

MUNDESLEY-ON-SEA PARISH COUNCIL
MINUTES OF THE FULL COUNCIL MEETING HELD ON
MONDAY 29th January 2018 IN THE CORONATION HALL, MUNDESLEY.

Present: (Vice Chairman) Cllr L Stango
C West, D Revell, C Payne, P Keddell, K Cheetham, N Balding, J Parke, P Gray.
District Cllr: B Smith

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**
Cllr Harding – not well
- 02 Declarations of Interest and Requests for Dispensations**
Cllr Parke – Item 12.7
Cllr Revell – Item 11.2, & Correspondence “D”
Cllr Cheetham – Item 11.2 & Correspondence “D”
- 03 Minutes of Previous Meetings**
- 3.1 To agree and sign Minutes of the Full Council Meeting held on Monday 18th December 2017.**
Cllr Revell Proposed to move the motion and Cllr Cheetham Seconded the proposal.
Members **AGREED** the minutes of the Full Council Meeting held on Monday 18th December 2017.
The Chair signed the minutes.
- 3.2 To adopt the Minutes of the Planning, Building & Environment Committee held on Wednesday 17th January 2018.**
Cllr Keddell Proposed to move the motion and Cllr West Seconded the proposal.
Members **ADOPTED** the minutes of the Planning, Building & Environment Committee held on Wednesday 17th January 2018.
- 3.3 To adopt the Minutes of the Finance & General Purposes Committee held on Wednesday 18th October 2017.**
Cllr Cheetham Proposed to move the motion and Cllr Parke Seconded the proposal.
Members **ADOPTED** the minutes of the Finance & General Purposes Committee held on Wednesday 18th October 2017.
- 04 Co-Option of new members**
Members **AGREED** to co-opt Nigel Balding onto the Council. Mr Balding signed the Declaration of Acceptance of Office and Council invited Cllr Balding to join in the meeting.
- 05 Police Report**
- 5.1 To receive an update on incidents from Police.uk site- November.**
The Clerk noted the POLICE.UK site is only showing up to November.
Violence & sexual offences = 5
Burglary = 2
Anti-social behaviour = 3
Public order = 2
- 5.2 Police Newsletter for December 2017.**
Cllr Cheetham requested an update about the PCSO issue. The Clerk informed Council that Inspector Teresa Futter would be attending Full Council in February.

06 County & District Councillor Reports

6.1 To receive County Councillor's Report

Cllr Maxfield was unable to attend

Please see attached report.

6.2 To receive District Councillor's Report

Cllr Smith informed members that District Council were waiting on Anglian Water in regards to their funding of the Coastal Protection Scheme.

The Environment Committee are working to arrange a meeting at Bacton Gas Site.

NNDC are looking to raise the Council Tax by £5 per annum.

Congratulations to Mundesley on reaching the semi-finals of Village of the Year.

07 Planning, Building & Environment Committee

Nothing to report

08 Finance & General Purposes Committee

8.1 To consider and agree Decembers banks reconciliations of accounts.

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

Members **AGREED** December's banks reconciliations of accounts.

The Chair and RFO signed the bank statements.

8.2 To consider and agree Decembers petty cash reconciliations

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

Members **AGREED** December's petty cash reconciliations.

The Chair and RFO signed the Petty cash book.

8.3 To consider Januarys payments for approval.

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

Members **AGREED** January's payments for approval.

Cllr West and Cllr Parke signed the payments.

09 Events Working Group

9.1 Update on Annual Parish Meeting and to consider and agree any actions.

The Clerk informed Council that preparations were already underway and nearly everyone had accepted the invitation to have a stand, also Norman Lamb had accepted the invitation to attend.

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

Members **AGREED** to allow the Clerk to go ahead and organise the Parish Event.

10 Coastal

10.1 To consider and agree an action to the small sign from the seafront shelter.

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

Members **AGREED** for the Clerk to ask NNDC if Council can restore the small plaque from the shelter and for the clerk to obtain a quote to restore the sign from the sea front and report back to Council.

10.2 Update on meeting with NNDC in regards to the proposed concessions.

Cllr Stango informed members that there will only be 1 concession on the Beach Road car park.

NNDC have received 2 applications, but would not say what they would be selling. Council should know what the concession will be by the next Full Council meeting.

11 Highways

11.1 Update on SAM2 signs.

Cllr Cheetham informed members that the SAM2 signs are working effectively. Knapton Roads speeds were between 35-50mph. Trunch Road was also effective in slowing traffic coming into the village from feedback from residents. Cromer Road speeds were not as bad as expected. Paston Road had a speed of 95mph recorded. Cllr Stango suggested that Cllr Cheetham brought this up at the next SNAP meeting.

11.2 To consider and agree an action to the parking issues at the school.

Cllr Revell noted the seriousness of safety to children due to the parking issues outside the school. Cllr Stango suggested allowing public participation at this time to allow members of the public to air their views on this issue.

Members of the public commented that:

Gordon Terrace is blocked many times; children are in danger of speeding cars and that cars park on the blind bend. The issue is just as bad when there are events. Action needs to be taken before someone is injured.

Cllr Smith said he would address this with Highways at County.

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

Members **AGREED** for the Clerk to write to the school suggesting a loop road drop off point and for Cllrs Cheetham and Parke to raise this with the Police at the next SNAP meeting.

12 Policies, Documents, Communications and Training

12.1 Presentation of the new Parish Council website and to consider and agree any changes or if to launch the website.

Josh Biz updated members on how the website had progressed over the last few months and things can be changed or updated as Council wishes. The Clerk would receive 2 half days training and that he would be back in the summer to take more photos of the village. The site is also mobile friendly. Members commented on how impressed they were with the site and thanked Josh for all his hard work.

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

Members **AGREED** for the website to go live.

12.2 To consider and agree the draft for the village map.

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

Members **AGREED** for Tesco's, Mace, Crayford & Abbs, Jenbar and Rushes Gift shop to be added then the Clerk to present back to Council.

12.3 To consider and agree Council buying publisher for the office laptop.

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

Members **AGREED** to Council buying publisher for the office laptop.

12.4 To consider and agree sending the Clerk on the "New Clerks Year" course and "How to manage the Councils Financial year end" course with NPTS.

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

Members **AGREED** for the Clerk to attend the "New Clerks Year" course and "How to manage the Councils Financial year end" course with NPTS.

12.5 To consider and agree sending a letter of support to the Norfolk Town and Parishes Forum for the second homes council tax issue.

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

Members **AGREED** to send a letter of support to the Norfolk Town and Parishes Forum for the second homes council tax issue.

12.6 Update on leaflet drop and to consider and agree any actions to be taken.

The Clerk informed members that the Scouts were happy to do the leaflet drop.

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

Members **AGREED** to donate £150.00 to the Scouts for the leaflet drop and for the Clerk to use the blank side on the bottle bank leaflet for promote the village shops and present to Council.

12.7 To consider and agree to subscribe to NP Law.

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

Members **AGREED** to subscribe to NP Law.

- 13 **Museum**
Cllr West noted that a heater would need to be installed in the Museum in the future.
- 14 **Woodhurst**
14.1 **Update on work at Woodhurst and to consider and agree actions in regards to Woodhurst.**
The Clerk informed members that the damaged caused by the winds was in hand and covered under Councils insurance.
- 15 **Gold Park**
15.1 **Update on Playground inspections and to consider and agree an action if needed.**
The Clerk informed members that she was carrying out the inspections until a Councillor took this on board. That a post on the boat had been replaced as it was rotten and the Annual Inspection Action plan was being implemented.
15.2 **To consider and agree which Councillor to do the playground inspections.**
Cllr Revell Proposed to move the motion and Cllr Payne Seconded the proposal.
Members **AGREED** for Cllr Balding to take over completing the weekly inspections.
- 16 **Health and Safety**
Nothing to report
- 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
17.2 **To consider and agree a member to liaise with Coast Watch.**
Cllr Revell Proposed to move the motion and Cllr Payne Seconded the proposal.
Members **AGREED** for Cllr Cheetham to be Councils representative with Coast Watch.
- 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 asked for Council to look into disabled play equipment for the children's playground.

Correspondence

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

A. Email from All Saints Church.

The Church had asked for a financial contribution to maintaining the open church yard at All Saints. Cllr Revell Proposed to move the motion and Cllr Payne Seconded the proposal.

Members **AGREED** to give £1000 to the Church under Sec.137 for the open church yard

B. Email from shop owner in the village

C. Letter from a resident re shops in the village.

Members commented to correspondence B & C that they are taking steps to help promote the shops in the village with a large map at the Beach Road car park, leaflets through peoples doors and a pull out village map. The member of the public who wrote this email commented that she did not mind her name being mentioned.

It was also suggested to put the shops on the Councils website.

D. Email about the school pool closing.

Cllr Revell mentioned that there will be a meeting with the school and parents on Wednesday 31st about the school pool and they would like to invite 2 Councillors to attend.

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

Members **AGREED** for Cllr Keddell to attend the meeting and report back to Council.

E. Invite to attend the Good Company summit

Cllr Stango mentioned that Mundesley already has many initiatives that help combat loneliness in Mundesley.

Members **AGREED** not to attend the summit.

F. Request from the press to comment on Village of the Year.

Cllr Stango read out a draft response Cllr Harding had written in reply to the press asking for a comment from Council on Mundesley getting into the Semi Finals of Village of the Year.

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

Members **AGREED** to suspend standing order 25 (b) to allow Cllr Harding to send the response to the press on Village of the Year.

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 on how great the Dementia Café held at the Church room is doing and that it is an open door for everyone.

A member of the public commented that the shops are dementia friendly.

A member of the public commented that the Mundesley Inshore Voluntary Lifeboat was funded by people in the village and still is.

21 Date of Next Meeting

21.1 To confirm that the date of the next Meeting of the Parish Council will be held on 26th February 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 To consider and agree actions to the Putting Green lease.

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

Members **AGREED** for the Clerk to speak with the Lessee and then report back to Council.

23.2 To consider and agree actions to the Woodhurst lease.

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

Members **AGREED** to issue a 6 monthly lease.

Meeting Closed | 9:20pm

Norfolk County Councillor's Report – January/February 2018

I'll start by repeating the apology in my December report that work is currently keeping me down in London a fair bit during the week. The good news is that will shortly come to an end as I will shortly be starting a new job based in Norwich. I might not make it to many Parish Council meetings in February but after that I won't have any excuse!

COUNTY COUNCIL BUDGET AND SERVICES FOR CHILDREN

Thanks to everyone who responded to the various County Council budget consultations. The early part of the County Council's year is dominated by discussions about the budget. It looks as though the administration has changed its mind over cuts to bus subsidies and to the road gritting programme which is good news.

My committee responsibility at County Hall is Children's Services and we went through a solid five hours of debate about various issues earlier this month. It included a discussion on planned cuts to the Children's Centre budget and moving Special Educational Needs funding away from schools clusters. I voted against both of those proposals for the same reason – that they were making the changes before coming up with an alternative plan that would make the service as good or better. Sadly they both went through.

I should mention here that I am pleased Norfolk's Children's Services are judged to be improving by OFSTED. A lot of work has gone into tackling the problems identified by OFSTED back in 2013. Everyone accepts that more work needs to be done and I am working closely with councillors of all parties and council staff to make sure we get the right solutions for all children and young people in the County. If anyone has questions about specific parts of my work in this area I'd be happy to answer them.

COUNCILLORS' ALLOWANCES

You will no doubt have seen the row over the increase in County Councillors' allowances. We voted twice on the issue – because the Lib Dem and Labour groups called an extra meeting of the Council early in January and I voted against the increase both times. The big increases went through despite the level of protest that was heard from the public. One of the oddest parts of change is that the increase is being back-dated to May 2017. I am going to give my back-dated pay to charity and if you know of any local good cause that would benefit from a donation, please let me know.

HIGHWAYS

Highways issues are always make up the biggest part of my postbag. I am currently supporting a number of small projects through the £6,000 allocated to Mundesley division from the Highways budget. The allocation for this year is getting close to being spent up but I assume we will get the same again next year. If you have any highways issues that could be tackled with a contribution from this fund, let me know.

I've even started a 'pothole of the year' competition on my website after I spotted a pothole round the corner from County Hall was fixed within a couple of hours! So if you think you know of a pothole that might have been waiting to be fixed for a lot longer than that, just email me with the details!

BROADBAND

There's an on-going effort to improve broadband speeds across Norfolk. Everyone seems to have their favourite statistic to show that they are making progress but I was struck by this one: a Parliamentary report shows that out of 650 Parliamentary Constituencies, North Norfolk sits 603rd in the league table for average broadband speeds. I know my colleagues on the recently formed Digital Innovation Committee at County Hall are working on improving that so hopefully there will be positive news in due course.

YOUTH PARLIAMENT

Finally, do you know anyone who would like to stand for the Youth Parliament? It is a great way to get to know how politics works. To stand for election, candidates need to fill in an application form at www.norfolk.gov.uk/youthparliament by 5pm on February 7. All candidates are invited to a welcome event on Saturday, February 10 to meet the current MYPs and to learn how to run a campaign.

Ed Maxfield, January 2018
edward.maxfield@norfolk.gov.uk
07449 706215
www.edmaxfield.org.uk

Januarys' Payments							
Voucher Number	Payable to	Payment Method	Description	Amount	Name	Sign 1	Sign 2
265	Lloyds Bank	D/D	Charges 10.11-9.12.17	£26.23			
266	HMRC	D/D	PAYE & NI 6.11.17 - 5.12.17	£849.55			
267	HMRC	D/D	PAYE & NI 6.12.17 - 5.1.18	£1,538.86			
268	BT	D/D	Phone & Internet December	£76.36			
269	NNDC	D/D	Rates - Back St Toilets	£60.00			
270	SAGE	D/D	Payroll Software - Nov	£7.20			
271	EON	D/D	Feeder pillar - December	£24.09			
272	Doreen Joy	000806	Salary, Holiday Pay & Expenses December	£3,062.63			
273	Norfolk Pension Fund	000807	Pension Contributions - November	£1,098.65			
274	Norfolk CAB	000808	Re-issued cheque-original lost	£250.00			
275	Petty Cash	000809	Petty Cash	£150.00			
276	Doreen Joy	000810	Salary & Expenses January	£1,895.20			
277	Norfolk Pension Fund	000811	Pension Contributions - January	£650.20			
278	Trevor Rivett	000812	Maintenance - Dec	£230.00			
279	TT Jones	000813	Maintenance - Nov	£435.17			
280	North Walsham Signs	000814	Signs for Christmas Fayre & Gold Park	£192.00			
281	AVENA	000815	Confidential Data destruction	£60.00			
282	TT Jones	000816	Maintenance - Dec	£610.24			
283	Pear Tree Bindery	000817	To bind 3 x Council minutes & 3 x School Board minutes	£210.00			
284	Sonata Security	000818	Replace & Update alarm	£505.51			

Agreed at Full Council on 29.1.18 Chair Sign:

RFO Sign:

January's Payments								
Voucher Number	Payable to	Payment Method	Description	Amount	Name	Sign 1	Name	Sign 2
285	URM	000819	Glass Collection - Dec 2018	£41.04				
286	Stuart Hutcheson Randells	000820	IT Support 15.11.7.12 & 15.1.18	£135.00				
287	Electricis	000821	PAT Testing - Office	£25.00				
288	W. Myhill	000822	Gutters, soffits, fascias and leaking roof at Woodhurst	£4,926.84				
289	Rainbow Stationary	000823	Stationary for November & December	£112.56				
290	AON UK	000824	To add container onto lns	£28.00				
291	Strand Heating	000825	Gas Inspection - Woodhurst	£84.00				
292	Mayday	000826	Copier Hire (1.12.17-31.5.18) and copies - Dee 2017	£540.00				
293	SSE	N/A	Pavilion in credit	£23.54CR				
294	SSE	N/A	Street Lights in credit	£248.88CR				
295	Randells Electrics	000827	Christmas Lights 2017	£1,553.00				
296	Museum Heritage East	000828	2018 Subscription for Muesum	£30.00				

Agreed at Full Council on 28.1.18

Chair Sign:

RFO Sign:

RFO sign: