

MUNDESLEY-ON-SEA PARISH COUNCIL
MINUTES OF THE FULL COUNCIL MEETING HELD ON
MONDAY 26th APRIL 2021 REMOTELY USING ZOOM.

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

Clerk: Ms D. Joy

Public: 2

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

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

Members **ACCEPTED** Cllr Gray's apologies for absence.

02 Declarations of Interest and requests for Dispensations

None

03 Minutes of Previous Meetings

3.1 To agree and sign the minutes of the Full Council Meeting held on the 29th March 2021

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

Members **AGREED** the minutes of the Full Council meeting held on Monday 29th March 2021.

3.2 To adopt the minutes of the Employment Committee held on the 15th April 2021.

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

Members **AGREED** to **ADOPT** the minutes of the Employment Committee held on the 15th April 2021.

3.3 To adopt the minutes of the Finance and Data Protection Committee held on the 14th April 2021.

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

Members **AGREED** to **ADOPT** the minutes of the Finance and Data Protection Committee held on the 14th April 2021.

04 Chairmans Report

MPC followed, and is still following, all of the protocols applicable to the death of a Senior Royal, following the sad news that His Royal Highness Prince Philip, Duke of Edinburgh had died.

We continue to be grateful to NHS staff providing vaccinations and the many volunteers helping them locally. I was very disappointed to read on social media that some people who had to wait outside of Rossi's because their appointments were temporarily delayed, were abusive to volunteers.

Please remember, if Councillor's are contacted directly by members of the public or any person or organisation regarding MPC, they must follow our standing orders and involve the Clerk.

On a more positive note, it has been gratifying to hear and read ongoing praise for the new lanterns fitted on the seafront lights. Our Clerk has also informed me that she is receiving a great deal of positive feedback from Villagers relating to MPC and the actions, initiatives we have taken.

It was encouraging to hear that as copying is the highest form of flattery, our Clerk's template for meetings has now been adopted by other Clerks in the County. This follows closely on the heels of my informing Council in a previous meeting that her data protection documents had been adopted by a professional firm of Data Protection trainers.

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 Fredericks Proposed the motion and Cllr Reynolds Seconded the motion.

Members **AGREED** to adjourn the meeting for no longer than 15 minutes to allow Members of the Public to speak, and any Councillors with prejudicial interests to speak.

No members of the public wished to speak.

Cllr Revell Proposed the motion and Cllr Fredericks Seconded the motion.
Members **AGREED** to resume the meeting

06 MATTERS FROM PREVIOUS MEETINGS

To report on progress on items from previous meetings. No decisions may be taken.

- 6.1 All agreed minutes placed on the website.
- 6.2 All ratified payments authorised.
- 6.3 Waiting on Highways information re Parish Partnership Scheme.
- 6.4 Stone mason working on MPC logo for War Memorial.
- 6.5 Waiting on legal team re the sign over of land for allotments.
- 6.6 Gun emplacement licence signed and emails to NNDC.
- 6.7 Museum sign designer informed to start work.
- 6.8 Memorial bench applicant informed of Councils decision.
- 6.9 Memorial tree applicant informed of Councils decision.
- 6.10 Cllr Wait booked on planning course.
- 6.11 Letter sent to Bluebellies.

07 Planning

- 7.1 Update on the weekly inspections and to consider and agree any actions.
Cllr Parkin informed members that all was well, apart from the basket swing needed some lubrication.
- 7.2 Update on gifting the MUGA, Skate Park and Outdoor Gym to Gold Park.
Cllr Harding Proposed the motion and Cllr West Seconded the motion.
Members **AGREED** to leave these areas of land in Council's ownership and not to transfer it to Gold Park.
- 7.3 Update on gifting part of Lancaster Rise land to Gold Park for a new play area.
Cllr West Proposed the motion and Cllr Revell Seconded the motion.
Members **AGREED** to leave these areas of land in Council's ownership and not to transfer it to Gold Park.
- 7.4 To consider and agree if to re-name parts of Councils land.
Cllr Payne Proposed the motion and Cllr Reynolds Seconded the motion.
Members **AGREED** to re name the Memorial Garden the Rose Gardens to replant with fresh roses and place a fence to stop the muntjacs eating them.
- 7.5 To consider and agree having a Memorial to those who died during COVID.
Cllr Fredericks Proposed the motion and Cllr Harding Seconded the motion.
Members **AGREED** to defer this until a later time.
- 7.6 To consider and agree joining the National Allotment Society.
Cllr Payne Proposed the motion and Cllr Fredericks Seconded the motion.
Members **AGREED** to join the National Allotment Society once the land is signed over to Council.
- 7.7 To consider and agree if to have a memorial to Prince Phillip.
Cllr Revell Proposed the motion and Cllr Fredericks Seconded the motion.
Members **AGREED** to ask the Gold Park Trust if they would place a blossoming cherry tree by the entrance to Gold Park, with a plaque.
- 7.8 To consider and agree if to have a plastic recycling bin.
Cllr Wait Proposed the motion and Cllr Revell Seconded the motion.
Members **AGREED** for Cllr Wait to look into various options and report back to Council.
- 7.9 To consider and agree the design for the Gun emplacement sign.
Cllr Revell Proposed the motion and Cllr Reynolds Seconded the motion.
Members **AGREED** the design for the Gun emplacement sign.
- 7.10 To consider and agree if to grant permission for a memorial bench.
Cllr Harding Proposed the motion and Cllr Parkin Seconded the motion.
Members **AGREED** to grant permission for a memorial bench by the putting green subject to there being a space.

08 Finance & General Purposes Committee

- 8.1 To consider and agree March banks reconciliations of accounts.
Cllr Revell Proposed the motion and Cllr Parkin Seconded the motion.
Members **AGREED** March banks reconciliations of accounts.
- 8.2 To consider and agree March petty cash reconciliations.
There is no petty cash
- 8.3 To consider and agree Aprils payments and Marchs income for approval.
Cllr Revell Proposed the motion and Cllr West Seconded the motion.
Members **AGREED** March payments and April's income.

09 Neighbourhood Plan

The Chair informed the meeting that the next meeting would be in May and that there has been positive feedback from residents from the mention of the Neighbourhood Plan in last month's Chairman's report.

10 Policies, Documents, Communications and Training

10.1 To consider and agree if to open the museum this year.

Cllr West Proposed the motion and Cllr Reynolds Seconded the motion.
Members **AGREED** not to open the museum as the current restrictions would not be possible to apply in the museum.

10.2 Update on the village leaflet and to consider and agree any actions.

Cllr Revell Proposed the motion and Cllr Reynolds Seconded the motion.
Members **AGREED** to print 1000 of the village leaflets subject to the amendments, and place these in the visitor's centre and local shops.

10.3 To consider and agree if to move the Annual Meeting and the Annual Parish Meeting to the 5th May 2021.

Cllr Harding Proposed the motion and Cllr Fredericks Seconded the motion.
Members **AGREED** to move the Annual Meeting and the Annual Parish Meeting to the 5th May 2021.

10.4 To consider and agree if to open the toilets this year.

Cllr Fredericks Proposed the motion and Cllr Payne Seconded the motion.
Members **AGREED** for the Clerk to obtain quotes for opening and cleaning the toilets and then report back to members.

10.5 To consider and agree if to join NALCS Network for Coastal Communities.

Cllr Harding Proposed the motion and Cllr Wait Seconded the motion.
Members **AGREED** to join NALCS Network for Coastal Communities.

10.6 To consider and agree if to have a Mundesley Time Capsule.

Cllr Fredericks Proposed the motion and Cllr West Seconded the motion.
Members **AGREED** not to have a Mundesley Time Capsule.

11 Events

Cllr Reynolds informed the meeting that Norfolk Day would now be the Norfolk Day Car Show and that there would be 4 weeks of Summertime on the Prom. The Cinema should be going ahead along with the Dog Show.

12 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 Wait asked for Environmental issues to be placed on the next agenda.

Cllr Harding asked for recognition of keyworkers and volunteers during COVID to be placed on the next agenda.

Cllr Payne asked for car parking in the village to be placed on the next agenda.

13 Correspondence

To consider correspondence received by the Council and agree responses thereto

13.1 Email from NNDC re BT Phone box consultation.

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

Members **AGREED** to recommend to BT that the phone box by Kiln Cliff on Cromer Road is to be removed.

14 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 leases and contractual issues.

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

Members **AGREED** that the Press and Public be excluded due items pertaining to leases and contractual issues

- 14.1 To receive an update on the Links Lease and to consider and agree any actions.
Cllr Harding Proposed the motion and Cllr West Seconded the motion.
Members **AGREED** the draft letter.
- 14.2 Update on the Coast Watch Lease and to consider and agree any actions.
Cllr Wait Proposed the motion and Cllr West Seconded the motion.
Members **AGREED** the draft lease with amendments.
- 14.3 Update on the Putting Green and to consider and agree any actions.
No actions required.
- 14.4 To receive an update on the Clerks performance and to consider and agree any actions.
Cllr Harding Proposed the motion and Cllr Parkin Seconded the motion.
Members **AGREED** the Clerks performance review from the Chair.
- 15 Date of Next Meeting**
- 15.1 To confirm that the date of the next Meeting of the Parish Council 5th May 2021.

MEETING CLOSED: 21.07PM

CHAIR: _____

DATE: _____

Aprils' Payments								
Voucher Number	Payable to	Payment Method	Description	Amount	Name	Sign 1	Name	Sign 2
1	Lloyds Bank	D/D	Bank Charges 10.1.21-9.2.21	£7.85	D.Revell		C.West	
2	SSE	D/D	Street Lights March	£420.22	D.Revell		C.West	
3	SAGE	D/D	Payroll March	£8.40	D.Revell		C.West	
4	HMRC	D/D	PAYE 6.2.21-5.3.21	£856.66	D.Revell		C.West	
5	MPH Lettings	D/D	Management Fee - Feb	£107.40	D.Revell		C.West	
6	MPH Lettings	D/D	Management Fee - March	£107.40	D.Revell		C.West	
7	BT	D/D	Phone and Internet - March	£63.58	D.Revell		C.West	
8	EON	D/D	Feeder Pillar 28.2.21-1.4.21	£14.99	D.Revell		C.West	
9	PWLB	D/D	Museum Loan (P1)	£864.80	D.Revell		C.West	
10	Siemens	D/D	Photocopier Lease	£117.00	D.Revell		C.West	
11	Doreen Joy	ONLINE	Employment Costs	£3,931.03	D.Revell		D.Harding	
12	Norfolk Pension Fund	ONLINE			D.Revell		D.Harding	
13	HMRC	ONLINE			D.Revell		D.Harding	
14	D.Harding	ONLINE	Easter Hunt Leaflets	£53.60	D.Revell		C.West	
15	Mundesley Community Gardeners	ONLINE	Plants for planters	£17.84	D.Revell		C.West	
16	N Compass	ONLINE	Various poster/leaflet designs	£384.00	D.Revell		C.West	
17	Norfolk ALC	ONLINE	Course - Cllr Revell	£30.00	D.Revell		C.West	
18	Cozens	ONLINE	Annual inspection/new lamps/New lanterns	£9,492.00	D.Revell		C.West	
19	Rainbow Stationary	ONLINE	Stationary March	£120.29	D.Revell		C.West	
20	Cozens	ONLINE	Damaged lamp no 68	£2,274.00	D.Revell		C.West	
21	A Rivett	ONLINE	Maintenance - March	£584.20	D.Revell		D.Harding	

Agreed at Full Council: 26.4.21

Chair Sign:

RFO Sign:

Aprils' Payments								
Voucher Number	Payable to	Payment Method	Description	Amount	Name	Sign 1	Name	Sign 2
22	Cozens	ONLINE	Street Lights March	£120.00	D.Revell		C.West	
23	Travis Perkins	ONLINE	Materials for various maintenance	£303.36	D.Revell		C.West	
24	Nick Hindle	ONLINE	Deposit for MPC War memorial logo	£210.00	D.Revell		C.West	
25	Renosteel	ONLINE	Concrete Base for OG Bin	£60.00	D.Revell		C.West	
26	Town and Country	ONLINE	Marches Newsletter	£59.70	D.Revell		C.West	
27	BHSF	ONLINE	Underpayment	£0.40	D.Revell		C.West	
28	Norfolk PTS	ONLINE	2021/2022 Subscription	£500.00	D.Revell		C.West	
29	D Harding	ONLINE	Zoom Subscription 16.4-15.5.21	£14.39	D.Revell		C.West	
30	NCC	ONLINE	NP Law subscription	£600.00	D.Revell		C.West	
31	Mayday	ONLINE	Sept invoice/credit	£0.00	D.Revell		C.West	
32	Mayday	ONLINE	Sept invoice/credit	£0.00	D.Revell		C.West	
33	Norfolk PTS	ONLINE	Planning Course - Cllr West	£44.00	D.Revell		C.West	
34	Norfolk NALC	ONLINE	2021/2022 Subscription	£447.52	D.Revell		C.West	
35	SR Print	ONLINE	Covid Banners/ Event poster	£708.00	D.Revell		C.West	
36	RBS	ONLINE	Year End 2020/2021	£432.00	D.Revell		C.West	
37	N Compass	ONLINE	Make Mundesley Shine Poster	£48.00	D.Revell		C.West	
38	NNDC	ONLINE	Shoppers Car Park Rates	£479.04	D.Revell		C.West	
39	NNDC	ONLINE	Museum Rates	£0.00	D.Revell		C.West	
40	NNDC	ONLINE	Toilets rates	£648.70	D.Revell		C.West	
41	NNDC	ONLINE	Office rates	£429.14	D.Revell		C.West	
42	David Ogivile	ONLINE	Covid Bench	£1,320.00	D.Revell		C.West	

Agreed at Full Council: 26.4.21

Chair Sign:

RFO Sign:

Marchs Income							
Voucher Number	Payee	Payment Method	Description	Amount			
62	NNDC	BGC	COVID GRANT - Museum	£2,096.00			
63	NCC	BGC	Recycling - Jan	£111.91			
64	Coast Watch	BGC	Museum Electricity 4th Qtr	£68.08			
65	AXA	Cash	Ins Claim Lamp 68	£1,645.00			
66	Museums East	Cash	Grant	£1,000.00			
67	MPH Lettings	Cash	Rent - March	£895.00			