviting residents to the village hall on Saturday 26th between 10 and 11 to help anyone who was having difficulty. Volunteers from the Parish Council would help with this and the clerk agreed to help with on-line submissions.

**Cllr Simms : Highways**

* + - * + Cllr Simms had again asked the resident to paint the posts in the Holway to make them more visible.

**Cllr Sharples : School.**

* + - * + Cllr Sharples had nothing to report.
        + Cllr Blake reported that he had asked the Highways Department about putting double yellow lines outside the school and this had been declined on the grounds of the stringent budget cuts.

**Cllr Blake : Police/Playing field**

* + - * + Cllr Blake reported that all leaks at the playing field had been fixed and a new door fitted to the changing room.

**Cllr Kay** : Newsletter.

* + - * + Cllr Kay reported that she had been approached by a company called NRCC who was contacting various villages regarding the possibility of setting up a village-wide oil syndicate. Cllr Weymouth noted that a meeting with the company had already been held in Hemsby. It was agreed that a note be put in the newsletter and hopefully an open meeting of all interested parties would be held in April or May.

**Cllr Greenall : Allotments**.

* + - * + Cllr Greenall reported that he had had a complaint from an allotment holder about the proposed siting of the new composting bin and Cllr Harrison explained that the proposed site was the only place where the bin could go which would give easy access to everyone. Cllr Harrison agreed that he would attend the Amenities Committee to explain the rationale behind the proposed site.
        + It was also noted that chickens were escaping from their enclosures and a letter had been sent to an allotment holder requesting that a more secure enclosure be installed. This would also be discussed at the Amenities Committee next week.

1. **Personnel Committee Report**

* The Committee had met on 21st February and it was reported that the committee consisted of Cllrs Blake, Harrison and Barlow (Chairman). The Terms of Reference had been outlined.
* Cllr Barlow noted that, in the event of the need for a Grievance/Disciplinary Procedure to be invoked, Cllr Blake as Chairman of the Parish Council would have to be replaced by another councillor.
* Cllr Barlow circulated the new Grievance Procedure and asked for comments before the next meeting.

1. **Standing Orders**

* Cllr Barlow asked for permission to adopt the Standing Orders already circulated. The motion was proposed by Cllr Harrison and seconded by Cllr Jones and all councillors voted in favour. IT WAS RESOLVED THAT the Standing Orders be adopted.
* Thanks were proposed to Cllr Barlow and the Clerk for their hard work in preparing the document.

1. **Community Action Plan**

* The committee had met on 28th February and Cllr Sharples was welcomed onto the committee and confirmed as Deputy Coordinator to replace Cllr Blake. The policy part of the plan was reviewed and it was decided that no changes were necessary although it was agreed that there should be a major review. All volunteers currently listed would be contacted over the next few weeks to ascertain their willingness to continue and an article would be put in the newsletter advising residents of the review.
* Eon would be contacted to ascertain which electricity generator served which part of the village.
* It was noted that additional volunteers were needed.

1. **Correspondence received**. Decisions made at meeting in italics.

|  |  |  |  |
| --- | --- | --- | --- |
| **ITEM** | **FROM WHOM RECEIVED** | **CONTENT** | **ACTION REQUIRED** |
| 1 | NCC Environment, Transport, Development | Core Strategy & Minerals and Waste Development Management Policies DPD – Notification of Submission. CD enclosed | Submission documents available at [www.norfolk.gov.uk/nmwdf](http://www.norfolk.gov.uk/nmwdf). Also available to view at County Hall |
| 2 | Norfolk Age UK | Request for donation | *Pass to Finance Committed* |
| 3 | Broads Authority | Invitation to meeting on 6th April 2011. Two councillors maximum | Completion of attendance slips by 25th March. *Cllrs Kay and Sharples to attend.* |
| 4 | Marie Curie Cancer Care | Request for donation | *Pass to Finance Committee* |
| 5 | Broads Authority | Notification regarding Development Plan Document invitation for suggestions on “site specific policies” | Questionnaire to be completed. *Action* *Chairman and Clerk* |
| 6 | NCC Trading Standards Service | No cold calling zone in George Beck Road and Ackland Close approved by Trading Standards. Information sheet and leaflet enclosed. |  |

1. **Items requiring attention/update**. Decisions made at meeting in italics

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Details** | **Action/Item** | **Update** | **What has happened** |
| 1 | Resident | Posts in Holway | Posts need to be made more visible | Cllr Simms to contact owner. *Owner contacted again.* |
| 2 | Resident | Black Street | Bin required by bus stop to collect litter from residents boarding bus | GYBC agreed to install bin. *Bin not yet installed.* |
| 3 | Resident | Playing Field | Playing field flooded by baseball net due to blocked pipe leading to dyke | Completed. *Letters of thanks had been sent to Messrs Jones, Shreeve and Buxton.* |
| 4 | Resident | Memorial Clock | Clock not keeping good time | Repairer contacted. *Electrical testing to be done and then Cllr Harrison will fit synchronisation unit.* |
| 5 | Resident | Pot holes | Pot holes in North Market Road, Hemsby Road (by S Bend) and outside village hall in King Street | Completed |
| 6 | Resident | Bulmer Lane | Flooding occurring in resident’s back garden from Bulmer Pit | Pipes need clearing. Pond needs cleaning out – on going. *Discussed under Item 12 above.* |
| 7 | Resident | Big Society | Comments from resident about volunteers in village. | Discussed. *No action to be taken but individuals are free to act of their own behalf.* |
| 8 | Resident | Winmer Avenue | Concerns about road works. | Letter received from Carl Dawdry. *Discussed under Item 3 above.* |
| 9 | Resident | Bowls Club | New sign required on playing fields. | *No action to be taken as sign would be too expensive for the Bowls Club to install.* |
| 10 | Resident | Low Road | 30 mph sign in Low Road. Do we want it removed? | Discussed. *Highways willing to take signs down but would not reinstate. Decision taken to leave signs in place* |
| 11 | Cllr Jones | Bench on Beach Road | Clerk asked to get permission from landowner for siting of bench. | Approval given by landowner. *Cllr Jones to progress.* |

1. **Next Parish Council Surgery**, Saturday 19th March 2011 in the Church Rooms.
2. **To receive items for the next agenda**. None proposed.
3. **Date of the next meeting: Thursday 21st April 2011 in the Church Rooms from 7.30pm.** Apologies were noted from Cllrs Sharples and Greenall.