

MUNDESLEY-ON-SEA PARISH COUNCIL

MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE

Held on WEDNESDAY 15 June 2016 at 7:00pm
In the CORONATION HALL, MUNDESLEY

Present: Cllr P Gray (Chairman), Cllr C West (Vice-Chairman)
Committee Members: Cllrs D Revell, P Keddell, D Smith, L Stango
Non-Committee Members: Cllr J Holliman
Assistant Clerk: Mrs D Joy

Members of the Public: 6

Clerk: Mrs J White

Prior the start of the meeting, the Chairman announced that the meeting would be recorded.

01 Apologies for Absence

Councillor J Parke (working)

02 Declarations of Interest and Requests for Dispensations

Cllr Revell declared an interest in item 7 on the agenda and was given a dispensation to speak.

03 Minutes of the Previous Meeting

Agreed at the Full Council Meeting on 21 March 2016 and duly signed by the Chairman.

04 Finance

- 4.1 Invoices for April and May 2016 were considered and agreed.
- 4.2 It was agreed that Cllr Parke could repair/refurbish the 7 chicanes going into Gold Park at an approximate cost of £756 for the materials.
- 4.3 It was agreed to hire a 4 yard skip from Dave's Skips at a cost of £135 + VAT for the works at Woodhurst.
- 4.4 All Members agreed to hire PBL Builders to carry out the refurbishment works at Woodhurst prior to going back out for rental at a cost of £595 + VAT.
- 4.5 Members considered the costs for alterations to the garage into a storage area at Woodhurst and agreed to acquire costs to have the roof repaired only and then consider both options at a future meeting.
- 4.6 Members considered the costs from NP Law to Register Gold Park. Cllr Revell explained that it was much cheaper to do it yourself and Cllr Revell agreed to take on this task.
- 4.7 Members discussed appointing NP Law to prepare a commercial lease in respect of the Links Chalet Park and it was agreed to see how negotiations with the Links Chalet Park progressed and then to enter into a lease if necessary. **Action:** Clerk to monitor and update Council on progress received.
- 4.8 Members agreed to the new BT package for the Parish Hall at a total cost of £50.90 + VAT per month, saving approximately 30-40% each month.
- 4.9 All agreed not to continue with the purchase of a gazebo and to monitor the need for one and put on a future agenda if necessary.

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05 Planning

5.1 Planning Applications

PF/16/0610 Formation of balcony and insertion of patio doors at first floor to side of dwelling
12 Gunner Close, Mundesley, NR11 8FE

Members agreed to **SUPPORT** this application

PF/16/0636 Erection of single-storey rear extension
102 Cromer Road, Mundesley, Norwich, NR11 8DE

Members agreed to **SUPPORT** this application

5.2 Planning Decisions

PF/16/0234 Removal of condition 1 of 11/0103 to remove time limit for siting of seafood trailer during summer months
Land at Public Car Park, Beach Road, Mundesley – **PERMIT**

PF/16/0280 Erection of extension between dwelling and garage and insertion of windows to side elevation
23 Hawthorn Rise, Mundesley, NR11 8JY – **PERMIT**

PM/15/1771 Erection of single-storey dwelling and garage
Land at the rear of 61 Cromer Road, Mundesley, NR11 8DA – **APPROVE**

PF/16/0187 Erection of single-storey rear extension, insertion of window to first floor side elevation and conversion of garage to hobby room/lobby
59 High Street, Mundesley, NR11 8JL – **PERMIT**

HN/16/0396 Notification of intention to erect rear extension which would project from the original rear wall by 3.96m, which would have a maximum height of 3.51m and an eaves height of 2.26m
9 Marina Road, Mundesley, NR11 8BJ
PRIOR APPROVAL IS NOT REQUIRED

PF/16/0077 Oak Barn, Land at rear of 35, 37 and 39 Trunch Road, Mundesley, NR11 8JU
Conversion of barn to residential dwelling – **REFUSE**

06 Freedom of Information Request

The Clerk reported to Members that a Freedom of Information request had been received from a member of the public regarding the car parking in Gold Park during the summer months. A response had been sent and the member of the public acknowledged that their query had been answered.

07 Mundesley Action 4 Cardiac Hill

Members considered donating some of the wood that had been behind the Pavilion and was now in Fred's shed to Mundesley Action 4 Cardiac Hill. It was agreed that Members would assess the wood and the Council's needs and report back at the next Planning, Building & Environment Meeting. **Action:** Clerk to put on Agenda

08 Correspondence

- The Clerk reported that the Manager from Tesco had now emailed her regarding the parking outside Tesco. It was agreed that the Clerk would arrange a meeting between Cllrs Stango, Revell and Smith to discuss the issues with the Manager.
Action: Cllrs to notify the Clerk of suitable dates and times.
- A letter received from Mow & Grow Limited requesting to be considered for any grounds maintenance works.
- A letter from the Rt Hon Norman Lamb regarding speeding on Cromer Road. To be discussed at the next Full Council Meeting.
- Email from Derek Sidaway from the Royal British Legion to say that Halsey House has accommodation for 89 residents and there is 1 respite room for 1 person. Further information can be obtained from the Halsey House Web Page.
- Email from Highways to say there is a Mundesley Ranger Visit due on 18 July 2016.
- Email from Mr Luke Morgan regarding proposed development plans at Mundesley Hospital.
- Letter from Mr Stango regarding DBS checks to be discussed at the next Full Council Meeting.

09 To Report any other Business

- Members reported that there has been a spate of vandalism recently at Woodhurst, the Pavilion and the MUGA. **Action:** Clerk to write to the Police to see if an increase in Police presence could be provided.
- Cllr Holliman raised concerns regarding the slope approximately 50m the Bacton side of the Ship slope being slippery and reported that he had witnessed members of the public falling over. **Action:** Clerk to put on future agenda.

10 Public Participation Time

Mrs Payne reminded the Council that the footpath beside Gold Park is a Coastal Path.

11 Date of Next Meeting

The next meeting of this Committee will be on Wednesday 13 July 2016 at 7:00pm in the CORONATION HALL, Mundesley.

There being no further business the Chairman closed the meeting at 8:23pm

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13th July 2016.
DATE

Mundesley-on-Sea Parish Council Income & Expense Details April 2016

Date	Name	Memo	Account	Class	Paid Amount
15/04/2016		3 Delegate for Spring Conference	4052 · Training	101 Administration	-135.00
21/04/2016	C. Woodyard	16	200 · Lloyds Bus Banking Extra A/c		
31/03/2016		Bus Shelter Cleaning - March	4140 · Bus Shelter	101 Administration	-200.00
29/04/2016	RBS	17	200 · Lloyds Bus Banking Extra A/c		
22/04/2016		Year End over phone Caroline Buckland on Thu 21/4/16	4057 · Professional Fees	101 Administration	-288.00
29/04/2016	Rainbow	18	200 · Lloyds Bus Banking Extra A/c		
22/04/2016		Folders & Twin ID Files	4025 · Stationery	101 Administration	-24.97
29/04/2016	Mundesley Hardware	19	200 · Lloyds Bus Banking Extra A/c		
26/04/2016		Wire for Car boot fencing	4171 · Car Boot Expenses	101 Administration	-10.78
29/04/2016	SLCC	20	200 · Lloyds Bus Banking Extra A/c		
26/04/2016		Annual Membership	4050 · Subscriptions	101 Administration	-149.00
29/04/2016	June White	21	200 · Lloyds Bus Banking Extra A/c		
		Salary - April	4001 · Salary	101 Administration	-1,241.64
29/04/2016	Doreen Joy	22	200 · Lloyds Bus Banking Extra A/c		
		Salary - April	4001 · Salary	101 Administration	-1,019.04
29/04/2016	HMRC PAYE	23	200 · Lloyds Bus Banking Extra A/c		
		Clerk NI	4001 · Salary	101 Administration	-91.86
		Assistant Clerk NI	4001 · Salary	101 Administration	-52.56
		Clerk Tax	4001 · Salary	101 Administration	-104.00
		Assistant Clerk Tax	4001 · Salary	101 Administration	-38.40
		Council NI Clerk	4002 · Council NI	101 Administration	-105.09
		Council NI Assistant Clerk	4002 · Council NI	101 Administration	-59.89
					-451.80
TOTAL					
22/04/2016	Coastwatch	Electricity	1420 · Coastwatch	401 Mundesley Museum	
	Coastwatch	Electricity	1420 · Coastwatch	401 Mundesley Museum	239.91
18/04/2016	Link Chalet Owners	Chalet Park Rent	1110 · Chalet Park Rent	101 Administration	
	Link Chalet Owners	Chalet Park Rent	1110 · Chalet Park Rent	101 Administration	5,487.83
18/04/2016	E.ON	Compensation	4014 · Electricity	501 Street Lighting	44.00
	MUGA	Floodlight tokens	1815 · Token Sales	801 MUGA	91.00

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Mundesley-on-Sea Parish Council
Income & Expense Details

April 2016

Date	Name	Memo	Account	Class	Paid Amount
19/04/2016		Service Charge	200 · Lloyds Bus Banking Extra A/c	101 Administration	
		Service Charge	4045 · Bank Charges	101 Administration	-24.40
19/04/2016		Service Charge	201 · Lloyds Bus Bank No2 A/c	101 Administration	
		Service Charge	4045 · Bank Charges	101 Administration	-5.50
20/04/2016	NNDC	Back Street Toilet Rates	200 · Lloyds Bus Banking Extra A/c	301 Back Street Toilets	-68.40
20/04/2016	NNDC	2	4013 · Rates		
02/04/2016	BT	Telephone & Broadband	200 · Lloyds Bus Banking Extra A/c	101 Administration	-99.81
19/03/2016		10/11	4035 · Telephone & Broadband		
11/04/2016	E.ON	Feeder Pillar Electricity	200 · Lloyds Bus Banking Extra A/c	501 Street Lighting	-8.44
23/03/2016		Street Lighting Electricity	4014 · Electricity	501 Street Lighting	-455.65
31/03/2016		15	4014 · Electricity		
16/04/2016	Sage	Payroll Office Software	200 · Lloyds Bus Banking Extra A/c	101 Administration	-6.00
01/04/2016		9	4021 · Payroll Office Software		
04/04/2016	Mundesley Post Office	Milk & Shortcake	250 · Petty Cash	201 Old Fire Station	-2.00
29/04/2016	Clearer View	24	4180 · Miscellaneous Expenses		
		Cleaning Office Windows	250 · Petty Cash	201 Old Fire Station	-10.00
15/04/2016	Travis Perkins	1	4012 · Cleaning		
17/03/2016		Post & Sealant for Dog Signs at Gold Park	200 · Lloyds Bus Banking Extra A/c	Gold Park	-20.73
08/04/2016	C C Payne & Son	3	4011 · Maintenance		
28/03/2016		Grass Cutting at Cromer Road	200 · Lloyds Bus Banking Extra A/c	101 Administration	-504.00
		Grass Cutting at Gold Park	4145 · Grass Cutting Cromer Road	Gold Park	-960.00
08/04/2016	T. Rivett	4	4011 · Maintenance		
31/03/2016		General Gardening	200 · Lloyds Bus Banking Extra A/c	101 Administration	-300.50
08/04/2016	Editt Garrard	6	4130 · Gardening & Tub Planting		
31/03/2016		Bookkeeping for March & Entering data on QuickBo 4008 · Bookkeeping	200 · Lloyds Bus Banking Extra A/c	101 Administration	-540.00
08/04/2016	Museums Norfolk	7	200 · Lloyds Bus Banking Extra A/c		
01/04/2016		Museum Membership for 2016/17	4180 · Miscellaneous Expenses	401 Mundesley Museum	-30.00
08/04/2016	NNDC	8	200 · Lloyds Bus Banking Extra A/c		
01/04/2016		Council Tax for Car Park & Premises	4013 · Rates	101 Administration	-406.56
		Council Tax for Office & Premises	4013 · Rates	201 Old Fire Station	-416.24
15/04/2016	URM (UK) Ltd	12	200 · Lloyds Bus Banking Extra A/c		
31/03/2016		Glass Recycling	4105 · MY&C Project	101 Administration:MY&C Project	-76.14
15/04/2016	TT Jones	13	200 · Lloyds Bus Banking Extra A/c		
31/03/2016		Street Lighting Maintenance		501 Street Lighting	-531.35
15/04/2016	NALC	14			

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Mundesley-on-Sea Parish Council Income & Expense Details

Date	Name	Memo	May 2016	Account	Class	Paid Amount
03/05/2016	BT	25	Telephone & Broadband	200 · Lloyds Bus Banking Extra A/c	101 Administration	-155.16
03/05/2016	Post Office	29	12 1st Class Stamps	4035 · Telephone & Broadband	101 Administration	-7.68
03/05/2016	PWLB	2	Thank You Cards	250 · Petty Cash	101 Administration	-2.40
06/05/2016	Clarly Copiers	26	Direct Debit	4026 · Postage	101 Administration	-972.80
06/05/2016	Edlt Garrard	27	Loan Repayment	4180 · Miscellaneous Expenses	101 Administration	-67.27
06/05/2016	T. Rivett	28	Copies	200 · Lloyds Bus Banking Extra A/c	101 Administration	-688.50
09/05/2016	Post Office	36	Bookkeeping for April	4030 · Photocopier	101 Administration	-365.10
10/05/2016	E.ON	30	General Gardening	200 · Lloyds Bus Banking Extra A/c	101 Administration	-1.90
11/05/2016	E.ON	31	4 pints of Semi Skimmed Milk	4008 · Bookkeeping	201 Old Fire Station	-1.37
13/05/2016	Rainbow	33	Feeder Pillar Electricity	200 · Lloyds Bus Banking Extra A/c	501 Street Lighting	-441.13
13/05/2016	NNDC	34	Street Lighting Electricity	4500 · High Street Feeder Pillar	501 Street Lighting	-20.28
13/05/2016	URM (UK) Ltd	34	PK100 A4 Laminating Pouch	200 · Lloyds Bus Banking Extra A/c	101 Administration	-43.94
13/05/2016	Anglian Water	41	3PK Dymo 4500 Tape BW	4014 · Electricity	201 Old Fire Station	-207.35
13/05/2016	Post Office	12x2nd Class Stamps	Waste Collection - Office	200 · Lloyds Bus Banking Extra A/c	101 Administration:MY&C Project	-65.70
16/05/2016	Sage	Payroll Office Software	Glass Recycling	4105 · MY&C Project	Gold Park	-15.11
17/05/2016		Service Charge	Back Street Toilet Water Charges	200 · Lloyds Bus Banking Extra A/c	301 Back Street Toilets	-53.33
17/05/2016		Service Charge	Gold Park Pavilion Water Charges	4015 · Water	101 Administration	-6.60
17/05/2016		Service Charge	Back Street Toilet Water Charges	4015 · Water	101 Administration	-6.00
17/05/2016		Service Charge	12x2nd Class Stamps	250 · Petty Cash	101 Administration	-6.00
17/05/2016		Service Charge	Payroll Office Software	4026 · Postage	101 Administration	-6.00
17/05/2016		Service Charge	Service Charge	200 · Lloyds Bus Banking Extra A/c	101 Administration	-6.00
17/05/2016		Service Charge	Service Charge	4021 · Payroll Office Software	101 Administration	-6.00
17/05/2016		Service Charge	Service Charge	200 · Lloyds Bus Banking Extra A/c	101 Administration	-6.00
17/05/2016		Service Charge	Service Charge	4045 · Bank Charges	101 Administration	-6.00
17/05/2016		Service Charge	Service Charge	201 · Lloyds Bus Bank No2 A/c	101 Administration	-6.00

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Mundesley-on-Sea Parish Council Income & Expense Details

Date	Name	Memo	Account	Class	Paid Amount
		Service Charge	4045 · Bank Charges	101 Administration	-6.20
20/05/2016	Travis Perkins	35	200 · Lloyds Bus Banking Extra A/c		
		Float Operated Brass Ball Valve	4011 · Maintenance	601 Woodhurst	-12.23
20/05/2016	E.ON	42	200 · Lloyds Bus Banking Extra A/c		
		Electricity for Woodhurst	4014 · Electricity	601 Woodhurst	-44.38
20/05/2016	Mundesley Hardware	39	200 · Lloyds Bus Banking Extra A/c		
		2 Rolls of Black Sack for Bus Shelter Cleaning	4140 · Bus Shelter	101 Administration	-5.70
20/05/2016	TT Jones	40	200 · Lloyds Bus Banking Extra A/c		
		Street Lighting Maint. - April 16	4011 · Maintenance	501 Street Lighting	-225.55
20/05/2016	NNDC		200 · Lloyds Bus Banking Extra A/c		
		Back Street Toilet Rates	4013 · Rates	301 Back Street Toilets	-65.00
27/05/2016	Ace Fire	43	200 · Lloyds Bus Banking Extra A/c		
		Annual Fire Extinguisher Maintenance	4075 · Fire Extinguisher Maintenance	101 Administration	-189.24
27/05/2016	Rainbow		200 · Lloyds Bus Banking Extra A/c		
		Year planner & staples	4025 · Stationery	101 Administration	-60.88
		Stationery	4025 · Stationery	101 Administration	-132.57
27/05/2016	NNDC		200 · Lloyds Bus Banking Extra A/c		
		Emptying Dog Bins	4115 · Waste Collection	101 Administration	-3,095.04
		Emptying Litter Bin	4115 · Waste Collection	101 Administration	-1,679.58
27/05/2016	ISBN Agency	46	200 · Lloyds Bus Banking Extra A/c		
		Publishing cost for a book on Mundesley	4086 · Publishing	101 Administration	-99.00
27/05/2016	SLCC	50	200 · Lloyds Bus Banking Extra A/c		
		Joining Fee	4050 · Subscriptions	101 Administration	-12.00
		Annual Membership for the Assist. Clerk	4050 · Subscriptions	101 Administration	-149.00
27/05/2016	June White	51	200 · Lloyds Bus Banking Extra A/c		
		Clerk's Salary for May	4001 · Salary	101 Administration	-1,046.24
27/05/2016	Doreen Joy	52	200 · Lloyds Bus Banking Extra A/c		
		Assistant Clerk's Salary for May	4001 · Salary	101 Administration	-843.40
27/05/2016	HMRC PAYE	53	200 · Lloyds Bus Banking Extra A/c		
		Clerk Tax	4001 · Salary	101 Administration	-46.40
		Clerk NI	4001 · Salary	101 Administration	-57.36
		Council NI Clerk	4002 · Council NI	101 Administration	-65.41
		Assistant Clerk Tax	4001 · Salary	101 Administration	13.00
		Assistant Clerk NI	4001 · Salary	101 Administration	-21.60
		Council NI Assista	4001 · Salary	101 Administration	-24.29
					-202.06

TOTAL

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Mundesley-on-Sea Parish Council
Income & Expense Details

Date	Name	Memo	May 2016	Account	Class	Paid Amount
27/05/2016	Tesco Express	48 Milk	250 · Petty Cash 4180 · Miscellaneous Expenses		201 Old Fire Station	-0.75
27/05/2016	Post Office	49 Milk	250 · Petty Cash 4180 · Miscellaneous Expenses		201 Old Fire Station	-1.68

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