

MUNDESLEY-ON-SEA PARISH COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD ON MONDAY 1 FEBRUARY 2016 IN THE CORONATION HALL, MUNDESLEY

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

County Cllr W Northam

Members of Public: – 5

Clerk: Mrs J White

01 Requests for Filming or Recording

No requests

02 Apologies for Absence

PCSO D Fathalla sent his apologies

03 Declarations of Interest and requests for Dispensations

Cllr Greer declared an interest in item 11 on the Agenda and Members gave her a dispensation.

04 Minutes of Previous Meeting

- 4.1 Minutes of the Full Council Meeting held on Wednesday 9 December 2015 were agreed and approved by all and signed by the Chairman.
- 4.2 Minutes of the Part II Confidential Meeting of the Full Council held on Wednesday 9 December 2015 were agreed and approved by all and signed by the Chairman.

05 Chairman's Announcements

The Chairman had nothing to report.

06 Police Report

- 6.1 The Clerk reported the crime stats from 13/12/15 – 26/01/16 as follows:
 - 4 x assault with injury – common assault and battery (domestic related)
 - 3 x Sec 4A Public Order Act causing intentional harassment, alarm or distress
 - 1 x theft from a motor vehicle (property on show in the windscreen)
 - 1 x take or make indecent photographs or pseudo-photographs of children
- 6.2 The Chairman read out a letter of apology given to the Clerk from Mr R Baggaley in respect of a Public Order Offence against the Clerk and Cllr Stango on 8 December 2015 in the Parish Office.

07 County & District Councillor Reports

7.1 To receive County Councillor's Report

Cllr Northam wished everybody a happy and peaceful new year. He reported:

- Norfolk Fire & Rescue Service has an Urban Search & Rescue Team, one of 5 in the UK helped with the flooding in Cumbria, paid by the Government.
- Government grant for 2016/17 budget has been reduced by £28,733 million and 77% of those consulted agreed to an increase in Council Tax.
- County Council's Children's Outreach provided assistance to 9 families over Christmas so that no children had to be taken into care.

7.2 To receive District Councillor's Report

Cllr Northam reported the following:

- NNDC are trying to provide a balanced budget without a Council Tax increase.
- Some of NNDC's office space has been leased to County Children's Service and the Department of Works and Pensions to provide an income.

08 Planning, Building & Environment Committee

8.1 The minutes of the PBE meeting held on 6 January 2016 were agreed and approved.

8.2 The PBE Terms of Reference were considered, agreed and adopted. Cllr Stango thanked the Clerk for her hard work.

8.3 PF/15/1884

Erection of first floor side, two-storey side and rear extension, balcony to front and front porch

25 Sea View Road, Mundesley, Norwich, NR11 8DH

All Members supported this application.

09 Finance & General Purposes Committee

9.1 Minutes of the FGP Committee Meeting held on 27 January 2016 were agreed and approved. The Chairman asked Members for clarification in respect of investing Parish Council money and it was confirmed that Cllrs West and Gray should look at other banks apart from Lloyds to invest the money.

9.2 The PBE Terms of Reference were considered, agreed and adopted.

9.3 The Financial Standing Orders were considered, agreed and adopted.

9.4 Members agreed to the Clerk adding inspections to the Risk Register and the Risk Register was considered, agreed and adopted. Cllr Gray said that he wanted to praise the Clerk for what she had done and he was very proud of her, the Chairman supported this.

9.5 The Chairman reported that he was in contact with a company to see if they could carry out the Council's external audit and would report back at the next Finance & General Purpose Committee Meeting.

9.6 Members ratified the grant of £1,500 for Mundesley Community Care towards their new cooker as agreed at the Finance Committee Meeting on 27 January 2016 under Section 137.

10 Documentation

10.1 The Employment Committee Terms of Reference were considered, agreed and adopted with one amendment under section 2 of committee membership reduced from 5 to 4.

10.2 The Complaints Policy was considered, agreed and adopted.

Redacted due to
data protection

- 10.3 The Grant Awarding Policy was considered, agreed and adopted.
- 10.4 The Grant Application Form was considered, agreed and adopted.

11 Coastwatch

- 11.1 The Chairman reported that Coastwatch have requested a 2 year rolling tenancy so that if given notice they have time to relocate. He reported that they do not pay rent or rates for the occupancy but do pay the electricity bill. He said the relationship between Coastwatch and the Council was not a happy one and that Bob White is very demanding. Cllr Gray agreed with this. Cllr Keddell suggested that Coastwatch should pay towards some of the insurance for the building and Cllr Stango recommended that when the new tenancy is agreed it should be written into the agreement that the tenant accepts responsibility for any damage they cause to the building. Members agreed that another meeting should be arranged with Coastwatch in order to discuss the issues. **Action:** Clerk to arrange a meeting.

12 Museum

- 12.1 The Chairman reported there was money available for museums and would like Members to consider a possible extension on the Museum. He said that some land would have to be acquired from NNDC so it would depend on their approval to do this.
- 12.2 The Chairman has reapplied for accreditation for the Museum on 30 September 2015 but has not heard anything from the Arts Council yet and will update Members as soon as he hears anything.
- 12.3 The Chairman reported that the new vinyl has been fitted in the Museum.

13 Parish Council Notice Boards

- 13.1 The Clerk reported that the Parish Notice Board by the Visitors Centre needs repairing. The cork is warped, condensation is getting inside the glass and the doors are difficult to lock and shut. **Action:** Cllrs West and Gray to speak to P Howard to see if it can be repaired.
- 13.2 The Chairman reported that he thought it was important to display items at the Parish Office but did not like them on the windows and asked Members to consider purchasing a notice board for the Parish Council garden. **Action:** Clerk to investigate costs and report back.

14 Office Printer

- 14.1 The Clerk produced a report for Members to consider and agree a new lease for an office printer. Members considered the report and agreed to lease a Ricoh Aficio MP306ZSPF colour printer for £29.99 per month plus the cost per print from Mayday Office Equipment Services Ltd.

15 The Queen's Birthday

- 15.1 The Clerk reported that Beacons will be lit at night on 21 April 2016, the Queen's 90th birthday, across the UK, Channel Isles, Isle of Man and the UK overseas Territories to mark this unique moment. Members agreed to be involved with this. **Action:** Clerk to investigate further. Cllr Stango suggested it would also be nice to hold a party in the park on the Queen's official birthday in June when the weather is better. **Action:** Members to think what they would like to do for this event and report back at the next meeting. Clerk to put on PBE Agenda.

16 Reports from Outside Bodies

To receive Reports from Member representatives on Outside Bodies

- (i) **Coronation Hall** – Cllr Keddell had nothing to report.
- (ii) **Citizens Advice Bureau** – Cllr Stango had nothing to report.
- (iii) **MADRA** – Cllr Gray had nothing to report.
- (iv) **Mundesley Youth & Community** – Cllr West reported that Jackie Thornton said she is still waiting for confirmation in writing that the gym equipment is to be replaced FOC by the supplier.
- (v) **Inshore Lifeboat** – Cllr Payne had nothing to report.
- (vi) **Visitors Centre** – Cllr Smith had nothing to report.
- (vii) **Maritime Museum** – Cllr West reported that a Museum Steward, Peter Brice had written a document called “Mulesai to Mundesley” – “Toward a History of the Village”. The Chairman suggested this would be nice to publish and Peter Brice is happy to sign the rights to MPC together with any monies raised. The Museum has been left £2,500 and the Chairman felt it would be nice to use this money for that. Cllr Keddell thought it was a good document but would like to see it brought up to date to the present time. All agreed with this. **Action:** Cllr West to speak to Mr Brice re updating and report back.
- (viii) **North Norfolk Tourism Overview & Management Forum** – Cllr Parke reported that the next meeting will be this month.

17 To Report any other Business

Cllr Caudwell reported the Parish Council Office door needed re-staining/varnishing.

18 Correspondence

To consider correspondence and agree action:

- Email and letter re Tesco Parking. Highways suggest it is mentioned to the local SNAP meeting to see if the local PCSO could call in a few times to keep an eye on it. Tesco Customer Service in Dundee said it is not something they deal with. **Action:** Cllr Stango to take to SNAP and Clerk to put on PBE Agenda.
- A verbal complaint from a resident in Beckmeadow Way to say that there are 3 street lights on all the time. **Action:** Clerk to arrange a meeting with TT Jones to discuss street lighting issues.
- An Email from Voluntary Norfolk & Merchants Place to say they are holding a volunteering open morning on 06/02/16 10am to 1pm for anybody who is interested in local volunteering opportunities.
- Email from Mundesley Chalet Owners to say thank you for agreeing to pay for some of the new signs.
- Email from Highways to say work will begin to carry out some kerbing and footway works adjacent to Jenbar Garage on High St ahead of the resurfacing works on 15/02/16. The works will take 2 weeks and traffic will be controlled using 2 way traffic signals.

19 Public Participation Time

- Mrs Munro asked if the documents that have been adopted will be on the Internet. The Clerk confirmed that they will be. Mrs Munro also reported 3 street lights not working properly along the seafront. The Clerk said she would report this to NCC.
- Mrs Payne asked if anybody had thought about notifying the school re the kerbing and footway works. **Action:** Cllr Revell to notify the School

20 Date of Next Meeting

The date of the next Meeting of the Parish Council will be held on Monday 21 March 2016 in Coronation Hall, Mundesley at 7.00pm.

Meeting closed to the public at 8.35 pm and the Chairman called the Part II Confidential Meeting to discuss employment matters.

CHAIRMAN:

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.. DATE: 21/3/16