

HOPTON-ON-SEA PARISH COUNCIL

Minute of the Annual Parish Council Meeting held on Monday 15 May 2023 commencing at 7.30pm at Hopton Village Hall, Station Road, Hopton-on-Sea NR31 9BE.

Present: Parish Cllrs: Jan Windsor-Luck (Vice Chairman), Keith Bradley, Yvonne Bradley, Sue Hacon, Pam Oakes, John Plaskett, John Tonks.

Also present: County/Borough Cllr. Carl Annison, Borough Cllr. Katy Stenhouse.

Julie McNair, Officer of the Council. There were no members of the public present.

Housekeeping matters were pointed out.

1. To elect a Chairman.

It was proposed by Cllr. Windsor-Luck and seconded by Cllr. Y. Bradley to elect Cllr. Windsor-Luck as Chairman. This was unanimously agreed.

2. To receive the Chairman's Declaration of Acceptance of Office.

Cllr. Windsor-Luck signed the Chairman's Declaration of Acceptance of Office.

3. To elect a Vice-Chairman.

A brief discussion took place as to whether a Vice-Chairman is required. It was proposed by Cllr. Windsor-Luck and seconded by Cllr. K. Bradley to appoint a Vice-Chairman. This was agreed by majority vote.

It was proposed by Cllr. Windsor-Luck and seconded by Cllr. Y. Bradley to elect Cllr. Hacon as Vice-Chairman. This was agreed by majority vote.

4. To receive the Vice-Chairman's Declaration of Acceptance of Office.

Cllr. Hacon signed the Vice-Chairman's Declaration of Acceptance of Office.

5. To receive apologies for absence.

Received from Parish Cllr. Spencer.

6. To receive declarations of interest in respect of items on the agenda and consider any requests for dispensation.

Dispensation has been granted to all Parish Cllrs. to enable them to discuss the precept/budget until the end of their term of office.

Cllr. Oakes declared a personal interest in item 11.b) 06/23/0346/TRE as the trees in question are close to her property.

7. To receive the Chairman's Annual Report.

It was proposed by Cllr. Hacon and seconded by Cllr. K. Bradley to accept the report as read. This was unanimously agreed. The report is published on the Parish Council's website and will be in future editions of Village News magazine.

8. Public Forum.

No members of the public were in attendance.

9. To confirm the Minute of the Parish Council Meeting held 17 April 2023.

It was proposed by Cllr. Oakes and seconded by Cllr. Y. Bradley to confirm the Minute as read. This was agreed by majority vote.

10. To receive County and Borough Councillors' Reports.

County/Borough Cllr. Annison advised the huge advertising hoarding on the side of a private property on Station Road has now been removed as it did not have planning permission. Manor Road and Coast Road layby footpath resurfacing has now been completed. A47 from Links Road roundabout southbound to Hopton has been completed resurfaced. The development site on Lowestoft Road (north of Teulon Close) has not been completed yet. However, the area is in a mess and Cllr. Annison will contact the relevant authorities to get it cleared up.

A section of the footway at Flowerday Close has been repaired.

Cllr. Annison will try and get the "hit squad" to cut back Warren Road bridleway/footpath. Some street lights on the A47 are not working, and a request will be made for repairs.

11. To consider the Clerk's reports.

a) Correspondence. As listed and circulated.

b) Planning applications.

06/23/0288/PAD Application for Prior Approval - Proposed installation of solar PV panels on Reception & Shop at Hopton Holiday Village Warren Road Hopton-on-Sea Great Yarmouth NR31 9BW

06/23/0287/PAD Application for Prior Approval - Proposed installation of solar PV panels - Facility & Main Hub at Hopton Holiday Village Warren Road Hopton-on-Sea Great Yarmouth NR31 9BW.

06/23/0148/PAD Application for prior approval for the proposed installation of solar PV panels on roof of Swimming Pool building & Marina Bar at Hopton Holiday Village Warren Road Hopton.

06/23/0121/HH Proposed rear extension with pitched roof and bi-folding doors and internal alterations at 3 St Margarets Way Hopton.

06/23/0346/TRE TPO W2 no. 2 1979 - T1-T7 Sycamore trees - fell trees due to condition as dead or dying at Hopton House Hall Road Hopton.

All the above, no objection by the Planning Committee.

c) Finance. To agree May 2023 invoices for payment and bank reconciliation statement as at 30 April 2023.

Seven on-line payments and two direct debits from the business current account totalling £2613.70. It was proposed by Cllr. Hacon and seconded by Cllr. K. Bradley to approve the payments and bank reconciliation statement. This was unanimously agreed.

12. To consider and approve the year end 31.3.2023 Report and Accounts as follows:-

a) Annual Governance Statements.

It was proposed by Cllr. Tonks and seconded by Cllr. Y. Bradley to approve the Annual Governance Statement as previously circulated. This was unanimously agreed.

b) Section 2 Accounting Statements.

It was proposed by Cllr. Plaskett and seconded by Cllr. Y. Bradley to approve the Accounting Statements as previously circulated. This was unanimously agreed.

c) Year End Bank Reconciliation.

It was proposed by Cllr. Oakes and seconded by Cllr. Tonks to approve the Year End Bank Reconciliation as previously circulated. This was unanimously agreed.

d) Notice of Public Rights to Inspect.

It was proposed by Cllr. Tonks and seconded by Cllr. Y. Bradley to approve the Notice of Public Rights to Inspect. This was unanimously agreed.

e) To appoint Ashley Nichol as Internal Auditor for 2023/24.

It was proposed by Cllr. Tonks and seconded by Cllr. Hacon to appoint Ashley Nichol as Internal Auditor for 2023/24 at a cost of £110.00. This was unanimously agreed.

13. To agree Parish Council meeting dates for 2023/24.

It was proposed by Cllr. Y. Bradley and seconded by Cllr. Plaskett to agree meeting dates as listed. This was unanimously agreed. Dates are published on the Parish Council's website at hopton-on-seapc.info

14. To consider co-option advertising to fill three vacancies.

Where there are insufficient candidates to fill all seats at an election, the vacant seats should be filled by co-option as soon as possible. There are three vacant seats. Advertising can take place in the usual places (notice boards, website, Facebook, Village News). Anyone interested in becoming a Parish Cllr. please contact the Officer of the Council in the first instance on 01502 730768 or e-mail hoptonparishclerk@hotmail.com There is a short application form, followed by an informal interview process. It was proposed by Cllr. Tonks and seconded by Cllr. K. Bradley to proceed with advertising as outlined. This was unanimously agreed.

15. To consider matters relating to the Millennium Garden.

a) Anti-social behaviour – persistent removal of stones from the walls of the Ruin.

A response is awaited from GY Preservation Trust. CCTV signage was suggested.

16. To consider matters relating to the Recreation Ground/Pavilion.

a) Wave - refund and new water meter.

Due to an error in relation to the installation of a new meter which caused a leak, Wave has made an allowance on the account of £80.

17. To receive updates from previous Minutes.

a) Project Bid status re Expenditure of Developer Contributions towards Open Space, upgrade of play area St. Clare Court.

A response is awaited from GYBC regarding the outcome.

18. To confirm the date and time of the next meeting of Hopton-on-Sea Parish Council.

Monday 12 June 2023, 7.30pm in the Village Hall.

Confirmed.

The meeting closed at 7.55pm.

Signed

Dated