

MUNDESLEY-ON-SEA PARISH COUNCIL
MINUTES OF THE FULL COUNCIL EXTRAORDINARY MEETING HELD ON
MONDAY 27th July 2020 REMOTELY USING ZOOM.

Present: Cllrs: D. Harding (Chair)
Cllrs: B Reynolds, D Parkin, D Revell, J Nicholas, J Barnes and I Fredericks, C Payne
C West

Clerk: Ms D. Joy

Public: 6

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.

MINUTES

01 Apologies for Absence

Cllr Gray - Illness

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 20th July 2020.

Cllr Reynolds Proposed the motion and Cllr Fredericks Seconded the motion.

Members **AGREED** the Minutes of the Full Council held on Monday 20th July 2020.

The Chair will sign these at the next meeting when the Council meets in person.

3.2 To consider and agree if to adopt the minutes from the Finance and Data Protection Committee held on the 15th July 2020.

Cllr Revell Proposed the motion and Cllr West Seconded the motion.

Members **AGREED** to adopt the minutes from the Finance and Data Protection Committee held on the 15th July 2020.

04 **Chairman's Report**

Meeting between MPC Neighbourhood Plan working party and NNDC.

Presentation by Councillor's; Reynolds, West, Revell and myself received by NNDC Team Leader Planning and his assistant, observed by district councillor Wendy Fredericks whose interventions in recent NNDC planning meetings ensured our case was finally heard.

Our submissions included a plan to build affordable homes for low rent as well as self builds on land owned by MPC.

We have since been told:

"it is entirely within the gift of MPC to bring forward this site for affordable housing."

The np working group are meeting again to agree how best to proceed and will propose appropriate resolutions to full council ASAP. I do not want to raise expectation levels unnecessarily as there are many hurdles to overcome and it will not happen quickly, but at least we have made a start.

A special mention for Doreen from NALC (National Association of Local Councils)

Doreen's adaptation of standing orders has gone to the national head of NALC and is being discussed as the standard for all local councils. We would all do well to remember how lucky we are to have such a gifted parish clerk.

05 **Public Participation Time**

The meeting will be adjourned for a period specified in the Resolution (no longer than 15 minutes) to allow Members of the Public, to receive District and County Councillors reports 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 Harding Proposed the motion and Cllr Fredericks Seconded the motion.

Members **AGREED** to adjourn for a period specified of 15 minutes, to allow Members of the Public, to receive District and County Councillors reports and any Councillors with prejudicial interests to speak.

MP Duncan Baker introduced himself.

5.1 **To receive County Councillor's Report**

Report to be circulated to members

5.2 **To receive District Councillor's Report.**

Report circulated to members

Cllr Harding Proposed the motion and Cllr Reynolds Seconded the motion.

Members **AGREED** to resume the meeting.

06 **Planning, Building & Environment Committee**

6.1 **To consider and agree if to support a residents request to have a "H bar placed across their drive to stop cars blocking access.**

Cllr Harding Proposed the motion and Cllr Fredericks Seconded the motion.

Members **AGREED** not to support the residents request to have a "H bar placed across their drive to stop cars blocking access, as this may set a precedent across the whole village.

6.2 **To consider and agree if to action Planning's recommendations for the wall behind the War Memorial.**

Cllr Fredericks Proposed the motion and Cllr Revell Seconded the motion.

Members **AGREED** to take Planning's recommendations for the wall behind the memorial, and erect a coloured board to emphasise the memorial.

6.3 **To receive an update on Council request for Mundesley to be part of the AONB and consider and agree any actions.**

Estell Hook from the AONB updated members on the current application for Mundesleys' application to be part for the AONB.

Cllr Harding Proposed the motion and Cllr Reynolds Seconded the motion.

Members **AGREED** to look into this further and report back to Full Council.

6.4 **To consider and agree if to move forward on Councils proposal for beach wheel chairs in Mundesley.**

Cllr Fredericks Proposed the motion and Cllr Revell Seconded the motion.

Members **AGREED** to await costings from NNDC and look into feasibility then report back to Council.

07 Finance & General Purposes Committee

7.1 To consider and agree Junes' reconciliation of accounts.

Cllr Reynolds Proposed the motion and Cllr Revell Seconded the motion.
Members **AGREED** Junes' reconciliation of accounts.

7.2 To consider and agree June's petty Cash Reconciliation.

Cllr Harding Proposed the motion and Cllr Revell Seconded the motion.
Members **AGREED** to the zero petty cash for June.

7.3 To consider Julys' payments for approval and Junes receipts.

Cllr Harding Proposed the motion and Cllr Revell Seconded the motion.
Members **AGREED** Julys' payments for approval and Junes receipts.

08 War Memorial – Nothing to report

09 Neighbourhood Plan – Nothing to report

10 Museum– Nothing to report

11 Policies, Documents, Communications and Training

11.1 To review Councils Financial Risk Assessment and consider and agree if to adopt.

Cllr Revell Proposed the motion and Cllr Reynolds Seconded the motion.
Members **AGREED** to adopt Councils Financial Risk Assessment.

11.2 To review Councils updated Financial Regulations and consider and agree if to adopt

Cllr Harding Proposed the motion and Cllr Reynolds Seconded the motion.

Members **AGREED** for Item 11.4 to be set at £500

Cllr Revell Proposed the motion and Cllr Fredericks Seconded the motion.

Members **AGREED** for Item 2.2 to remove the section in brackets.

Cllr Harding Proposed the motion and Cllr Revell Seconded the motion.

Members **AGREED** for the addition of Item 3.1 due to Financial Regulations be updated.

Cllr Harding Proposed the motion and Cllr Revell Seconded the motion.

Members **AGREED** for Item 3.2 to remain as is.

Cllr Reynolds Proposed the motion and Cllr Revell Seconded the motion.

Members **AGREED** for Item 4.1 to be set at £500.

Cllr Harding Proposed the motion and Cllr Reynolds Seconded the motion.

Members **AGREED** for the brackets to be removed as it is not applicable on Item 5.1.

Cllr Harding Proposed the motion and Cllr Revell Seconded the motion.

Members **AGREED** for the addition of Item 6.9 and 6.10 due to Financial Regulations be updated.

Cllr Harding Proposed the motion and Cllr Reynolds Seconded the motion.

Members **AGREED** for the addition of Item 6.18 due to Financial Regulations be updated.

Cllr Harding Proposed the motion and Cllr Reynolds Seconded the motion.

Members **AGREED** for item 6.19 to be set by the Finance Committee.

Cllr Harding Proposed the motion and Cllr Parkin Seconded the motion.

Members **AGREED** for item 6.22 to be Councils procedure.

11.3 To review Councils updated Equality and Diversity Policy and consider and agree if to adopt.

Cllr Revell Proposed the motion and Cllr Reynolds Seconded the motion.

Members **AGREED** to amend the resolution and add "or review at Septembers meeting."

Cllr Revell Proposed the motion and Cllr Reynolds Seconded the motion.

The Chair asked for the vote to be recorded.

Cllrs Harding, West, Reynolds, Payne, Parkin, Barnes, Revell and Fredericks voted in favour of this motion.

Cllr Nicholas voted against this motion.

Members **AGREED** to adopt the Equality and Diversity Policy and review at September's meeting.

11.4 To review Councils Code of Conduct Policy and consider and agree if to adopt.

Cllr Reynolds Proposed the motion and Cllr Fredericks Seconded the motion.

Members **AGREED** to adopt the Code of Conduct Policy.

- 11.5 To review Councils updated Compliments and Complaints Policy and consider and agree if to adopt.

Cllr Fredericks Proposed the motion and Cllr Revell Seconded the motion.

The Chair asked for the vote to be recorded.

Cllrs Harding, West, Reynolds, Payne, Parkin, Barnes, Revell and Fredericks voted in favour of this motion.

Cllr Nicholas abstained.

Members **AGREED** to adopt Councils updated Compliments and Complaints Policy.

- 11.6 To review Councils updated Subject Access Request Form and consider and agree if to adopt.

Cllr Harding Proposed the motion and Cllr Fredericks Seconded the motion.

Members **AGREED** to adopt the updated Subject Access Request Form.

- 11.7 To consider and agree if to go back to physical meetings from Full Council in September.

Cllr Revell Proposed the motion and Cllr Reynolds Seconded the motion.

Members **AGREED** not to go back to physical meetings and to review at Full Council in September.

- 11.8 To consider and agree when the Clerk is to return to the office.

Cllr Harding Proposed the motion and Cllr Reynolds Seconded the motion.

Members **AGREED** for the Clerk not return to the office at the current time.

This will be reviewed at the next Full Council meeting.

- 11.9 To consider and agree if Council should look into educating themselves on Equality matters and the Black Lives Matters issues.

Cllr Nicholas Proposed the motion and Cllr West Seconded the motion.

Members **AGREED** to review this at the next Full Council meeting.

- 11.10 To consider and agree that all MPC Council agenda items with documents are marked for version control (version / date noted) and each amendment to the documents are highlighted in subsequent versions.

Cllr Nicholas Proposed the motion and Cllr West Seconded the motion.

This motion was not carried.

- 12 **Woodhurst** - nothing to report

- 13 **Events** – nothing to report

- 14 **Reports from Outside Bodies**

- 14.1 To receive Reports from Member representatives on Outside Bodies

- Coronation Hall – Nothing to report
- Citizens Advice Bureau - Nothing to report
- Inshore Lifeboat - Nothing to report
- Visitors Centre.- Nothing to report
- Coastal Protection Committee - Nothing to report
- SNAP - Nothing to report
- Coast Watch - Nothing to report
- Gold Park - Nothing to report

- 15 **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 West asked for Council to consider having a Slavery Policy.

- 16 **Correspondence**

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

A. To consider and agree if to write to the Secretary of State in response to a request from SLCC.

Cllr Reynolds Proposed the motion and Cllr Nicholas Seconded the motion.

Members **AGREED** for Council to send a letter to the Secretary of State in response to the request from SLCC.

17 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 items pertaining to employment issues.

Cllr Reynolds Proposed the motion and Cllr Fredericks Seconded the motion.

Members **AGREED** under the Public Bodies (Admission to Meetings) Act 1960 that the Press and Public be excluded due items pertaining to employment issues.

The Clerk made Cllr Revell the host and then left the meeting.

Cllr Reynolds Proposed the motion and Cllr Harding Seconded the motion.

Members **AGREED** for Cllr Revell to take the minutes.

Cllr Revell informed members that the meeting was being recorded.

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

17.1 To consider and agree actions by MPC resulting from the Clerk's annual appraisal.

The Chair explained the outcomes from the Clerks appraisal.

Cllr Nicholas left the meeting

Cllr Reynolds Proposed the motion and Cllr Parkin Seconded the motion.

Members **AGREED** the contact procedure for the Clerk

Cllr Fredericks Proposed the motion and Cllr Parkin Seconded the motion.

Members **AGREED** to request further information.

Cllr Reynolds Proposed the motion and Cllr Parkin Seconded the motion.

Members **AGREED** to look into the issues raised.

Cllr Reynolds Proposed the motion and Cllr Parkin Seconded the motion.

Members **AGREED** for Cllr Parkin to join the Employment Committee.

18 Date of Next Meeting

- 18.1 To confirm that the date of the next Meeting of the Parish Council will be held on 28th September 2020, remotely using Zoom at 7:00pm.

Meeting Closed: 9:28pm

[illegible]

Julsy's Payments								
Voucher Number	Payable to	Payment Method	Description	Amount	Name	Sign 1	Name	Sign 2
95	BT	D/D	Phone & Internet - July	£63.58	D. Revell		C.West	
96	SAGE	D/D	Payroll - July	£8.40	D. Revell		C.West	
97	SSE	D/D	Street Lighting - June	£406.78	D. Revell		C.West	
98	EON	D/D	Feeder Pillar - 17.5.20-17.6.20	£14.53	D. Revell		C.West	
99	URM(UK)LTD	D/D	Glass Collection -May	£28.80	D. Revell		C.West	
100	Lloyds Bank	D/D	Charges 10.4.20-9.5.20	£6.50	D. Revell		C.West	
101	Lloyds Bank	D/D	Charges 10.5.20-9.6.20	£6.50	D. Revell		C.West	
102	EON	D/D	Feeder Pillar Meter reading	£4.77	D. Revell		C.West	
103	URM(UK)LTD	D/D	Glass Collection June	£36.00	D. Revell		C.West	
104	SSE	D/D	Street Lights - May	£420.24	D. Revell		C.West	
105	D HARDING	ONLINE	Zoom subscription 16.7.20=15.8.20	£14.39	D. Revell		C.West	
106	Cozens	ONLINE	Street Lights Maintenance - June	£120.00	D. Revell		C.West	
107	Playsafety	ONLINE	ROSPA Annual Inspection	£328.80	D. Revell		C.West	
108	NALC	ONLINE	Managing Local Council Meetings Training (Chair & Clerk)	£96.00	D. Revell		C.West	
109	Sue Lake	ONLINE	Internal Audit 2019/2020	£250.00	D. Revell		C.West	
110	A Rivett	ONLINE	Maintenance - June	£566.51	D.Harding		C.West	
111	A Rivett	ONLINE	Maintenance - June (Gold Park)	£203.50	D. Revell		D.Harding	
112	NNDC	ONLINE	Bin Collections 2020/2021	£219.05	D. Revell		C.West	
113	A Rivett	ONLINE	Maintenance - May	£583.89	D. Harding		C.West	
114	Doreen Joy	ONLINE	Employment Costs	£4,160.99	D. Revell		D.Harding	
115	Norfolk Pension Fund	ONLINE			D. Revell		D.Harding	
116	HMRC	ONLINE			D. Revell		C.West	
117	Glasdon	ONLINE			D. Revell		C.West	

Agreed at Full Council on 27.7.20

Chair Sign:

RFO Sign:

Julys' Payments								
Voucher Number	Payable to	Payment Method	Description	Amount	Name	Sign 1	Name	Sign 2
118	Dell Products	ONLINE	New Computer	£919.07	D. Revell		C.West	
119	NNDC	ONLINE	Bin Collections @ Office 2020/2021	£429.14	D. Revell		C.West	
120	NNDC	ONLINE	Rates on Museum - Exempt	£0.00	D. Revell		C.West	
121	C. Stannard	ONLINE	To attend meeting 6.7.20	£43.75	D. Revell		C.West	
122	Gold Park	OO1353	Transfer to Gold Park Account	£106,335.74	D. Revell		C.West	
123	C .West	ONLINE	OS Maps for Neighbourhood Plan	£26.39	D.Revell		D.Harding	
Agreed at Full Council on 27.7.20 Chair Sign: RFO Sign:								