

MUNDESLEY-ON-SEA PARISH COUNCIL
MINUTES OF THE FULL COUNCIL MEETING HELD ON
TUESDAY 26th May 2020 REMOTELY USING ZOOM.

Present: Cllrs: D. Harding (Chair)
Cllrs: D Revell, B Reynolds, J Barnes, J Nicholas, I Fredericks, D Parkin,
Email response: Cllr Payne
District Cllr: Wendy Fredericks

Members of Public: – 3

Clerk: Ms D. Joy

Before the meeting the Chair informed the meeting of the following guidelines:

1. All questions to go through the Chair.
2. Would members please raise their hands when they wish to speak.
3. Please keep your zoom on mute when you are not speaking
4. Wait for the Chair to say your name before speaking.
5. Only 1 person to speak at a time.
6. Please remain respectful at all times.

Councillor Payne is not using zoom but has voted via email, 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 Gray and West

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 27th April 2020.

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

Members **AGREED** the Minutes of the Full Council held on Monday 27th April 2020.

The Minutes will be signed at the next meeting when Council meets in person.

04 Chairman's Report – see attached

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

Members **AGREED** to adjourn the meeting for 15 minutes to allow Members of the Public and any Councillors with prejudicial interests to speak.

A member of the public thanked everyone for their help during the current situation.

06 Police Report

6.1 To receive an update on incidents from Police.uk site. – March 2020

The Chair informed members they have all had a copy of the report, and this will not be on future meetings as this information is available in detail on the Police.uk website.

07 County & District Councillor Reports

7.1 To receive County Councillor's Report

Cllr Maxfield gave his apologies, but is sending regular updates to members.

7.2 To receive District Councillor's Report

See attached report

08 Planning, Building & Environment Committee

8.1 To consider and agree if to open the MUGA and the Back-Street toilets in light of the Governments new guidance.

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

Members **AGREED** not to open the MUGA and Back Street toilets until lock down has be lifted further.

09 Finance & General Purposes Committee

9.1 To consider and agree Mays' reconciliation of accounts.

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

Members **AGREED** Aprils' reconciliation of accounts not Mays.

9.2 To consider and agree Aprils petty Cash Reconciliation.

The Chair informed members that there was no Petty Cash in April.

9.3 To consider Mays' payments for approval and Aprils receipts.

The Chair informed members that the Employment cost figure had changed from £4061.99 to £4416.71 due to an error from HMRC.

The Payments for vouchers 51-55 will be paid from the grant Mundesley Cares received from the Norfolk Community Foundation.

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

Members **AGREED** Mays' payments for approval and April's receipts.

9.4 To consider and agree the monies to be transferred to the Gold Park account and when to make the transfer.

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

Members **AGREED** the amount of £106,335.74 to be moved to the Gold Park account on the advice from the accountant to the Gold Park Charity subject to the guidance from the Charity Commission.

9.5 To consider and agree the monies owed to Mundesley Parish Council from the Gold Park Account.

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

Members **AGREED** the amount of £52,306.87 owed from the Gold Park account for administration, events and street furniture for the last 3 financial years on the advice from the accountant to the Gold Park Charity subject to the guidance from the Charity Commission.

9.6 To consider and agree the asset register for 2019/2020.

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

Members **AGREED** the asset register for 2019/2020.

9.7 To consider and agree the Coastal Protection donation.

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

Members **AGREED** to split the Coastal Protection donation 50/50 between the Gold Park Trust and Council, as per the advice given to the Gold Park Trust from their accountant.

9.8 To consider and agree if to open a second bank account.

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

Members **AGREED** to open up a second bank account with Unity Trust to protect Councils money under the Financial protection Scheme.

10 War Memorial – Nothing to report

11 Neighbourhood Plan – The Chair mentioned to members that the Neighbourhood Committee may have a meeting via Zoom.

12 Policies, Documents, Communications and Training

12.1 To consider and agree the newsletter for June.

Cllr Fredericks Proposed to move the motion and Cllr Reynolds Seconded the proposal.
Members **AGREED** the newsletter for June with the adjustments suggested.

12.2 To consider and agree the revised Terms of Reference for the Events Working Group.

Cllr Harding Proposed to move the motion and Cllr Reynolds Seconded the proposal.
Members **AGREED** the revised Terms of Reference for the Events Working Group.

12.3 To consider and agree if to subscribe to NP Law and the procedure for use.

Cllr Reynolds Proposed to move the motion and Cllr Revell Seconded the proposal.
Members **AGREED** to subscribe to NP Law and for NP Law only to be contacted by the Clerk or Chair with a resolution of Council.

12.4 To consider and agree if to renew Norfolk Parish Training & Supports Annual subscription.

Cllr Harding Proposed to move the motion and Cllr Fredericks Seconded the proposal.
Members **AGREED** to renew Norfolk Parish Training & Supports' Annual subscription.

12.5 To consider and agree the Virtual Meeting Policy.

Cllr Reynolds Proposed to move the motion and Cllr Parkin Seconded the proposal.
Members **AGREED** the Virtual Meeting Policy with the suggested amendments.

12.6 To consider and agree Councils Standing Orders amended for COVID-19.

Cllr Fredericks Proposed to move the motion and Cllr Reynolds Seconded the proposal.
Members **AGREED** Councils Standing Orders amended for COVID-19.

12.7 To consider and agree the Insurance renewal.

Cllr Harding Proposed to move the motion and Cllr Reynolds Seconded the proposal.
Members **AGREED** the Insurance renewal.

12.8 To consider and agree to renew the Clerks SLCC Membership.

Cllr Harding Proposed to move the motion and Cllr Fredericks Seconded the proposal.
Members **AGREED** to renew the Clerks SLCC Membership.

12.9 Update on the Interim Audit conducted by Sue Lake.

Cllr Harding Proposed to move the motion and Cllr Parkin Seconded the proposal.
Members **AGREED** the Interim Audit conducted by Sue Lake.

13 Museum – nothing to report.

14 Wood Hurst - nothing to report

15 Events

15.1 Update on Virtual VE Day event.

Cllr Reynolds informed the meeting that the 3 days Virtual celebrations went very well and it was great to have entertainment from the Mundesley players, Jerry Robbins as Churchill, Pat Nearn, Chris Rondel and many others who took part in posting items. Thank you to everyone who took part and Mundesley did us proud.

16 Reports from Outside Bodies

16.1 To receive Reports from Member representatives on Outside Bodies

- Coronation Hall – meeting cancelled.
- Citizens Advice Bureau – Nothing to report.
- Inshore Lifeboat – Nothing to report.
- Visitors Centre. - Closed at the moment.
- Coastal Protection Committee – Nothing to report.
- SNAP – Cllr Parkin mentioned that after the last meeting a speed trap was placed on the Cromer Road.
- Coast Watch – Nothing to report.
- Gold Park – Nothing to report.

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.

Cllr Revell asked when the poppies on the seafront would be taken down. The Clerk offered to take them down this week.

Cllr Revell asked District Councillor Fredericks when the car parks would be open. District Cllr Fredericks informed the meeting she would update Council once she had guidance.

Cllr Nicholas asked for an update on the allotments., The Clerk informed the meeting Council are still waiting on the land to be signed over from NNDC, and this had been delayed due to changes in personnel and Covid-19. Council will be updated as soon as there is progress.

Cllr Parkin informed the meeting that he is ready to take over the weekly inspections on the play equipment.

18 Correspondence

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

A. Thank you emails from residents for the VE Day Celebrations.

B. Thank you email from resident re memorial bench.

C. Thank you emails from residents re COVID-19

D. An email from Coast Watch

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

Members **AGREED** to defer the peppercorn rent of the red roses until after COVID-19.

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 June 2020, remotely using Zoom 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 leases by the Council, and there may be possible litigation.

Cllr Harding 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 leases by the Council, and there may be possible litigation

All Councillors confirmed verbally that they were the only people in this part of the meeting.

21 LITIGATION MATTERS

21.1 To consider and agree if to take the legal advice on the Links Chalet Park.

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

Members **AGREED** to take the legal advice offered by the solicitors on the Links Chalet Park.

Meeting Closed: 20:50pm

CHAIR: _____

DATE: _____

The majority of my time has been focused on providing a support framework with Mundesley Parish Council to help Mundesley Residents access the essential supplies they need.

This began mid March forming a group called Mundesley Cares. Doreen MPC Clerk has been instrumental and indispensable in this endeavour. Her excellent efficiency and organisation skills were critical to the success of the project. She worked in her spare time to deliver this project with me, long before any official help or support emerged from local and national government. The aim of the project was to give as much independence to residents as possible instead of solely relying on potential volunteers.

Mundesley cares set up systems and information for residents to order over the phone with local shops and arrange delivery or if needed collection.

Over 75 volunteers were recruited from an advert on social media.

A leaflet was produced and volunteers hand delivered one to every household in the village. This detailed the support offered.

A telephone befriending scheme was initiated with qualified counsellors. This was strictly safeguarded by both befriender and resident.

All volunteers were asked to read and sign that they understood Mundesley Cares safeguarding guidelines and would adhere to them.

The village pharmacy was by far the shop which needed deliveries taken to the community. We assigned two particular volunteers who we knew and had enhanced DBS checks.

A village charity called "Together we share" donated village shop vouchers for the community. Any one suffering hardship with a connection to Mundesley were given £25 Tesco, £10 Butchers, £10 Greengrocers and £5 Chemist vouchers. At total of were helped.

Together we share also funded clear face shields which Mundesley Cares distributed to our care homes and Southern Hill Hospital.

Southern Hill Hospital gave Mundesley Cares 500 Easter Eggs to distribute to our community. Thanks to cllr Denise Revell for coordinating this project.

In addition Doreen successfully applied for a grant from the Norfolk Community Foundation to pay for insurance and food boxes.

Thank you to MPC for providing £750 for food boxes. Also for providing much needed hand sanitiser and gloves for our volunteers.

North Walsham Food bank and a Mundesley volunteer Steve Hayes, have been brilliant. They collect left over food from local supermarkets and distribute it either from the fridge or bringing boxes over to us in Mundesley. We then either deploy volunteers to deliver or families come and collect.

NNDC set up a community HUB at Coronation Hall with officer Colin Rubens in situ . He relayed requests for support from NNDC dedicated Covid19 response helpline 01263 516000 to Mundesley Cares. He was also tasked to support the surrounding villages.

In total Mundesley Cares have received:

76 Volunteers

6 residents joined Mundesley Cares telephone befriending scheme

145 calls for help
52 general calls for help
52 food boxes
35 perscription collections
The whole village was leafleted and facebook page regularly was updated with information and managed.

NNDC closed the hub May 16th due to lack of calls. Mundesley Cares had done a fantastic job.

NNDC Council Business

The Government has given some of the money they had promised. The Council are still looking at £1.6 million revenue deficit. Due to providing for the response, interest rates falling, lack of car park revenue etc.

Business grants for rateable businesses have been given out to 74% of local companies. The holdup are down to different details from existing records. The Revs and Bens team have been trying to contact them to ensure they are supported. Currently NNDC rate at 43 out of 730 councils in their processing and awarding grants.

A discretionary grant of £2.3 million has been given to NNDC to support those businesses who have fallen through the gaps in the grant system. NNDC are currently working on a criteria and administration system to apply this

It appears that the self employed have suffered the most. With no income for two months and a narrow criteria to subscribe to. People have been directed to apply for Universal Credit which at the last information given were running five weeks behind.

As Councillors we were given briefings on how each sector of the business were affected and their response to Covid19.

Planning where experiencing delays in processing and site notices. This was due to staff working from home, needed to be shielded and staff being seconded to help the relief effort.

The first Development meeting was held by zoom April 30th. The next virtual meeting will be May 28th.

Overview and Scrutiny will also meet May 27th via zoom.

As a group we meet twice a week with Sarah Butikofer via Zoom for updates. These have been extremely useful. We are joined by our colleagues in the Independent Group.

The advances in technology have allowed for much of the council business to continue whilst shielding staff. It is hoped that we can move slowly to a hybrid process where some members can be in the council chamber and others can join via Zoom.

At the start of the crisis the Leader of NNDC requested that the conservative group leader and the independent leader join the cabinet to coordinate a cross party approach. However after two weeks the conservative leader resigned from the cabinet and refused to participate in further cabinet meetings. No reason was given.

NNDC made the decision to close coastal car parks in when the lock down began to encourage people to stay at home. Driving to exercise at that time was prohibited. The car parks remain closed now to encourage day trippers away from coastal areas. The toilets are closed for the same reasons, in addition NNDC can not clean or put social distancing measures in place.

If the Parish Council want the car parks open and can evidence need then, please contact myself or NNDC.

Beach huts were put back on the prom without signage. NNDC have advised that whilst they cannot stop people from using their huts they would rather they didn't. I expressed my concerns that guidelines on usage came out after the huts were placed and not before.

A one way system for accessing the beach has been designed with signs by NNDC estates department.

Residents are asked to call the police on 101 if there has been a breach in legislation by a member of the public. For a commercial enquiry or complaint then to contact Norfolk County Council Trading Standards department.

Testing centres for pre booked coronavirus tests are operating now Monday and Tuesdays in the Meadow Road Carpark in Cromer. These tests are for people who meet the online criteria.

Scottow Business Park. Part of this area falls within the NNDC boundary. A temporary Morgue was commissioned to cope with the potential overflow of the N&N facilities. This thankfully has not been needed. Homeless people from outside our district were given temporary accommodation along with asylum seekers. As yet no further plans are in place to re-home them.

The situation and legislation changes daily. It is increasingly difficult to keep up to date with the latest guidance. However I believe that we will all come through this with a stronger sense of community.

I have been District Councillor of Mundesley for a year now. It has been an honour and an extremely steep learning curve. I will continue to serve the residents of Mundesley and North Norfolk to the best of my abilities.

Mays' Payments								
Voucher Number	Payable to	Payment Method	Description	Amount	Name	Sign 1	Name	Sign 2
27	WAVE	D/D	Water charges 9.2.20-15.3.20 Public Toilets	£34.16	D. Harding		C.West	
28	WAVE	D/D	Water charges 9.2.20-15.3.20 Gold Park & Pavilion	£4.72	D. Harding		C.West	
29	Southern Electric	D/D	Street Lights - April	£406.78	D. Harding		C.West	
30	SAGE	D/D	Payroll April	£8.40	D.Harding		C.West	
31	Norfolk Pension Fund	ONLINE	Employment Costs	£4,416.71	D.Revell		C.West	
32	Clerks Salary	ONLINE			D.Revell		C.West	
33	HMRC	D/D			D. Harding		C.West	
34	PWLB	D/D	Loan 1 of 2 Installments- Museum	£886.40	D. Harding		C.West	
35	Cozens	ONLINE	Street Light Maintenance - April	£120.00	D.Revell		C.West	
36	Rialtus	ONLINE	Year End 2019/2020 Closedown	£432.00	D.Revell		C.West	
37	S Hutcheson	ONLINE	IT Support & equipment	£191.25	D.Revell		C.West	
38	MPH Lettings	ONLINE	Management fee - Woodhurst March	£107.40	D.Revell		C.West	
39	MPH Lettings	ONLINE	Management fee - Woodhurst April	£107.40	D.Revell		C.West	
40	Cozens	ONLINE	Call out column 68	£72.00	D.Revell		C.West	
41	Came & Co	ONLINE	Gold Park & MPC Annual Ins	£5,817.95	D.Revell		C.West	
42	Spaldings & Co	ONLINE	Professional fees	£2,017.92	D.Revell		C.West	
43	Chris West	ONLINE	Mulled Wine for Pageant	£69.50	D. Harding		D. Revell	
44	A Rivett	ONLINE	Works on Memorial Gdns & Village Signs	£688.38	D.Revell		C.West	
45	D Harding	ONLINE	Zoom Subscription	£14.39	D. Revell		C.West	

Agreed at Full Council 26.5.20 Chair Sign:

RFO Sign:

Mays' Payments								
Voucher Number	Payable to	Payment Method	Description	Amount	Name	Sign 1	Name	Sign 2
46	Renosteel	ONLINE	Bench installations	£1,358.52	D. Revell		C.West	
47	Rainbow Stationary	ONLINE	Stationary April	£134.92	D. Revell		C.West	
48	Rainbow Stationary	ONLINE	Ink	£58.58	D. Revell		C.West	
49	MPH Lettings	ONLINE	Fees- May	£107.40	D.Revell		C.West	
50	Shelley Signs	ONLINE	Gun Enplacements information board	£999.60	D.Harding		C.West	
51	Swash Nosh	ONLINE	Food for resident - Mundesley Cares	£35.00	D.Revell		C.West	
52	Rainbow Stationary	ONLINE	Vinyl Gloves - Mundesley Cares	£26.10	D.Revell		C.West	
53	Country Pickings	ONLINE	Food for resident - Mundesley Cares	£10.00	D.Revell		C.West	
54	Mundesley Butchers	ONLINE	Food for resident - Mundesley Cares	£20.00	D.Revell		C.West	
55	BHIB Insurance	ONLINE	Insurance - Mundesley Cares	£183.00	D.Revell		C.West	

Agreed at Full Council 26.5.20 Chair Sign:

RFO Sign:

Aprils' Income					
Voucher Number	Payee	Payment Method	Description	Amount	
1	Electro Supplies	BGC	Refund for PA Equipment	£2,309.84	
2	NNDC	BGC	Car Parking 2019/2020	£6,044.38	
3	NCC	BGC	Glass Recycling	£132.79	
4	MPH Lettings	BGC	Ren - April	£895.00	
5	Norfolk Community Foundation	BGC	Grant on behalf of Mundesley	£1,000.00	
6	NNDC	BGC	1st Installment of Precept	£26,500.00	