

MUNDESLEY-ON-SEA PARISH COUNCIL
MINUTES OF THE FULL COUNCIL MEETING HELD ON
MONDAY 25th March 2019 IN THE CORONATION HALL, MUNDESLEY.

Present: Cllrs: D. Harding (Chair)
Cllrs: D Revell, B Reynolds, D Parkin, C. Paye, P. Gray, C. West, P Keddell,
J Barnes, J Nicholas.
District Cllr: Barry Smith

Members of Public: – 4

Clerk: Ms D. Joy

Prior to the meeting the Chair announced any person wishing to photograph, record, broadcast or transmit the proceedings of a meeting should notify the Council at the beginning of the meeting and that this meeting was being recorded

MINUTES

01 Apologies for Absence

Cllr Fredericks.

02 Declarations of Interest and Requests for Dispensations

Cllr Payne declared an interest in Item 21.1

Cllr Revell Proposed to move the motion and Cllr Gray Seconded the proposal.

Members **AGREED** for Cllr Payne to speak and vote on item 21.1

03 Minutes of Previous Meetings

3.1 To agree and sign Minutes of the Full Council held on Monday 25th February 2019.

Cllr Keddell Proposed to move the motion and Cllr Reynolds Seconded the proposal.

Members **AGREED** the Minutes of the Full Council Meeting held on Monday 25th February 2019.

The Chair signed the minutes.

3.2 To adopt Minutes of the Planning, Building and Environment Committee held on Wednesday 13th March 2019.

Cllr Revell Proposed to move the motion and Cllr Parkin Seconded the proposal.

Members **ADOPTED** the Minutes of the Planning, Building and Environment Committee held on Wednesday 13th March 2019.

3.3 To adopt the Minutes of the Employment Committee held on Thursday 21st March 2019.

Cllr Gray Proposed to move the motion and Cllr Reynolds Seconded the proposal.

Members **ADOPTED** the Minutes of the Employment Committee held on Thursday 21st March 2019.

04 Chairmans Announcements and Presentations

4.1 Chairman's Report – see attached report.

4.2 Presentation from Jim Begley from the Community Heartbeat Trust (CHT).

Mr Begley explained the practical costs and the maintenance of having a de-fib.

There are different models and they vary in price from, £1900 - £2300. This is for the cabinet, de-fib and support from CHT. There are weekly checks that need to be completed and if the Webnos system is chosen this is all online from the de-fib. A report is sent to the owner of the de-fib. The ambulance service and the CHT. The pads only last 2 years and the defib will not work with pads that are out of date.

05 Police Report

5.1 To receive an update on incidents from Police.uk site. – January

Public Order = 5

Anti-Social Behaviour = 2

Violence & Sexual Offences = 1

Drugs = 2

Other theft = 2

Total crimes = 12

06 County & District Councillor Reports

6.1 To receive County Councillor's Report

Cllr Ed Maxfield gave his apologies, has nothing to report.

6.2 To receive District Councillor's Report

See attached report.

07 Planning, Building & Environment Committee

7.1 To consider and agree trees for Memorial Gardens.

Cllr Reynolds Proposed to move the motion and Cllr Gray Seconded the proposal.

Members **AGREED** to seek a tree specialist for recommendation of trees with a budget of £2500.00.

This is to include delivery and planting.

The clerk will email recommendations to Councillors.

7.2 To consider and agree bench application.

Cllr Payne Proposed to move the motion and Cllr Harding Seconded the proposal.

Members **AGREED** three suggestions:

1. To see if NNDC would allow plaques on the benches in situ on the sea front already and if the applicants were happy with that.

2. To see if the 2 benches could be put on the promenade at the bottom of the slope by the Ship pub.

3. For the applicants to suggest at alternative locations.

08 Finance & General Purposes Committee

8.1 To consider and agree Februarys' banks reconciliations of accounts.

Cllr Parkin Proposed to move the motion and Cllr Revell Seconded the proposal.

Members **AGREED** Februarys' banks reconciliations of accounts.

8.2 To consider and agree February's petty cash reconciliations.

Cllr Gray Proposed to move the motion and Cllr Reynolds Seconded the proposal.

Members **AGREED** Februarys' petty cash reconciliations.

8.3 To consider Februarys' payments for approval and Januarys receipts.

Cllr Revell Proposed to move the motion and Cllr Payne Seconded the proposal.

Members **AGREED** Februarys' payments for approval and January's receipts.

8.4 To consider and agree to appoint an internal auditor.

Cllr Revell Proposed to move the motion and Cllr Reynolds Seconded the proposal.

Members **AGREED** to appoint David Holmes as 2018/2019 internal auditor.

09 Gold Park

9.1 Update on Gold Park Charity and to consider and agree any actions.

The Chair informed members that there would be a trustee meeting on the 29th May 2019 at 7pm.

All members said they were able to attend except for Cllr Payne.

Cllr Reynolds Proposed to move the motion and Cllr Parkin Seconded the proposal.

Members **AGREED** the letter of agreement from the charity consultant.

9.2 To consider and agree arrangements for the Car Boot.

Cllr Gray Proposed to move the motion and Cllr Reynolds Seconded the proposal.

Members **AGREED** for the Carboot to run from Mid-April to the end of September. Cllrs Harding & Parkin volunteered with Cllr Gray every other week. Cllr Barnes offered to cover if anyone was ill.

- 9.3 To consider and agree the Circus using Gold Park.
Cllr Revell Proposed to move the motion and Cllr Payne Seconded the proposal. Members **AGREED** for the circus to use Gold Park

10 Highways
Nothing to report

11 Policies, Documents, Communications and Training

- 11.1 To consider and agree updated Social Media Policy.
Cllr Revell Proposed to move the motion and Cllr Reynolds Seconded the proposal. Members **AGREED** the updated Social Media Policy covering Councils Facebook page.
- 11.2 To consider and agree if to subscribe to Norfolk Parish Training and Support.
Cllr Reynolds Proposed to move the motion and Cllr Harding Seconded the proposal. Members **AGREED** to subscribe to Norfolk Parish Training and Support.
- 11.3 To consider and agree if Councillors to have biographies on the website.
Cllr Reynolds Proposed to move the motion and Cllr Parkin Seconded the proposal. Members **AGREED** for Councillors to have their biographies on the website.
- 11.4 To consider and agree the recipient of the Coast Watch flowers.
Cllr Payne Proposed to move the motion and Cllr West Seconded the proposal. Members **AGREED** for Munhaven to be the recipient for this year's flowers.

12 Museum

- 12.1 Update on the refurbishment of the Museum and to consider and agree any actions.
The Clerk updated Council that the works were in hand and that she would be meeting with Cllr West to go through the display options and also hold a Museum Committee meeting.
- 12.2 Update on the Museum Accreditation.
Cllr West informed members that the museum had now received Full Accreditation.
- 12.3 To consider and agree if to renew the Museum Norfolk Membership.
Cllr West Proposed to move the motion and Cllr Revell Seconded the proposal. Members **AGREED** to renew the Museum Norfolk Membership.

Cllr Nicholas entered the meeting.

13 Woodhurst - Nothing to report

14 Events

- 14.1 Update on Events and to consider and agree any actions.
Cllr Reynolds informed members of all the events that would be held this year. She also informed Council that the proceeds of the Dog Show would be going to Hillside Animal Sanctuary. A breakdown of the costs involved for Council to agree would be on the next meeting.

15 Reports from Outside Bodies

- 15.1 To receive Reports from Member representatives on Outside Bodies
- Coronation Hall AGM was on the 20.3.19
 - Citizens Advice Bureau Meeting next Friday
 - Inshore Lifeboat nothing to report
 - Visitors Centre nothing to report
 - Coastal Protection Committee Nothing to report
 - SNAP – Meeting on the 10.4.19
 - Coast Watch Nothing to report

16 To Report any other Business

Note that this is to report matters for inclusion in a future agenda or matters which require no decision to be made by the Council.

Cllr Nicholas asked if she could help with the Newsletter.

Cllr Parkin asked if Seal & Shore watch could have a stall at the carboot

Cllr Harding asked for internet banking to be revisited.

Cllr Revell left the meeting

17 Correspondence

17.1 To consider correspondence received by the Council and agree responses thereto

-The Clerk has had a response from NNDC about the Village Map and due to the issues getting a licence from them it has been suggested that Council should re-apply for planning to relocate it.

Cllr Revell Proposed to move the motion and Cllr Parkin Seconded the proposal.

Members **AGREED** to respond by agreeing to re-apply to relocated the Village map.

-The Clerk informed members she gets numerous emails for Grants and would like to apply for them.

Cllr Revell Proposed to move the motion and Cllr Nicholas Seconded the proposal.

Members **AGREED** to allow the Clerk to apply for Grants for Council projects.

-There had been an application to use Gold Park from the Church Rooms giving free food.

Cllr Revell Proposed to move the motion and Cllr Reynolds Seconded the proposal.

Members **AGREED** to respond to this request and not allow this event due to the conflict it may cause with local businesses and to suggest they use their own premises, which are located further away from those local businesses.

NP Law have advised to pay Bounceback for the work completed.

Cllr Revell Proposed to move the motion and Cllr Reynolds Seconded the proposal.

Members **AGREED** to reply to NP Law and pay the outstanding invoice.

The Clerk informed members that the AONB will be celebrating their 50th Anniversary on the 8th April. If anyone would like to attend to let her know.

The Clerk informed members that the police had placed speeding strips on the Cromer Road from the 27.2.19 till the 7.3.19. The Police will look into an enforcement team.

18 Public Participation Time

The meeting will be adjourned for a period specified in the Resolution to allow Members of the Public and any Councillors with prejudicial interests to speak.

Note that only items on this Agenda are to be discussed – for any other item/ subject please contact the Clerk in writing for submission at a future meeting.

A member of the public mentioned that they were worried that many of the de-fibs in the village could not be used due to having out of date pads and were not being maintained. Members agreed to write a letter to all the places that have a de-fib to make them aware of this issue and to have them checked.

19 Date of Next Meeting

19.1 To confirm that the date of the next Meeting of the Parish Council will be held on 29th April 2019 in the Jubilee Room, **Coronation Hall at 7:00pm.**

20 Exclusion of the Press and Public

To resolve under the Public Bodies (Admission to Meetings) Act 1960 that the Press and Public be excluded due to the fact that the proposed terms for new leases are subject to contract and publicity would prejudice the ongoing negotiation of these lease by the Council, and there may be possible litigation.

21 EMPLOYMENT & LITIGATION MATTERS

21.1 Update on the Links Lease and to consider and agree any actions.

Cllr Reynolds Proposed to move the motion and Cllr Payne Seconded the proposal.

Members **AGREED** the rent for 2019/2020.

- 21.2 Update on the Putting Green Lease and to consider and agree any actions.
Cllr Payne Proposed to move the motion and Cllr Parkin Seconded the proposal.
Members **AGREED** for Cllrs West, Harding and Gray to meet together and go through the lease with the solicitors and refer a synopsis back to Council.
- 21.3 Update on Clerks performance and to ratify the Employment Committees decisions.
Cllr West Proposed to move the motion and Cllr Reynold Seconded the proposal.
Members **AGREED** the Clerks annual review and to assist with her continuous professional development.

MEETING CLOSED : 9:20PM

CHAIR: _____

DATE: _____

B. Smith 25th March 2019

Over View and Scrutiny Committee.

At the next meeting of the over view and scrutiny committee to be held at 0930hrs on Wednesday the 10th April there is to be a Mental Health presentation on the work of the Early Help Hub. This was raised at a previous meeting regarding mental health issues across the district. With the rise in mental health issues across all age groups members of the committee agreed to invite mental health professionals to give a presentation and an update on mental health service provision across the district.

The Draft Local Plan and The North Norfolk Design Guide

Consultations it has been agreed that the consultations will commence as soon as possible after the May elections. The consultations will run from Tuesday the 7 May- Wednesday 19 June. A number of drop -in events have been arranged to take place during the consultation period. The events will provide residents with the opportunity to come and discuss the proposed policies and sites in the first draft local plan with planning staff. The drop in event for Mundesley will be held on the 17th May between the hours of 14.30hrs – 19.30hrs at the coronation hall.

A letter regarding the local plan is currently being distributed to all residences and commercial properties in North Norfolk via the annual Council Tax and Business Rates billing mail out.

Refurbishing the North Norfolk Information centre.

The grant application to the Rural Development Programme for England (RDPE) was successful, for the refurbishment and repurposing of the North Norfolk Information Centre in Cromer to include a Deep History Coast discovery centre. It is anticipated this refurbishment will take place in the early autumn 2019 and will be the “ gateway” to the Deep History Coast for visitors and a central point of information for local communities and interested businesses

Mammoth Marathon

The desire to see the first on road marathon in Norfolk for several decades has seen a project group identifying routes, dates, times, pricing and a range of other detail to allow this exciting idea come to fruition. Communications will provide a service to the project in order to ensure timely and accurate information and registration opportunities are offered to potential participants well in advance of the race date to allow for adequate time for event planning and runner training. The project is being run by the economic growth and sports teams, with external consultation and advice from a road running club.

Once again we have the Bagot goats coming to Cromer later this year with an additional 12 young new members to their ranks equally split between six female and six males. The herd was originally brought in to help keep the cliff at Cromer clear in 2016. Since then the goats have become very popular with our local residents and visitors with the addition of the new baby goats they should prove to be an even greater attraction.

North Norfolk District Council is at present hosting an exhibition by Norfolk painter Leslie Nockels at its offices in Cromer. The exhibition runs until April 19th at N.N.D.C. Holt Road offices. The first floor gallery is open to the public from 08.30am – 5pm on Mondays,

Tuesdays and Thursdays; 10am-5pm on Wednesday; and 08.30am-4.30pm on Fridays. The council seeks to offer free opportunities to local artists to display their work in the well lit gallery, giving staff and visitors the opportunity to see a variety of work. Six exhibitions are held annually.

Marches' Payments							
Voucher Number	Payable to	Payment Method	Description	Amount	Name	Sign 1	Sign 2
326	Lloyds Bank	D/D	Charges 10.1.19-9.2.19	£21.50			
327	Siemens	D/D	Photocopier lease & service	£167.96			
328	SSE	D/D	MUGA lights	£52.44			
329	BT	D/D	Phone & Internet Feb	£86.40			
330	SSE	D/D	Street Lights - Feb 2018	£332.05			
331	SAGE	D/D	Payroll Software - March	£7.20			
332	EON	D/D	Feeder pillar 11.1.19 -18.2.19	£21.72			
333	NNDC	N/A	Rates for Museum	£0.00			
334	SSE	D/D	Back St toilets	£10.03			
335	SSE	D/D	Museum Electricity	£217.45			
336	SSE	D/D	Office Electricity	£74.16			
337	SSE	D/D	Pavilion Electricity	£33.81			
338	Norfolk Pension Fund	OO1087	Employee & Employer Pension Contribution	£670.12			
339	N/A	OO1088	Cheques void	£0.00			
340	Doreen Joy	OO1089	Salary & expenses for February	£1,906.06			
341	Rainbow Stationary	OO1090	Boxes for museum, stamps and Stationary	£257.49			
342	Pear Tree Book Bindary	OO1091	To bind 7 sets of minutes	£245.00			
343	Norfolk County Council	OO1092	NPLAW Subscription 2019/20	£480.00			
344	PKF Littlejohn	OO1093	Additional charges for public queires 2017/2018	£958.50			

Agreed at Full Council on 25.3.19 Chair Sign:

RFO Sign:

Marches' Payments							
Voucher Number	Payable to	Payment Method	Description	Amount	Name	Sign 1	Sign 2
345	Jaguar Scouts	OO1094	Donation for Easter Eggs	£60.00			
346	SLCC	OO1095	ILCA Course for Cllr Reynolds	£99.00			
347	Festive Lights	OO1096	Christmas Lights	£100.56			
348	Norfolk PTS	OO1097	Annual Subscription 2019/20	£441.00			
349	T Rivett	OO1098	Maintenance - Feb	£225.00			
350	Valuation Office	OO1099	Lease work for Links and Putting Green	£600.00			
351	Richard C A	OO1100	Planms & application for museum windows	£450.00			
352	Cozens	OO1101	Street Lights - Feb 2019	£120.00			
353	Renosteel	OO1102	Benches and chicanes	£1,354.08			
354	David Harding	OO1103	Newsletter payment	£98.55			
355	Strand Heating	OO1104	Woodhurst Various Works	£207.50			
356	Travis Perkins	OO1105	Wheelbarrow & padlocks	£137.81			
357	SLCC	OO1106	Vat on Invoice	£19.80			
358	Stuart Hutcheson	OO1107	IT Support and Software	£310.00			
359	Dave Skips	OO1108	Skip for museum	£165.00			
360	B Reynolds	OO1109	Items for village bike	£57.09			
361	NNDC	OO1110	Rates on Back St toilets	£638.30			
362	NNDC	OO1111	Rates on Parish Office	£422.26			
363	NNDC	OO1112	Rates for public car park	£471.36			
364	URM	OO1113	Glass recycling 1.2.19-28.2.19	£21.60			

Agreed at Full Council on 25.3.19

RFO Sign:

[illegible]