

**MUNDESLEY-ON-SEA PARISH COUNCIL
MINUTES OF THE FULL COUNCIL MEETING HELD ON
MONDAY 25th September 2017 IN THE JUBILEE ROOM, CORONATION
HALL, MUNDESLEY**

Present: Cllr D Harding (Chair) (Vice Chairman) Cllr L Stango
J Holliman, D Revell, C Payne, P Keddell, B Smith, K Cheetham, J Parke, C West,
Cllr Greer
County Cllr, Ed Maxfield

Members of Public: – 5

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.

MINUTES

- 01 Apologies for Absence**
Cllr Gray – Family issue
Cllr Fredericks – No Apologies given
- 02 Declarations of Interest and Requests for Dispensations**
The Chair informed to Council that their interests cover the District Area and not just the Parish.
Cllr Stango declared an interest in Item 22.6 & 22.7 & 22.8 & 22.9
Cllr West declared an interest in Item 9.1
Cllr Payne declared an interest in Item 10.8 and 12.7
Cllr Cheetham declared an interest in Item 12.7
- 03 Co-option of New Members**
Cllr Payne Proposed to move the motion and Cllr Smith Seconded the proposal.
Members **AGREED** to co-opt Marie Greer onto Council.
Marie Greer then signed the Acceptance of Office form, which was witnessed by the Clerk and was invited to join the meeting.
- 04 Minutes of Previous Meetings**
4.1 To agree and sign Minutes of the Full Council Meeting held on Monday 24th July 2017.
Cllr Cheetham Proposed to move the motion and Cllr Parke Seconded the proposal.
Members **AGREED** the minutes of the Full Council Meeting held on Monday 24th July 2017.
4.2 To adopt the Minutes of the Planning, Building and Environment Committee Meeting held on Wednesday 13th September 2017.
Cllr Cheetham Proposed to move the motion and Cllr Holliman Seconded the proposal.
Members **AGREED** to **ADOPT** the minutes of the Planning, Building and Environment Committee Meeting held on Wednesday 13th September 2017.
- 05 Chairman's Announcements**
The Chair asked Council to consider the benefits of having a neighbourhood plan for the village and this will be up for consideration in the future.
- 06 Police Report**
6.1 To receive an update on incidents from Police.uk site
The Clerk reported that the Police.UK site was not updated.
6.2 Police Newsletter for July 2017.
Council had no comments
6.3 Police Newsletter for August 2017.
Council had no comments.

07 County & District Councillor Reports

7.1 To receive County Councillor's Report

Cllr Maxfield noted he had raised some highways issues with the Clerk and would update on progress. Full detailed report attached.

7.2 To receive District Councillor's Report

Cllr Smith informed Council that District has a 6000 housing target to meet by 2036. Mundesley has been earmarked for development.

08 Coastal

8.1 To receive an update on the Mundesley Coast Protection Scheme.

The Chair informed Council that The Coastal Management Team have set up a "Just Giving" page and there was a drop in session on the 4th October at Coronation Hall.

8.2 To consider and agree actions for monetary contributions to the Mundesley Coast Protection Scheme

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

Members **AGREED** to earmark funds (approx. £20,000) subject to legal requirements and completion. Members asked the Clerk to contact Happisburgh and Hemsby Councils for guidance on this issue.

09 Planning, Building & Environment Committee

9.1 To consider and agree a quote for a storage container by the office.

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

Members **AGREED** to quote 2 for the storage container by the office.

9.2 To consider and agree an action to the revised quote for the seafront lights.

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

Members **AGREED** to the revised quote for the seafront lights subject to the work being carried out within 30 days.

9.3 To consider and agree an action for the MUGA telephone.

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

Members **AGREED** for the Council office number to be used for bookings.

9.4 Consider and agree an action for the removed broken bench in the Memorial Gardens

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

Members **AGREED** for the space to be allocated for a memorial bench.

9.5 To consider and agree an action to the parking on Gold Park.

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

Members **AGREED** to defer this to a future meeting and for the Clerk to contact the insurance.

9.6 Update on Watson Watt Gardens.

Cllr Revell updated Council that she had spoken to NNDC about Watson Watt Gardens and would like to progress further with the project.

9.7 To consider and agree for Cllr Revell to look into the Watson Watt Gardens costings and report back to Council

Cllr Cheetham Proposed to move the motion and Cllr Stango Seconded the proposal.

Members **AGREED** for Cllr Revell to look into the Watson Watt Gardens costings and report back to Council

9.8 To consider and agree applying for grants for Watson Watt Gardens

Cllr Cheetham Proposed to move the motion and Cllr Stango Seconded the proposal.

Members **AGREED** for Cllr Revell to apply for grants for Watson Watt Gardens.

9.9 To consider and agree actions to emergencies at Woodhurst

Cllr Smith Proposed to move the motion and Cllr Cheetham Seconded the proposal.

Members **AGREED** for the Clerk to set up an emergency contractor list for the tenants to use.

9.10 To consider and agree allowing the Pavilion to be used for a MacMillan Coffee Morning

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

Members **AGREED** for the Pavilion to be used for a MacMillan Coffee Morning.

- 9.11 To receive an update on the village bandstand
The Clerk informed Council that NNDC will issue a licence for the bandstand subject to Council obtaining planning permission.

10 Finance & General Purposes Committee

- 10.1 To consider and agree Julys banks reconciliations of accounts.
Cllr Revell Proposed to move the motion and Cllr West Seconded the proposal.
Members **AGREED** July's banks reconciliations of accounts.
- 10.2 To consider and agree Julys petty cash reconciliations.
Cllr Revell Proposed to move the motion and Cllr West Seconded the proposal.
Members **AGREED** July's petty cash reconciliation.
- 10.3 To consider and agree Augusts bank reconciliations of accounts.
Cllr Holliman Proposed to move the motion and Cllr Revell Seconded the proposal.
Members **AGREED** Augusts' banks reconciliations of accounts.
- 10.4 To consider and agree Augusts petty cash reconciliations.
Cllr Revell Proposed to move the motion and Cllr Holliman Seconded the proposal.
Members **AGREED** August's petty cash reconciliation.
- 10.5 To consider August and Septembers payments for approval.
Cllr Revell Proposed to move the motion and Cllr Smith Seconded the proposal.
Members **AGREED** August and Septembers payments.
- 10.6 To consider and agree quotes for the MUGA, office, museum and pavilion from SSE
Cllr Cheetham Proposed to move the motion and Cllr Greer Seconded the proposal.
Members **AGREED** the quotes for the MUGA, office, museum and pavilion from SSE.
- 10.7 Update on external auditors report.
Cllr West commented that the Annual Return came back with a good report.
- 10.8 To consider and agree taking a paid ad in the Mundesley Guide.
Cllr Parke Proposed to move the motion and Cllr Cheetham Seconded the proposal.
Members **AGREED** to take a full page colour ad in the Mundesley Guide.
- 10.9 To consider and agree quotes for a projector for meetings.
Cllr Harding Proposed to move the motion and Cllr Keddell Seconded the proposal.
Members **AGREED** to go back and obtain a revised quote for a desk top for the office and a projector that allows a USB.
- 10.10 To consider and agree to having a "No glass" notice in the MUGA.
Cllr Cheetham Proposed to move the motion and Cllr Payne Seconded the proposal.
Members **AGREED** to place a sign on the door to the MUGA
- 10.11 To consider and agree having Property Owner Loss of Rent Extension on Councils Insurance policy.
Cllr Cheetham Proposed to move the motion and Cllr Harding Seconded the proposal.
Members **AGREED** to have Property Owner Loss of Rent Extension on Councils Insurance policy.
- 11 Highways**
- 11.2 To consider and agree having street lamps re-numbered that have no number.
Cllr Cheetham Proposed to move the motion and Cllr Keddell Seconded the proposal.
Members **AGREED** to have all the street lamps re-numbered.

12 Policies, Documents and Training

12.1 To consider and agree an action to the Key Holder policy.

The clerk noted that she would not be held responsible for anything in the office while other people held keys.

Cllr Greer Proposed to move the motion.

Members **AGREED** to that the Chair and Vice Chair would be the key holders for the office

12.2 To consider and agree a poster for glass recycling.

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

Members **AGREED** to a poster for glass recycling subject to amendments.

12.3 To consider and agree Norfolk Parish Training and Support coming to do training with Council.

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

Members **AGREED** to invite Norfolk Parish Training and Support to do training with Council

12.4 To consider and agree the website proposal document.

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

Members **AGREED** the website proposal document. The Chair and Vice Chair signed the proposal.

12.5 Update on Code of Conduct

The Chair asked Councillors to note the importance of the Councils Code of Conduct and to adhere to it.

12.6 Update on Councils Standing orders

The Clerk noted that she was going through the process of updating the standing orders and would report back to Council with a document to adopt once completed.

12.7 To consider and agree giving the Haig Club documents found in archives.

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

Members **AGREED** to pass on the Haig Club documents found in archives to the Haig Club.

13 Events

13.1 Update on events through the summer.

Cllr Stango reported that all the events held during the summer were a great success.

13.2 Update on Christmas Fair.

Cllr Stango reported the preparations were going well and the next events meeting is on the 4th October 2017.

14 Museum

14.1 Update on visitors to the Museum.

Cllr West commented that visitor numbers had been good this year.

15 Health and Safety

15.1 Update on Playground inspections and to consider and agree an action if needed.

Cllr Holliman noted nothing to report

15.2 To consider and agree instructing ROSPA to do the next Annual Inspection for the equipment on Gold Park.

Cllr Cheetham Proposed to move the motion and Cllr Smith Seconded the proposal.

Members **AGREED** to instruct ROSPA to do the next Annual Inspection for the equipment on Gold Park as per the insurance company's instructions.

15.3 Update on change to insurance.

The Clerk reported that AON would not be the insurance broker on renewal of the insurance.

15.4 To consider and agree getting quotes for PAT testing on all Councils equipment in all buildings.

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

Members **AGREED** to obtain quotes for PAT testing on all Councils equipment in all buildings.

15.5 To consider and agree obtaining 2 fire blankets, one for Woodhurst and one for the office.

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

Members **AGREED** to obtain 2 fire blankets, one for Woodhurst and one for the office.

- 15.6 To consider and agree getting the ledge at Coastwatch adjusted so emergency ladder can be used.

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

Members **AGREED** to contact the Fire Service to do a fire safety report on the building.

16 Reports from Outside Bodies

- 16.1 To receive Reports from Member representatives on Outside Bodies

- Coronation Hall – The committee have applied for a grant.
- Citizens Advice Bureau – Nothing to report
- MADRA – Nothing to report
- Mundesley Youth & Community – Nothing to report
- Inshore Lifeboat – Crew went on a training course in Wales.
- Visitors Centre – Nothing to report
- Maritime Museum – Museum is on its way to gaining its 5 year accreditation.
- North Norfolk Tourism Overview and Management Forum - Nothing to report
- Overstrand Partnership Forum – Nothing to report
- Coastal Protection Committee – Nothing to report
- Bacton Liaison Committee – Nothing to report
- SNAP – If Council has any issues they want raised to let the Clerk know and she will pass these onto Cllr Stango.

17 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

None

18 Correspondence

- 18.1 To consider correspondence received by the Council and agree responses thereto

A. Email from Mundesley Coast Watch

Members **AGREED** for the Cllr West and Cllr Greer to look into this and report back to Council.

B. Request from a resident for a bench at Northfield Road.

Members **AGREED** to defer for further investigation.

C. CPRE Norfolk Meeting

Cllr Stango, Cllr Harding and Cllr Cheetham will be attending this on behalf of Council and will report back.

D. Thank you letter from Cllr Wyndham Northam for his bench and plaque.

19 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.

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

Members **AGREED** to adjourn for a specific period to allow Members of the Public and any Councillors with prejudicial interests to speak.

- A member of the public asked if they could have a recycling poster for the Mundesley Chalet Park.

20 Date of Next Meeting

- 20.1 To confirm that the date of the next Meeting of the Parish Council will be held on 30th October 2017 in the Jubilee Room, Coronation Hall at 7:00pm.

- 21 **Exclusion of the Press and Public**
To resolve under the Public Bodies (Admission to Meetings) Act 1960 that the Press and Public be excluded during the discussion of CONFIDENTIAL employment matters and possible litigation matters.
Cllr Cheetham Proposed to move the motion and Cllr Revell Seconded the proposal.
Members **AGREED** to Exclusion of the Press and Public under the Public Bodies (Admission to Meetings) Act 1960.
- 22 **EMPLOYMENT**
- 22.1 To adopt the Minutes of the Employment Committee Meeting held on Monday 30th May 2017.
Cllr Revell Proposed to move the motion and Cllr Keddell Seconded the proposal.
Members **AGREED** to adopt the Minutes of the Employment Committee Meeting held on Monday 30th May 2017.
- 22.2 To adopt the Minutes of the Employment Committee Meeting held on Monday 11th September 2017.
Cllr Keddell Proposed to move the motion and Cllr Stango Seconded the proposal.
Members **AGREED** to adopt the Minutes of the Employment Committee Meeting held on Monday 11th September 2017.
- 22.3 To consider and agree paying the Hayes and Storr bill.
Cllr Revell Proposed to move the motion and Cllr Cheetham Seconded the proposal.
Members **AGREED** to pay £3600 and for Cllr Harding to draft a letter for the Clerk to send.
- 22.4 To ratify the Employment Committee resolution on the Clerks salary for moving from hourly paid to salaried.
Cllr Harding Proposed to move the motion and Cllr Cheetham Seconded the proposal.
Members **RATIFIED** the Employment Committee resolution on the Clerks salary for moving from hourly paid to salaried.
- 22.5 To consider and agree the Clerk taking over the RFO role as from the 1st October 2017.
Cllr Cheetham Proposed to move the motion and Cllr Keddell Seconded the proposal.
Members **AGREED** to the Clerk taking over the RFO role as from the 1st October 2017.
- Cllr Stango left the meeting
- 22.6 Update on feedback from insurers.
Cllr Harding updated Council on the feedback from the insurance company.
- 22.7 To consider and agree any actions in regards to feedback from the insurers.
No resolution to be made
- 22.8 Update on feedback from the Police.
Cllr Harding updated Council on the feedback from the Police.
- 22.9 To consider and agree any actions in regards to feedback from the Police
Cllr West Proposed to move the motion and Cllr Smith Seconded the proposal.
Members **AGREED** for Cllr West to talk to the police as a private person.
- 23 **The Links**
To receive an update on lease.
Cllr Harding updated Members on the solicitor's terms in regards to updating the lease.

Meeting Closed: 10.10pm

CHAIR SIGN: _____

DATE: _____

Norfolk County Councillor's Report - September 2017

County Hall is just starting to spring back to life after the summer break. It is still too early to have any clear indication of how the administration will aim to make the financial savings it needs to make – although officers have produced a draft budget with headline cuts identified for each service area. This is going to dominate discussions over the next six months and I am particularly concerned to ensure that we protect services for rural areas such as libraries and transport for young people going to college.

Ponds!

I met with Kate Dougan of the Norfolk Coast Partnership in mid September to get more information about the ponds project she wrote to Parishes about in the summer. The project is running behind schedule but they still hope to put in a lottery bid for funding and they have had a number of expressions of interest from individuals in Mundesley division.

Events in Cromer

The problems experienced in Cromer in August received national media attention. It is not directly my responsibility but I am keeping a close eye on developments in case it has any knock on effects on our communities. I know that Norman Lamb, county councillor colleagues on the Police and Crime committee and Cromer's County Councillor are all working hard to ensure the right lessons are learned. If there is anything you want to feed into discussions you are welcome to contact me.

Footpaths

I had a meeting recently with the Highways officer who is responsible for maintenance of footpaths (Public Rights Of Way) locally. I now have a better understanding of how they work and their priorities. If you have any comments or issues you want me to raise with her, do let me know.

Do you know an Eco Hero?

Norfolk County Council is seeking nominations for its 2018 Eco Hero awards. The six categories are eco home, eco food producer, eco primary school and secondary school, eco community group, eco small business. More information and nomination details can be found at www.eco-awards.co.uk

Children's Services issues

I have raised a number of issues with the out-going director of Children's Services. I have asked for information about how the Council expects the new funding regime for nursery places (30 hours free child care) to work in practice, particularly in rural areas. I have also asked about students over the age of 16 who get support with travel costs as this seems potentially vulnerable to cuts in the future. There's also a whole set of issues relating to children with special needs and how they are served by the schools system in the County. This is likely to be a significant topic for the new permanent director of Children's Services who starts work in early October.

Website

I aim keep my website up to date with news about the work I am doing for the local area. The address is www.edmaxfield.org.uk

Ed Maxfield, September 2017

September's Payments							
Voucher Number	Payable to	Payment Method	Description	Amount	Name	Sign 1	Sign 2
137	Siemens	D/D	Photocopier Lease	£107.96			
138	SSE	D/D	Electricity - Back Street Toilets	£19.14			
139	SSE	D/D	Electricity - MUGA	£4.35			
140	SAGE	D/D	Payroll Software	£7.20			
141	SSE	D/D	Electricity - Pavilion	£29.04			
142	SSE	D/D	Electricity - Museum	£122.44			
143	EON	D/D	Electricity - Feeder Pillar	£15.31			
144	BT	D/D	Phone & Internet August	£75.05			
145	Anglian Water	D/D	Water - Back Street Toilets	£75.64			
146	Anglian Water	D/D	Water - Pavilion	£22.88			
147	Doreen Joy	000718	Paid Keith Pinner in cash	£50.00			
148	Emma Harrison	000719	Training Course - D.Joy & K.Cheetham	£120.00			
149	Rainbow Office	000720	Stationary - Archive Filing	£263.23			
150	Trevor Rivett	000721	Maintenance - August	£480.00			
151	Brian Pearce	000722	Re-issued cheque for work completed 2016/2017	£120.00			
152	Rose & Brooks	000723	Heart Trail Sheets	£100.00			
153	Glasdons	000724	Wyndham Northams Bench	£849.07			
154	Josh Biz	000725	Deposit for Website	£750.00			
155	Rainbow Office	000726	Stationary - Archive Filing	£134.99			
156	J Tupper	000727	Emergency plumbing at Woodhurst	£137.50			
157	NNDC	000728	Preplanning Application	£47.50			
158	SSE	000729	Street Lights - August	£438.52			
159	RBS	000730	Annual Maintenance	£139.20			
160	Westcotec	000731	Posts for SAM2s	£213.60			
161	ALCC	000732	Clerk membership	£10.00			

Agreed at Full Council on 25.9.17

Chair Sign:

RFO Sign:

Septembers' Payments							
Voucher Number	Payable to	Payment Method	Description	Amount	Name	Sign 1	Sign 2
162	North Walsham Signs	000733	Signs for Events	£84.00			
163	Mundesley Hardware	000734	Padlocks for SAM2 signs	£44.98			
164	RENOSTEEL	000735	Repair to Zip wire	£307.20			
165	URM	000736	Glass Recycling - July	£46.80			
166	Citizens Advice Bureau	000737	Donation under Sec.142	£250.00			
167	NNDC	000738	Woodhurst Council Tax	£5.34			
168	Mental Health - UK	000739	Donation under Sec.137	£10.00			
169	Rainbow Office	000740	Stationary	£56.54			
170	Trevor Rivett	000741	Maintenance - July	£470.00			
171	TT JONES	000742	Street Lights Maintenance - July	£208.67			
172	ICO	000743	Data Protection Subscription	£35.00			
173	Crown Supplies	000744	Hand Soap for Back Street Toilets	£19.08			
174	NNDC	D/D	Back street toilets rates	£60.00			
175	Norfolk Parish Training & Support	000745	Cahrimans Course & Data Protection Course	£88.00			
176	URM	000746	Glass Recycling - August	£45.00			
177	SSE	D/D	Electricity Qtr 2	£171.55			

Agreed at Full Council on 25.9.17

Chair Sign:

RFO Sign: