

## **HOPTON-ON-SEA PARISH COUNCIL**

Minute of the Parish Council Meeting held on Monday 13 October 2025 commencing at 7.30pm at Hopton Village Hall, Station Road, Hopton-on-Sea NR31 9BE.

Present: Parish Cllrs: Jan Windsor-Luck (Chairman), Keith Bradley, Yvonne Bradley, Kevin Lee, John Tonks, John Plaskett, Sue Hacon, Steve Ames. Also present: Anita Edelsinki, Officer of the Council and 4 x members of the public.

The Chairman pointed out housekeeping matters.

**1. To receive apologies for absence.**

Cllr. Pamela Oakes

**2. To receive declarations of interest in respect of items on the agenda and consider any requests for dispensation. None**

**3. Public Forum.**

Overgrown hedges on Coast Road and Warren Road opposite the pharmacy and St Claire court. These are private properties. The letters will be delivered as a first step. There is an overgrown hedge near the 5 acres near the Potters resort. The letter will be delivered to them as well. The overgrown hedge near Ritson Lodge , near the speed sign will be reported to the Highways.

**4. To confirm the Minutes of the Parish Council Meeting 08 September 2025.**

It was proposed by Parish Cllr. John Tonks and seconded by Parish Cllr. Yvonne Bradley to approve the minute. Unanimously agreed.

**5. To receive County and Borough Councillors' Reports.**

No reports.

**6. External audit**

The report from the external auditors in regards the AGAR 2024/2025 was received. The opinion was that the information in Section 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters of concern were raised.

It was proposed by Cllr. John Plaskett and seconded by Cllr. Sue Hacon to approve the outcome. Unanimously agreed.

**7. To consider the Clerk's reports.**

**a) Correspondence. None**

**b) Planning applications.**

06/25/0729/HH 16 Warren Road. Demolition of garage; erection of two storey side and rear extension; remove existing front dormer window and replace 2 no. roof dormers. No objections from the council. Ref: OWPC30545

**c) Finance. To agree the October 2025 invoices for payment and bank reconciliation statement as at 30 September 2025.**

There were 7 online payments and 2 direct debits from the business current account totalling £2,759.26. It was proposed by Parish Cllr. John Plaskett and seconded by Parish Cllr. James Hubbard to approve the list of payments and bank reconciliation statement. Unanimously agreed.

**8. To receive information and consider matters relating to the Millennium Garden/Ruin.**

**a) Anti-social behaviour**

No issues reported.

**b) Obtaining electricity for the Ruins update**

Cllrs. James Hubbard and Kevin Lee had a meeting with the Head Teacher of the Hopton Primary school to discuss the possibility of getting the electricity from the school. A thorough inspection of the grounds has been conducted and after careful consideration it was deemed unsuitable and unsafe to pursue this option.

Alternative option was considered. Professional advice was sought regarding the possibility of bringing the lights into the Ruins ( which would benefit the community on a daily basis and enhance events). The proposition is to run an underground cable from a feed in Watson Close. The cable would go under the public road and no private properties would be affected. Lights would not be attached to the Ruins, to avoid damaging the building. For the safety reasons cables would go underground and lights would be caged. The power feed would provide power to the Ruins which would enable installing the CCTV as well. We are awaiting the quote for the necessary work needed. The lights would be soft lights to minimise light pollution and they will not be on the whole night. Residents will be notified on a regular basis about any work to be done via newsletter.

**9. To receive information and consider matters relating to the Recreation Ground/Pavilion.**

**a) Defib monthly maintenance update.**

Cllr. John Tonks has done this month's maintenance of the defib. Cllr. John Plaskett is due to do it next month.

**10. To receive and consider updates from previous Minutes.**

**a) Working Party- safety speeding in the village updates**

The school was contacted regarding this project and they are very keen to be involved. They suggested making a poster and speed awareness video.

The list of speed awareness volunteers has been submitted to the police for the training. The date for the course is pending.

Cllr. Kevin Lee has approached other councils with the similar equipment and had positive feedback from them; he is making further inquiries as whether the use of the equipment has reduced speeding. There is chance of funding through Parish partnership if the application is received by 1 December 2025, if that submission date is missed the council will reopen bids in 2026/27.

**11. Planter updates**

Gardner Colin will build the wooden planter as a temporary solution.

**12. To discuss the moving to a .gov.uk domain for the email address as starting from 2025/2026 financial year it will become a legal requirement to manage emails through this domain.**

All authorities must have generic email account hosted on an authority owned domain. Gmail, Outlook, or Hotmail email are not allowable as domain is not under control of the council.

It was proposed by Cllr. Kevin Lee and seconded by Cllr. Sue Hacon to start the process of moving to the government domain. Unanimously agreed.

**13. Hopton Village sign refurbishment update**

Still in progress. To be carried to the next meeting.

#### **14. Notice boards update and quotation**

It was proposed by Cllr. Jan Windsor-Luck and seconded by Cllr John Tonks to have only one notice board in front of the GP surgery next to the Village Hall one. Unanimously agreed. The clerk to look into the costing of notice boards made from the recycled materials and make further inquiries as to the size , colour options and glazed versions.

#### **15. To confirm the date and time of the next meeting of Hopton-on-Sea Parish Council. Monday 10 November 2025, 7.30pm in the Village Hall. Confirmed.**

The meeting closed at approximately 8.10 pm.

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Signed

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Dated

These Minutes are in draft format until approved at the next meeting. The Clerk to the Parish Council can be contacted in the following ways:- e-mail [hoptonparishclerk@hotmail.com](mailto:hoptonparishclerk@hotmail.com)  
Tel: 01502 730768 (message service in operation). Address: Office at the Village Hall  
Station Road Hopton-on-Sea NR31 9BE. Office open Mon, Tues, Thurs, Friday 9.30am to 1.00pm (flexible). Website: [www.hopton-on-seapc.info](http://www.hopton-on-seapc.info)