

MUNDESLEY-ON-SEA PARISH COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD ON MONDAY 18 JULY 2016 IN THE CORONATION HALL, MUNDESLEY

Present: Cllr C West (Chairman), Cllr P Gray (Vice-Chairman)
Cllrs D Harding, J Holliman, P Keddell, J Parke, C Payne, D Revell, L Stango,
D Smith

County Cllr W Northam

Asst. Clerk: Mrs D Joy

Members of Public: – 19

Clerk: Mrs J White

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

01 Apologies for Absence

There were no apologies received.

02 Declarations of Interest and requests for Dispensations

Cllrs Revell, Payne, Gray and West declared an interest in item 7.5 (PF/16/0872) on this agenda.

03 Minutes of Previous Meeting

- 3.1 Minutes of the Full Council Meeting held on Monday 20 June 2016 were agreed and approved by all and signed by the Chairman.
- 3.2 The Minutes of the Confidential Extraordinary Meeting held on Tuesday 5 April 2016 were approved and signed by the Chairman.

04 Chairman's Announcements

The Chairman announced that he had been reported to the Monitoring Officer by Cllrs Stango and Revell and no breach was found and no further action required.

05 Police Report

- 5.1 The Police report from 17 May to 14 July 2016 was as follows:
- 7 x Assaults (2 were child protection issues)
 - 4 x Harassment
 - 1 x Attempted threat to destroy property
 - 1 x Burglary of a lawn mower
 - 1 x Theft in dwelling
 - 1 x Criminal damage to a vehicle
 - 1 x Burglary (non-domestic)
 - 1 x Possession of an offensive weapon
 - 1 x Minor wound without intent

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data protection

- 5.2 It was agreed that Members report acts of vandalism to Parish Council property to the Clerk and she reports these crimes to the Police.

06 County & District Councillor Reports

County Councillor W Northam reported the following:

6.1 To receive County Councillor's Report:

- County Council is to continue with its Parish Partnership Scheme next year and the closing date for this is 16 December 2016
- The works on the new roundabout is due to start on the Felbrigg junction on the A149
- Grass verges have grown considerably due to the amount of rain. Extra cuts to the verges on bends and road junctions etc. will be made to ensure safety during July/August.
- The new Police & Crime Commissioner is due to do a round of talks starting in Breckland.
- North Norfolk does not support devolution and County Hall has sent questionnaires out in respect of this.

6.2 To receive District Councillor's Report

- NNDC have received an Empty Homes award and have brought back 121 properties into use.
- NNDC are sharing services with Great Yarmouth and certain Heads of Services are spending 2 days a week in G Yarmouth. G Yarmouth pays the salaries and associated costs for those days.
- It is proposed to change the boundaries of the wards in North Norfolk and reduce 48 wards down to 40.
- NNDC have achieved an underspend on their investment income of over £702,000; however, reserves are needed to respond to things like the 2013 tidal-serve.
- NNDC's target is to collect 98.5% of council tax and have achieved 98.6% and have the best Council tax collections in the country.
- There will be no government support grant from 2020 and the Council will have to use council tax, business rates and tourism for its income.
- Anglian Water has instructed Kier to carry out works on the water leak at the Corner House Café / Spar junction.

07 Planning, Building & Environment Committee

- 7.1 Following two complaints from members of the public it was agreed that a mistake had occurred in the counting of the votes in respect of the voting for the Chairman of Planning. A member of the public at the meeting confirmed this. It was therefore agreed that there were 4 votes for Cllr Smith and 3 for Cllr Stango with one Member abstaining and it was concluded that Cllr Smith is the new Chair of Planning.
- 7.2 Members agreed the Minutes of the PBE Committee Meeting held on 6 July 2016 together with an amendment to be made by the Chairman in respect of 7.1 on this agenda.
- 7.3 The Clerk reported that NorfolkALC had stated that Committee membership cannot be made up of all Councillors and if the Council only has 10 Members then it is recommended that the membership does not exceed 7. Members agreed that they would stay with a membership of 8 and Cllr Parke agreed to step down to allow either Cllr Keddell or Payne to sit on the Committee. A vote will be made at the next Planning Meeting in respect of the 8th Member.

The Clerk also reported that NorfolkALC had said that non committee Members should not sit with the Committee but if they wished to attend should sit in the audience, as they cannot discuss the agenda items or vote. Members agreed to continue with what they have always been doing and non-members will continue to sit with the Committee and comment as they have done previously.

- 7.4 Cllr Parke reported that he had fitted the new bin in the Shopper's Car Park and had painted the Memorial Garden gates. The person who donated the gates telephoned Cllr Parke to thank him and to say how pleased she was with them. The Chairman thanked Cllr Parke for the work he had done.

- 7.5 To consider and agree the following planning applications:

PF/16/0640

Use of land for siting of a mobile NCI (National Coastwatch Institution station from March to October each year

Site is at seaward end of Vale Road, Mundesley, NR11 8DT

Members did not feel that this came under Mundesley but **supported** this application if it did. The Clerk to respond to NNDC accordingly

PF/16/0872

Erection of four dwellings

Land off, Cromer Road, Mundesley, Norwich, NR11 8DB

Following a request in writing from Mrs Reynolds, the Chairman permitted her to speak to Members on this application before they discussed it. Following a request from Members, Mrs Reynolds agreed to supply them with a copy of her report. Members agreed to look at the report and then vote via email to the Clerk as to whether they support, object or comment without objections in respect of this application.

08 Finance & General Purposes Committee

- 8.1 Minutes of the FGP Committee Meeting held on 13 July 2016 were agreed and approved subject to an alteration being made on the request of Cllr Holliman in respect of item 6.2.
- 8.2 Please refer to 7.3 on these Minutes in respect of Committee Member numbers and attendance of non-committee Members. No Member agreed to step down to allow one of the non-committee Members to join the Committee.
- 8.3 Members agreed to grant the school £650 under Section 137 for the provision of reading books.

09 Grant Presentations

- 9.1 The Chairman presented cheques for grants to the following charities:

All Saints Parish Church	Don't be alone at Christmas	£250
1 st Mundesley Scout Group	Purchase of a bell tent	£250
Mundesley Junior School	Purchase of rapid reading books	£250
Mundesley Action 4 Cardiac Hill	New steps for beach access	£250
Coronation Hall	Replace damaged theatre curtains	£250
East Anglian Air Ambulance	Compression bands for CPR machine	£250
Mundesley Festival	Running costs	£250

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10 DBS Checks

- 10.1 Following advice from the Clerk and Cllr Smith that it is illegal to have DBS checks done if Members do not fit any of the criteria for the checks and no risk assessment has been carried out, Cllrs West, Gray, Keddell, Parke and Smith voted not to go ahead and Cllrs Harding, Holliman, Payne, Revell and Stango voted to still go ahead. The Chairman had a casting vote and voted not to have the DBS checks, therefore, it was **AGREED** not to go ahead with the checks.

11 Museum

- 11.1 The Clerk reported that she had received information recommending that the fuse box and wiring are updated in the Museum from Coastwatch via an electrician who had done some works for them. **Action:** Clerk to obtain two further quotes and report back.

12 Tesco Parking

- 12.1 Following a meeting with the Store Manager, Cllr Revell reported that no staff use the car park now in order to provide more parking spaces for the public and they are looking at the entry/exit of the Store in order to see if a better solution can be found.

13 Documentation

- 13.1 Members did not agree to adopt the Grievance Procedure and this is to be discussed by the Employment Committee.
13.2 Members agreed to adopt the Social Media Policy.

14 WW2 Gun Emplacements

- 14.1 Cllr Revell asked to defer this item to the next Council Meeting, as she had not received all the information in respect of this.

15 Reports from Outside Bodies

To receive Reports from Member representatives on Outside Bodies

- (i) **Coronation Hall** – Nothing to report
- (ii) **Citizens Advice Bureau** – Nothing to report
- (iii) **MADRA**- Cllr Gray reported that they aren't running Trunchonbury this year but will do so next year.
- (iv) **Youth & Community** – Nothing to report except that the rowing machine arm has sheared off and Cllr Smith has made safe.
- (v) **Inshore Lifeboat** – Nothing to report
- (vi) **Visitors Centre** – Cllr Smith reported that visitors are steady and dependent on the weather and visits to the website are increasing. They are still looking for volunteers to run the Centre.
- (vii) **Maritime Museum** – Cllr West reported that the Museum is now open and visitor numbers are up on previous years. The 1st draft of the book has been approved and printing of the book will commence in the next five days.
- (viii) **North Norfolk Tourism Overview & Management Forum** – Nothing to report
- (ix) **Overstrand Partnership Forum** – Nothing to report

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16 To Report any other Business

Cllr Gray explained that he had locked the main gates of Gold Park on High Street, as he had been warned that there were travellers in the area. He is going to look to see if only one gate can be locked, allowing public access through the remaining gate. Cllr Gray also thanked Mr Knowles for offering to be a key holder and agreeing to open/lock the gates into the overspill car park on Gold Park.

17 Correspondence

No correspondence had been received.

18 Public Participation Time

- Mrs Reynolds referred to planning application PF/16/0872 and suggested bollards for Gold Park main gates.
- Mrs Munroe confirmed that only one gate can be locked at a time.

19 Date of Next Meeting

The date of the next Meeting of the Parish Council will be held on Monday 26 September 2016 in Coronation Hall, Mundesley at 7.00pm.

20 Exclusion of the Press and Public

To resolve under the Public Bodies (Admission of Strangers) Act 1960 that the Press and Public be excluded during the discussion of CONFIDENTIAL employment matters and possible litigation matters.

The Meeting closed to the public at 8.43 pm and a 5 minute break was taken by Members

PART II

1. To consider and agree action in respect of a grant application

Members agreed that the grant application form could be resubmitted at the next Full Council meeting for consideration.

2. To consider and agree action to be taken in respect of grievance report

Members agreed with a vote of 5 for and 4 against to uphold the grievance report and Members agreed a vote of no confidence in the Councillor who had carried out the bullying with a vote of 5 for and 4 against.

3. Employer's Duty of Care to Employees

4. Arrangements in place for Councillors to visit the office

Members agreed that the Employment Committee could arrange a meeting to discuss points 3 and 4.

CHAIR

MPC/JW/18.07.16

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DATE: *26 SEPTEMBER 2016*

Expenses – July & August 2016

Date	Cheque No	Detail	Amount	Ref
15.07.16	C133	Duck Tape – Children's Play Area	5.80	119
16.07.16	DD	Payroll Office Software	6.00	120
28.07.16	DD	E-ON – Feeder Pillar Electricity	5.71	121
29.07.16	467	TT Jones – New lamp and post High St	4959.71	122
29.07.16	468	*W Beauchamp – Museum Website Mgmt.	70.00	123
12.07.16	C114	Cromer Trophies – Gold Park Keys	8.00	124
18.07.16	C115	*Post Office – Milk	0.58	125
14.07.16	C116	Morrisons – Pavilion Toilet Roll	5.00	126
24.05.16	C117	*Carol Howard – Pavilion Cleaning Materials	6.24	127
25.07.16	C118	*Post Office – Milk	0.58	128
27.07.16	C119	Post Office – Cash Receipt Books	2.58	129
27.07.16	C120	*Post Office – 12 x 1 st Class Stamps	7.68	130
01.08.16	469	*Doreen Joy – July Salary	1039.24	131
	470	Cheque Void		
02.08.16	DD	BT – Phone & Broadband	102.00	132
02.08.16	471	Replacement Cheque accounted for in June		
03.08.16	472	*June White – July Salary	1128.38	133
04.08.16	473	NALC – Annual Subscription	419.67	134
06.09.16	474	Renosteel – Memorial Footpath	3000.00	135
06.09.16	475	*D J Brome – Woodhurst Skip Hire	135.00	136
06.09.16	476	*PBL Builders – Woodhurst Repairs	595.00	137
06.09.16	476	*PBL Builders – Reposition Skatepark Bin	85.00	137
06.09.16	477	*Cheverton & Son – 600 x Mundesley Books	2045.00	138
31.08.16	65	*Doreen Joy – August Salary	1029.92	139
31.08.16	BT	*Bank Interest Charge	1.37	139
06.09.16	478	*June White – August Salary	1046.00	140
07.09.16	479	SSE – Electricity for Back St Toilets and Office	78.53	141
07.09.16	480	*NNDC – Woodhurst Council Tax (October)	402.70	142
07.09.16	481	*NorfolkALC – Summer Seminar (Employment)	150.00	143
07.09.16	482	*Edit Garrard – July Bookkeeping	544.50	144

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Date	Cheque No	Detail	Amount	Ref
07.09.16	483	TT Jones – Street Light Maintenance for July	200.65	145
07.09.16	484	IDU Trading Ltd – Basketball Backboard	224.00	146
07.09.16	485	*T Rivett – Grounds Maintenance etc (July)	450.00	147
07.09.16	485	*T Rivett – Car Boots	60.00	147
07.09.16	485	T Rivett – Fuel for machinery	10.00	147
07.09.16	486	Mayday – Colour Photocopies	115.84	148
07.09.16	487	Travis Perkins – Materials for Chicanes	124.18	149
07.09.16	488	*T Rivett – Grounds Maintenance etc (August)	420.00	150
07.09.16	488	*T Rivett – Car Boots	100.00	150
07.09.16	488	T Rivett – Fuel for machinery	10.00	150
07.09.16	489	Ian Wells – Woodhurst Flint Wall Repairs	420.00	151
07.09.16	490	Rialtas Business Solutions – RBS Training	731.52	152
07.09.16	491	Sonata Security – Office Alarm Service	72.00	153
07.09.16	492	*NALC – “Being A Good Employer Guide” Books	54.00	154
07.09.16	493	URM (UK) Ltd – Recycle Glass Collection	43.20	155
07.09.16	494	*PBL Builders – Securing Bench at Museum	60.00	156
08.09.16	495	Travis Perkins – Chicane Materials	50.66	157

*No VAT is charged on these items/invoices

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Date: 14/9/16.