MUNDESLEY-ON-SEA PARISH COUNCIL
MINUTES OF THE FULL COUNCIL MEETING HELD ON MONDAY 30th April 2018 IN THE CORONATION HALL, MUNDESLEY.

Present: Cllrs: D. Harding (Chair)
Cllrs: C West, D Revell, C Payne, P Keddell, N Balding, J Parke, B Reynolds, D Parkin
District Cllr: B Smith County Cllr: Ed Maxfield

Members of Public: – 7

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
Cllrs Laura Stango, Kevin Cheetham and Peter Gray.

02 Declarations of Interest and Requests for Dispensations
None

03 Minutes of Previous Meetings

3.1 To agree and sign Minutes of the Full Council Meeting held on Monday 28th March 2018.
Cllr Revell Proposed to move the motion and Cllr Parke Seconded the proposal.
Members **AGREED** the Minutes of the Full Council Meeting held on Monday 28th March 2018.
The Chair signed the minutes.

3.2 To adopt the Minutes of the Finance and General Purposes Committee held on Wednesday 11th April 2018.
Cllr Revell Proposed to move the motion and Cllr West Seconded the proposal.
Members **ADOPTED** the Minutes of the Finance and General Purposes Committee held on Wednesday 11th April 2018.

04 Chairman's Announcements
The Chair noted that there are 2 planning applications that have come in, and these will be done via the Planning Protocol as there is no meeting before the response closing date.

05 Police Report

5.1 To receive an update on incidents from Police.uk site- February.
The Clerk reported that PC Gwynn regularly comes to the office to see if there is anything the Police need to know or anyway they can help and reported the following incidents had occurred in February from the Police.uk site.
Drugs = 1
Theft = 1
Violence & Sexual Assault = 1
Anti-Social Behaviour = 1

5.2 Police Newsletter for March 2018.
Councillors made no comment

06 County & District Councillor Reports

6.1 To receive County Councillor's Report.

Cllr Maxfield reported that the Coast Hopper bus was now running through Mundesley.

6.2 To receive District Councillor's Report.

Cllr Smith reported that the Bacton Liaison group had met and members from Shell and the MOD police were in attendance. The Environmental Agency has nothing to report at this meeting. County Council are working on the Coastal Path.

Cllr Smith also informed members that he had visited the new Mundesley Hospital open day and met members of staff and seen the facilities.

07 Planning, Building & Environment Committee

7.1 To receive a talk from Rick Martin on the Good Neighbourhood and the Resilience scheme and consider and agree any actions.

Good Neighbourhood Scheme.

There are 18 Good Neighbourhood Schemes in Norfolk with an average of 10-20 volunteers each having 5 – 12 jobs a week to do.

The Good Neighbourhood scheme consists of a group of volunteers from the village to offer different services to the needs in their village. From Cutting the grass, to picking up shopping, to giving transport. There is a formalised telephone rota system so people can call a central number to ask for assistance.

Community Action Norfolk (CAN) can help to set up this scheme and ensure all the policies, legal requirements and meetings are in place. They also offer a regular network to help support the scheme and update its members.

The set up for this is £2000.00 approximately and costs £800.00 a year to run.

Resilience Plan.

North Norfolk District Council has a plan for Mundesley that has never been ratified.

Members **AGREED** for the Clerk to look into the Resilience Plan and report back to Council.

7.2 To receive an update from the Dog Warden and to consider and agree any actions.

The warden thanked members for agreeing to have stickers on the bins informing people they can use any bin for dog waste. It was also noted that where there have been poo bag dispensers there has been up to a 50% reduction in dog mess not being picked up.

She requested Council to allow her to hold a monthly surgery in the office, making her more accessible to the public. A green ribbon scheme was mentioned. This is where people sign up to pledge to pick up their dog mess and they get a ribbon to put on their dogs' lead or collar to identify them.

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

Members **AGREED** for the warden to hold monthly surgeries in the office and for Cllr Reynolds working with the warden to set up and maintain the "Green Ribbon Scheme".

7.3 To consider and agree the plans for WW1 Commemorations.

The Clerk informed members that a small memorial had been suggested, to commemorate the 100th year Anniversary of the end of this war. To be erected on the seafront to remember those that died in WW1, as currently the only memorial is in the Church. This will involve a dark grey granite lectern with the names of the those who died engraved in silver enamel. The Clerk informed members that it is important for everyone in the village to feel a part of this, so there would be small cobbles for people to paint red that would then be made into a collage of a poppy and placed at the foot of the memorial.

The cost of this would be £2672 plus VAT plus £625 installation.

The Clerk noted that the relevant permissions would also be attained form the relevant authorities. A mock-up of what it will look like will be showcased at the Annual Parish Meeting, if members agree to go ahead with this, to consult the public.

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

Members **AGREED** for the Clerk to start things in motion for this and report back to Council.

7.4 To consider and agree for the Chair to meet with the Bomb Committee to go over plans for the commemorations of WW1.
The Chair commented that it would be courteous and right to talk through with the Bomb Committee on Councils idea to celebrate the end of WW1 this year. Cllr Revell mentioned that she and others may want to attend.
Cllr Revell Proposed to move the motion and Cllr Keddell Seconded the proposal.
Members **AGREED** for the Chair to meet with the Bomb Committee to go over plans for the commemorations of WW1.

08 Finance & General Purposes Committee

8.1 To consider and agree Marchs' banks reconciliations of accounts.
Cllr Harding Proposed to move the motion and Cllr Revell Seconded the proposal.
Members **AGREED** Marchs' banks reconciliations of accounts.

8.2 To consider and agree Marchs' petty cash reconciliations.
Cllr Revell Proposed to move the motion and Cllr Balding Seconded the proposal.
Members **AGREED** Marchs' petty cash reconciliations.

8.3 To consider Aprils' payments for approval.
The Clerk informed members that the payment for NNDC for £66.00 may increase.
Cllr Balding Proposed to move the motion and Cllr Reynolds Seconded the proposal.
Members **AGREED** Aprils' payments for approval.

8.4 To receive Councils internal auditors report and to consider and agree any actions.
The Clerk reported to Council that Mr Holmes was unable to attend to report to Council, but read out the finding of his audit for members:
"I have inspected the financial records for the Council for the year ending March 31st 2018, in accordance with the provisions of the Local Government Acts, acting as an internal auditor. The scope of the internal audit is modest and is limited to scrutiny of all records and the application of a range of basic tests, as well as a brief review of potential risk and Council assets. Having said this, I am satisfied that the Councils records are correctly maintained and that there are excellent arrangements in place to prevent fraud or abuse. In particular I am pleased to note that there have been several significant improvements in procedures since the previous years audit. There is now strong evidence of close scrutiny of payments by nominated Councillors, and there is clear demarcation of ear-marked reserves for the future and on-going projects.
In short I am content to sign the Annual Return as completed by the Parish Clerk and commend her for her detailed work on the Councils accounts."
The Clerk informed members that the internal auditor had ticked "No" in box K.
Cllr Revell Proposed to move the motion and Cllr Keddell Seconded the proposal.
Members **AGREED** to have a separate accounting system for Gold Park in order to produce its own set of accounts.

8.5 To agree and sign the Annual Governance Statement 2017/2018. (Section 1)
Cllr Revell Proposed to move the motion and Cllr Reynold Seconded the proposal.
Members **AGREED** to tick yes in boxes 1-8 and to tick no in box 9 of the Annual Governance Statement 2017/2018. (Section 1)
The Chair and the Clerk signed page 4 of the Annual Governance and Accountability Return 2017/18.

8.6 To agree and sign the Accounting Statements 2017/2018. (Section 2)
Cllr Revell Proposed to move the motion and Cllr Reynold Seconded the proposal.
Members **AGREED** the Accounting Statements 2017/2018. (Section 2)
The Chair and the Responsible Finance Officer signed page 5 of the Annual Governance and Accountability Return 2017/18.

09 Events Working Group

9.1 Update on Norfolk Day.

The Clerk informed members that the Norfolk Day meeting had gone well with over 25 people in attendance all pulling together. There will be donkeys, food and events from 12pm til 4pm on 27th July.

9.2 To consider and agree the Events Working Group booking miniature donkeys for Norfolk Day.

Cllr Revell Proposed to move the motion and Cllr Keddell Seconded the proposal.
Members **AGREED** to booking miniature donkeys for Norfolk Day.

9.3 To consider and agree the Events Working Group booking Punch & Judy for Norfolk Day.

Cllr Revell Proposed to move the motion and Cllr Balding Seconded the proposal.
Members **AGREED** to booking Punch & Judy for Norfolk Day.

10 Coastal

10.1 To consider and agree outlets to sell the "Mundesley Rocks"

Cllr Revell Proposed to move the motion and Cllr Balding Seconded the proposal.
Members **AGREED** for posters to be made and for the Museum to sell them and for the Clerk to ask other outlets in the village if they will sell these at £5 each.

10.2 To nominate a representative for the Bacton Sandscaping Local Liaison Group.

Cllr Harding Proposed to move the motion and Cllr Revell Seconded the proposal.
Members **AGREED** for Cllr Payne to be Councils representative for the Bacton Sandscaping Local Liaison Group

11 Highways

11.1 Update on Town end signage

The Clerk reported this has all been completed.

12 Policies, Documents, Communications and Training

12.1 To consider and agree if Council should publish updates in the local press.

Cllr Revell informed members that other Councils put a summary of their meetings in the local press.
Cllr Harding Proposed to move the motion and Cllr Parke Seconded the proposal.
Members **AGREED** for the Clerk to do a draft run for this Council meeting and submit to members.

12.2 To consider and agree if the Clerk is to have business cards.

Cllr Revell Proposed to move the motion and Cllr West Seconded the proposal.
Members **AGREED** for the Clerk is to have business cards.

12.3 To consider and agree if to advertise the Library's events on the Councils website.

Cllr West Proposed to move the motion and Cllr Reynolds Seconded the proposal.
Members **AGREED** to advertise the Library's events on the Councils website.

12.4 To consider and agree if to have Dog Mess posters around the village.

Cllr Revell Proposed to move the motion and Cllr Parke Seconded the proposal.
Members **AGREED** not to have Dog Mess posters.

12.5 To consider and agree if Councillors should have profiles on the Councils website.

Cllr Revell Proposed to move the motion and Cllr Parke Seconded the proposal.
Members **AGREED** not to have profiles on the Councils website.

12.6 To consider and agree which Councillors will be on the Council stand at the Annual Parish Meeting.

Members **AGREED** for Cllr Revell and Cllr Reynolds to man the Council stand at the Annual Parish Meeting.

12.7 To consider and agree for the Chair to meet with Steve Blatch.(DH)

Cllr West Proposed to move the motion and Cllr Payne Seconded the proposal.
Members **AGREED** for the Chair and the Clerk to meet with Steve Blatch.

12.8 To consider and agree community transport for residents to attend meetings.

Cllr Revell Proposed to move the motion and Cllr Reynolds Seconded the proposal.
Members **AGREED** for Cllr Revell to offer transport to those who have no transport that would like to come to the meeting and for the Clerk to put this on the website for members to know.

13 **Museum**

13.1 Update on Museum opening dates and times.

Cllr West informed members that the museum should be open from July and the opening times will be from11am-1pm and 2.30pm-4pm.

14 **Woodhurst**

14.1 Update on fence repairs at Woodhurst.

The Clerk reported that Councils insurers had signed off the quotes for the fence and that she is waiting on a start date from the contractors.

15 **Gold Park**

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

Cllr Balding reported that the roof to the tractor, a broken bench and the climbing frame all need attention.

The Clerk informed members that she was waiting on quotes for the tractor roof and the matting on the playground needs redoing. Cllr Payne mentioned it could be replaced with astro turf and he would donate this to be used.

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

Members **AGREED** not to replace the broken bench as there were many benches in that area and for Cllr Payne to speak with Reno Steel about the astro turf.

15.2 To consider and agree the dates for this year's Car boots sale.

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

Members **AGREED** for the Clerk to agree the dates with Cllr Gray.

15.3 To consider and agree who will do the Car boot this year.

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

Members **AGREED** for the Clerk to set up a rota between Cllr Harding, Cllr Parkin and Cllr Gray.

15.4 To consider and agree the quotes for the ROSPA report for the Skate Park.

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

Members **AGREED** the quote for £235.00 plus VAT.

15.5 To receive an update on Coast Fest and to consider and agree any actions.

The Clerk informed members she is awaiting confirmation of the set up from the school.

16 **Health and Safety**

16.1 Update on defibrillators.

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

Members **AGREED** for Cllr Parking to speak to the Premier Shop about the defibrillators.

16.2 To consider and agree quotes for Councils Insurance renewal.

Members **AGREED** the quote from Came and Company for Council Insurance renewal and **AGREED** to a 4-year term to achieve a discount.

17 **Reports from Outside Bodies**

17.1 To receive Reports from Member representatives on Outside Bodies

- Coronation Hall - NTR
- Citizens Advice Bureau - NTR
- MADRA - NTR
- Mundesley Youth & Community - NTR
- Inshore Lifeboat - NTR
- Visitors Centre - NTR
- Maritime Museum - NTR
- North Norfolk Tourism Overview and Management Forum - NTR
- Overstrand Partnership Forum - NTR
- Coastal Protection Committee - NTR
- Bacton Liaison Committee - NTR
- SNAP - NTR
- Coast Watch - NTR

18 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 Revell commented that someone had their purse stolen from outside the school gates and that there are a few blocked drains in the village.

19 Correspondence

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

A. Email from East Anglian Air Ambulance.

East Anglian Air Ambulance thanked Council for their donation.

B. Thank you card from a local trader.

A local trader thanked Council for their support to the local business over the concession issue.

C. Letter from The Manor.

The owner of the Manor would like Council to allow the overflow carpark to be open on the 7th September as they are holding an event.

Cllr Harding proposed to move the motion, Cllr Revell Seconded the proposal.

Members **AGREED** to allow the overflow to be open and for the owner of the Manor to be responsible for opening and closing the gate.

D. Letter from resident about Village map.

A resident asked Council to consider some changes to the village map.

E. Letter from Norfolk Age UK.

Norfolk Age UK asked for a donation from Council.

Members **AGREED** for the Clerk to ask them to apply for next year's grants.

F. Letter from Norfolk Age Concern.

Norfolk Age Concern asked for a donation from Council.

Members **AGREED** for the Clerk to ask them to apply for next year's grants.

G. And email from the EDP.

The EDP have asked Council to answer some questions.

Members **AGREED** for the Clerk to point them towards the minutes on the website.

20 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 commented that the light outside no 6 Marina Road is not working.
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21 Date of Next Meeting

21.1 To confirm that the date of the next Meeting of the Parish Council will be held on 21st May 2018 in the Jubilee Room, Coronation Hall at 7:00pm.

22 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.

23 EMPLOYMENT & LITIGATION MATTERS

23.1 Update on the Putting Green lease and to consider and agree actions.
Cllr West Proposed to move the motion and Cllr Harding Seconded the proposal.
Members **AGREED** to instruct their solicitors to write up the lease for the Putting Green

23.2 To consider and agree actions to the Woodhurst lease.
Cllr Revell Proposed to move the motion and Cllr Keddell Seconded the proposal.
Members **AGREED** the actions to the Woodhurst lease.

23.3 Update on the Coast Watch lease and to consider and agree actions.
Cllr Payne Proposed to move the motion and Cllr West Seconded the proposal.
Members **AGREED** the actions to the Coast Watch lease.

23.4 Update on the Links Chalet Park and to consider and agree actions.
Cllr Harding Proposed to move the motion and Cllr Revell Seconded the proposal.
Members **AGREED** the actions to the Chalet Park lease.

23.5 To consider and agree renewing the Clerks annual membership to SLCC & ALCC.
Cllr Harding Proposed to move the motion and Cllr West Seconded the proposal.
Members **AGREED** the renewing the Clerks annual membership to SLCC & ALCC.

MEETING CLOSED: 9.49PM

CHAIR: ______________________ DATE: ____________

Aprils' Payments

Voucher Number	Payable to	Payment Method	Description	Amount	Name	Sign 1	Name	Sign 2
1	SSE	D/D	MUGA - 23.11.17-1.3.18	£51.48				
2	SSE	D/D	Pavilion - 23.11.17-1.3.18	£33.81				
3	SSE	D/D	Street Lights 2.3.18-3.4.18	£351.99				
4	HMRC -February	D/D	Employee NI & Tax - £496.44 Employer NI - £238.09	£734.53				
5	SAGE	D/D	Payroll subscription - April	£7.20				
6	EON	D/D	Feeder Pillar - 21.1.18-10.4.18	£0.55				
7	EON	D/D	Feeder Pillar - 18.2.18 - 21.3.18	£16.95				
8	BT	D/D	Phone & Internet - March	£75.61				
9	Lloyds Bank	D/D	Charges 10.2.18-9.3.18	£14.23				
10	HMRC - March	D/D	Employee NI & Tax - £617.51 Employer NI - £290.39	£907.90				
11	Doreen Joy	000860	Salary & Expenses March	£2,105.96				
12	Norfolk Pension Fund	000861	Employee - £129.19 - March Employer - £598.62 - March	£727.81				
13	Petty Cash	000862	April	£150.00				
14	Doreen Joy	000863	Salary & Expenses April	£2,016.51				
15	Norfolk Pension Fund	000864	Employee - £125.64 - April Employer - £582.16 - April	£707.80				
16	Reno Steel	000865	Fence for public gardens	£258.44				
17	RBS	000866	Accounts Year End 2017/18	£733.02				
18	URM	000867	Glass Recycling - March	£37.80				
19	MAYDAY	000868	Photocopies March	£358.77				
20	T Rivett	000869	Maintenance - March	£370.00				
21	Rainbow Stationary	000870	Stationary March	£95.72				
22	TT Jones	000871	Maintenance - March	£208.67				
23	Norfolk Pension Fund	000872	Employer Shortfall -March	£14.70				
24	Mr Holmes	000873	Internal Audit 2017/18	£250.00				
25	NNDC	000874	Advertising aplication - village map	£66.00				

Agreed at Full Council: 30.4.17 **Chair Sign:** **RFO Sign:**