

MUNDESLEY-ON-SEA PARISH COUNCIL
MINUTES OF THE FULL COUNCIL MEETING HELD ON
MONDAY 28th October 2019 IN THE JUBILEE ROOM, CORONATION HALL, MUNDESLEY.

Present: Cllrs: D. Harding (Chair)
Cllrs: D Revell, B Reynolds, J Barnes, C Payne, P Gray, D Parkin, J Nicholas
County Cllr: Ed Maxfield

Members of Public: – 3

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 West and Fredericks.

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 held on Monday 30th September 2019.

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

Members **AGREED** the Minutes of the Full Council held on Monday 30th September 2019.

3.2 To Adopt the minutes of the Finance and Data Protection Committee held on the 22nd October.

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

Members **ADOPTED** the minutes of the Finance and Data Protection Committee held on the 22nd October.

3.3 To Adopt the minutes of the Employment Committee held on the 6th August 2019.

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

3.1 Members **ADOPTED** the minutes of the Employment Committee held on the 6th August 2019.

04 Chairman's Announcements

4.1 Chairman's Report -See attached

05 Police Report

5.1 To receive an update on incidents from Police.uk site. – August 2019

Other = 1

Violence and Sexual Assault = 9

Public Order = 3

Criminal Damage and Arson = 1

Anti-Social Behaviour = 2

06 County & District Councillor Reports

6.1 To receive County Councillor's Report See attached

6.2 To receive District Councillor's Report See attached

07 Planning, Building & Environment Committee

7.1 PF/19/1713

Conservatory to front elevation

1 Beach Close, Mundesley, Norwich, NR11 8BH

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

Members **AGREED** to support this application.

7.2 PF/19/1730

Erection of two storey and single storey rear extension with first floor balcony.

50 Sea View Road, Mundesley, Norwich, NR11 8DJ

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

Members **AGREED** to support this application.

7.3 PF/19/1664

Erection of two-bedroom detached dwelling following demolition of existing triple garages.

Land Opposite 8 Heath Lane, Mundesley, Norwich, NR11 8JP.

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

Members **AGREED** to no objection or comment the application.

7.4 PF/19/1752

Proposed single-storey flat roof side and rear extensions

12 Trunch Road, Mundesley, Norwich, NR11 8JR

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

Members **AGREED** to support the application.

08 Finance & General Purposes Committee

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

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

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

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

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

Members **AGREED** Septembers' petty cash reconciliations

8.3 To consider Octobers' payments for approval and Septembers' receipts.

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

Members **AGREED** Octobers' payments for approval and Septembers' receipts.

Cllr Parkin entered the meeting

8.4 To consider and agree employing a temporary staff member for an initial period of 4 days to assist the Clerk with seasonal peak workload.

The Chair deferred this item to "Exclusion of Press and public"

09 War Memorial

9.1 To consider and agree if to add a purple poppy on the War memorial for the many animals that died in WW2.

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

Members **AGREED** to add a purple poppy on the War memorial for the many animals that died in WW2.

10 Neighbourhood Plan

The Chair informed members of the next meeting which is on the 4th November.

11 Policies, Documents, Communications and Training

11.1 To consider and agree additional members for the Finance and Data Protection Committee. (DR)

Cllr Parkin volunteered to come onto this committee to increase numbers.

11.2 To consider and agree if to have a press release for the new de-fib. (DR)

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

Members **AGREED** to have a press release for the new de-fib.

- 11.3 To consider and agree if to hold a Christmas promotion to encourage the use of the village centre.
Cllr Parkin Proposed to move the motion and Cllr Revell Seconded the proposal.
Members **AGREED** to have a budget for £200 and that residents would qualify for prize draw if 7 out of 10 shops were used.
- 12 **Museum** – Nothing to report
- 13 **Woodhurst** - Nothing to report
- 14 **Events**
- 14.1 Update on Christmas Fayre and Street Party and to consider and agree any actions.
Cllr Reynolds informed members of the new style Christmas event on the 24th November and the extra costs this year. Members were all given copies of the risk assessment.
- 14.2 To consider and agree costs for the Christmas Fayre and Street Party
Cllr Reynolds Proposed to move the motion and Cllr Gray Seconded the proposal.
Members **AGREED** the extra costs of £350 for the Christmas Fayre and Street Party.
- 14.3 Update on the Christmas Pageant.
Cllr Reynolds updated members on the Christmas Pageant and the costs involved. The main cost being for Council to hire a professional road closure company.
- 14.4 To consider and agree costs for the Christmas Pageant.
Cllr Reynolds Proposed to move the motion and Cllr Gray Seconded the proposal.
Members **AGREED** a budget of up to £2700.
- Cllr Gray left the meeting
- 15 **Reports from Outside Bodies**
- 15.1 To receive Reports from Member representatives on Outside Bodies
- Coronation Hall – Cllr Nicholas informed members that there would be new signage for the carpark and that the committee thanks Council for their donation from the Open-Air Cinema.
- Cllr Gray re-joined the meeting.
- Citizens Advice Bureau – Cllr Reynolds noted she would be going to the next meeting.
 - Inshore Lifeboat – Nothing to report
 - Visitors Centre. – Nothing to report.
 - Coastal Protection Committee - Nothing to report.
 - SNAP – Cllr Parking asked members that if they have anything, they would like raise to email him before the next meeting on the 6th November.
 - Coast Watch – Cllr Harding noted that he had a meeting with Coastwatch and will update Council when more information is available.
 - Gold Park – The Clerk informed members that the next meeting will be on the 18th November.
- 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 Reynolds informed members that the bin at the Memorial Gardens was in poor repair.
Cllr Revell asked when the Memorial Service was this year, the Clerk will contact the Church.
- 17 **Correspondence**
- 17.1 To consider correspondence received by the Council and agree responses thereto
A. Thank you from resident re boat planter.
The family who donated the boat for the new planter sent a thank card to Council.
B. The Committee of "Mundesley on Show" sent a letter updating members of how the event went and thanks Council for the support.

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 asked if people could help with the new village Christmas lights.

19 Date of Next Meeting

- 19.1 To confirm that the date of the next Meeting of the Parish Council will be held on 25th November 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. Also, to cover personnel issues.

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

Members **AGREED** 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. Also, to cover personnel issues.

The Chair reminded members that items under Exclusion of Press and Public are commercially and personnel sensitive, therefore any breach of this may result in members being charged with misconduct in a public office and may would be personally liable.

21 LITIGATION MATTERS

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

The Chair informed members that there would be a meeting for members to go over the lease once a draft has been drawn up.

- 21.2 Update on the Putting Green Lease and to consider and agree any actions.

The Chair and Vice Chair signed the new lease in sight of members.

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

Members **AGREED** to the Solicitors suggestion.

- 21.3 A review of the Clerks day to day duties and to consider and agree any actions.

The Chair asked for the vote to be recorded.

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

Members **AGREED** to engage the services of admin personnel for an initial period of 1 week to complete the museum archiving and then a further week if needs to help with other medial tasks.

5 in favour with 1 against and 2 abstentions.

- 21.4 Update on the Scouts lease and to consider and agree any actions.

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

Members **AGREED** to the requests from the Scouts.

MEETING CLOSED: 8:49PM

CHAIR: _____

DATE: _____

6.1

illor's report, October 2019

RMS

I'm aware of a number of problems with severe flooding around the area over the weekend of 5th/6th October. I will get a report of how Highways did around the county and I will forward that to you for information. In the meantime, though, if the rain threw up major problems in your Parish, please let me know so I can feed back the information to Highways.

BREXIT

I know, I know, we are all sick of hearing about it, but I just wanted to report that I continue to press the County Council's leadership to do all it can to support local businesses to prepare for a No Deal Brexit. Most recently I raised the question at the County Council's 'cabinet' meeting where it discussed a new economic strategy for Norfolk and Suffolk and which seemed to rely heavily on sectors that would be heavily affected by Brexit.

RURAL ROADS

One of the things I have banged on about since getting elected in 2017 is the need for a strategic look at road safety, repair and volume of use across the roads to our stretch of the North Norfolk coast. Most recently I challenged the Councillor in charge of Highways about this and here is his reply. It looks as though I will have to keep banging on about it:

As you highlight, there is considerable pressure on the rural highway network and this affects not only Norfolk but is widespread across England. Many of these roads have evolved over past 100 years and were never designed as a new road would be.

This in turn creates challenges in terms of maintenance. For the past decade we have adopted an asset management approach to managing the highway network. This has been recognised nationally and the Department for Transport now financially reward highway authorities who use this approach. Through Asset management, we have focussed maintenance funding on the higher use assets such as the A and B road network. Given the size of Norfolk's rural road network, we still spend significant funding on preventative treatments such as surface dressing on all road types. In addition, the past two financial years have seen the Department for Transport allocate Pothole funding to highway authorities across England. This has helped fund higher priority resurfacing work on all assets including rural roads as you suggest below.

As you highlight, with developing technology, there are other challenges and opportunities and I am pleased to say that Norfolk is at the forefront of this, with our bid already being shortlisted for Future Mobility Zone (FMZ) funding and Transforming Cities funding (TCF). Although these funding bids are focussed on Norwich (in accordance with the bidding rules from government), the learning will hopefully lead to countywide opportunities which will help improve travel information and options for businesses and residents within Norfolk.

I think I can reasonably predict that we will see significant changes in mobility and travel patterns over the coming years. TCF and FMZ are helping to inform the Government response to this brave new world and I hope (not least as a rural council) that Norfolk can be at the vanguard of new thinking and exciting approaches.

THE COUNTY COUNCIL BUDGET

After the government's Autumn Statement, it became clear that the Council will receive an extra £18m of funding for the next financial year. It will also be able to raise around £8m by increasing Council Tax. This is welcome news but still only scratches the surface when it comes to investing in public services and a large chunk of the extra money will be used to pay off previous overspends. The spending cuts will continue, and this is from the Council's press release about its budget for 2020/21:

The key proposals are:

- A Council Tax rise of 3.99 per cent next year, in line with Government expectations – 1.99 per cent for all services and two per cent through the Government's adult social care precept. A 3.99 per cent increase would see the county council's share of band D bills rise by £54.27, to £1,416.51.
- New savings and increased income of £15.8 million next year, rising to a total of £29.9 million over four years

Proposed new savings or increased income, per department, 2020/21:

- Adult social services: £7.2m – including saving £3.75 million by increasing reablement, which helps people regain independence after being in hospital
- Children's services: £3.8m – including saving £3.5 million by commissioning new care for children, with better outcomes and lower costs
- Community and environmental services: £1.9m – including saving £250,000 by renegotiating highways contracts
- Strategy and governance department: £500,000 – including saving £320,000 through income generation and vacancy management
- Finance and commercial services and finance general: £800,000 – including raising an extra £500,000 from organisational change budgets
- Business transformation: £1.6 through making the council's processes more modern, efficient and business-like

Ed Maxfield

County Councillor for Mundesley Division

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Since my last report in September

What have NNDC decided in full council -

Local plan

NNDC are comparing figures with the national formulas of calculating how many homes are needed in North Norfolk. They are using local knowledge and statistics which vary from the national standard. This will hopefully be reflected in the local plan.

I have sent another email requesting a meeting with MPC, Andrew Brown and Mark Ashwell to discuss Mundesley. An initial chat is planned after the next development meeting November 7th and then we can liaise with Doreen as to when it's convenient for MPC to engage in a meeting. At present Mundesley hasn't been featured in the Planning and Built Heritage Meetings and probably unlikely to be until the new year.

At present the corporate plan is due to come to full council in November. This guides and shapes the direction of NNDC for the next four years. The aim is for the authority to be more customer focused and transparent. I plan to sit in with customer services for an afternoon in November to see how they handle issues and systems for resolutions.

Mental health champion support

I and Councillor Shires together with lead officer support, have been working on a resolution to put before full council. We feel the heavy weight of responsibility to make significant progress in how we recognise and improve mental health issues within North Norfolk. We will be working with other agencies and charities to see how NNDC can assist in tackling issues surrounding provision of help for people effected.

Sir Norman Lamb is holding an open meeting on Friday 11:45 with the CEO and Chair of the Norfolk and Suffolk Trust at Cromer Parish Hall. I intend to go after our meeting with NNDC.

Casework

There seems to be a pattern forming around unadapted roads and public right of way. Highways are unable to help with signage or restriction of parking on these roads. It is suggested that the residents of unadapted roads form a group and perhaps discuss these issues in a proactive approach.

I have received two emails suggesting a pond be reinstated outside the gates of Gold Park and High Street. This would be a matter for MPC to discuss.

As for the enquiry regarding the signage at the Manor Hotel, I emailed the head Environmental Health enforcement. Unfortunately due to negotiation of the new waste contract there is a delay in a response. I will chase this up.

Mundesley Allotment Program

An email has been sent to Steve Blatch who will be speaking to the officer involved on Thursday this week. I will send the result to Doreen as soon as I get a reply.

Pebbles Preschool and community hub

The committee are currently looking for groups and organisations to rent spaces and offices to keep the building going as a community hub. I have been networking and asking NCC, who are looking into the offer.

Last Saturday morning armed with electric screw driver and paint brush I going the working party, to help transform the entrance to a more welcoming place for visitors.

The running costs have been looked into and are significantly lower than expected. However Pebbles committee are right to be cautious as no upto date information on this has been passed to them from NCC.

Mundesley Brownies

I was deeply honoured to be invited to the Mundesley Brownies Afternoon Tea. Delicious food and inspiring conversation from the Brownies. They currently have vacancies for more brownies to join them. Thank you to all involved.

Meetings attended

Mental Health Champion x 2
Overview and Scrutiny
Planning Policy and Built Heritage Working Party
Pebbles committee meeting.
Events
Mundesley Brownies Afternoon Tea.

Pebbles Preschool Committee Meeting

8.3

Octobers' Payments						
Voucher Number	Payable to	Payment Method	Description	Amount	Name	Sign 1
230	EON	D/D	Feeder Pillar	£14.53	D.Revell	D.Harding
231	SAGE	D/D	Payroll - October	£7.20	D.Revell	D.Harding
232	SSE	D/D	Street Lights - September	£381.98	D.Revell	D.Harding
233	PWLB	D/D	Museum Loan	£897.20	D.Revell	D.Harding
234	LLOYDS	D/D	Bank charges - 10.8-9.9.19	£54.18	D.Revell	D.Harding
235	HMRC	D/D	PAYE 6.8.19-5.9.19	£48.15	D.Revell	D.Harding
236	Doreen Joy	0001274	Salary - September cancelled chq	£2,216.11	C West	D.Harding
237	Norfolk Pension	0001275	Pension - September	£792.67	C West	D.Harding
238	Cash	0001276	Clerk Salary - re cancelled chq	£2,216.11	C West	D.Harding
239	Andrew Rivett	0001277	Works carried out August & September	£1,377.50	C West	D.Harding
240	M Davis T/A I&M Building	0001278	Christmas lights fittings	£630.00	D.Revell	D.Harding
241	Cash	0001279	Petty Cash	£100.00	C West	D.Harding
242	Village Flower Shoppe	0001280	Plants for planters & boat presentation	£223.00	D.Revell	D.Harding
243	Cozens	0001281	Maintenance Street lights -Sept	£120.00	D.Revell	D.Harding
244	Charlotte Stannard	0001282	Gold Park Consultant Fee	£631.83	D.Revell	D.Harding
245	North Walsham Signs	0001283	Signs for Cinema & Planters	£198.00	D.Revell	D.Harding
246	Festive Lights	0001284	New Village Christmas Lights	£1,809.72	D.Revell	D.Harding

Agreed at Full Council on 28.10.19 Chair Sign:

RFO Sign:

Octobers' Payments							
Voucher Number	Payable to	Payment Method	Description	Amount	Name	Sign 1	Sign 2
247	Royal British Legion Norfolk	0001285	Poppies for WW2 Commemorations	£75.00	D.Revell		D.Harding
248	Woodpecker Tree Services	0001286	Tree & traffic management @ Fourways	£1,700.00	D.Revell		D.Harding
249	SLCC	0001287	New Clerks Manual	£52.30	D.Revell		D.Harding
250	Sonata Security	0001288	CCTV, Magi lock and Call out	£1,483.62	D.Revell		D.Harding
251	Spaldings & Co	0001289	Links Lease 2015 to date	£1,515.18	D.Revell		D.Harding
252	B Reynolds	0001290	Re-issue of unbanked chq	£35.24	D.Revell		D.Harding
253	Mayday	0001291	Photocopies - September	£155.54	D.Revell		D.Harding
254	D Harding	0001292	Septembers Newsletter	£79.60	D.Revell		C.West
255	PKF Littlejohn	0001293	External Audit 2018/2019	£480.00	D.Revell		D.Harding
256	Larking Gowen	0001294	Gold park Accounts 2017-2018 & 2018- 2019	£1,380.00	D.Revell		D.Harding
257	AD Thiruchelvam	0001295	EDP August & Sept	£38.40	D.Revell		D.Harding
258	Rainbow Stationary	0001296	Stationary	£176.59	D.Revell		D.Harding
259	Budget Marquees	0001297	Marquee for Christmas Fayre	£200.00	D.Revell		D.Harding
260	Glasdon	0001298	Picnic Tables Outdoor Gym	£1,710.00	D.Revell		D.Harding
261	ISH Electrical	0001299	Fitting De-fib	£298.25	D.Revell		D.Harding
262	I & M Building Services	0001300	Notice boards, beins and bench	£816.00	D.Revell		D.Harding
263	Coronation Hall	0001301	Donations from Cinema	£768.21	D.Revell		D.Harding
264	All Saints Church Rooms	0001302	Donations from Cinema	£768.21	D.Revell		D.Harding
Agreed at Full Council on 28.10.19						Chair Sign:	RFO Sign:

Septembers' Income					
Voucher Number	Payee	Payment Method	Description	Amount	
64	Tennants 1	BGC	Woodhurst Rent - August	£895.00	
65	LLOYDS BANK	BGC	Remuneration for complaint	£9.00	
66	LLOYDS BANK	BGC	Remuneration for complaint	£50.00	
67	Car Boot	Cash	7.8.19 28 CARS	£168.00	
68	Car Boot	Cash	14.8.19 13 CARS	£78.00	
69	Norfolk Day	Cash	Face painting	£49.00	
70	Car Boot	Cash	24.9.19 15 cars	£90.00	
71	Car Boot	Cash	17.7.19 27 cars	£162.00	
72	Car Boot	Cash	21.8.19 42 cars	£252.00	
73	Crayford & Abbs	CHQ	Boat planter sponsor	£50.00	
74	W.I.	CHQ	Stall Christmas Fayre	£10.00	
75	Stall Holder	CHQ	Stall for Dog Show	£10.00	
76	Coastal Arts	CHQ	Planter sponsor	£25.00	
77	Yoohoo donuts	CHQ	Stall for Christmas Fayre	£20.00	
78	Norfolk Greyhound	CHQ	Stall for Dog Show	£10.00	
79	Outdoor Cinema	Cash	Donations for village organisations	£1,536.43	
80	NNDC	BGC	Precept & Support grant - Final	£28,133.00	
81	LLOYDS BANK	BGC	refund D/D Fraud	£93.00	
82	LLOYDS BANK	BGC	refund D/D Fraud	£114.00	
83					