

MUNDESLEY-ON-SEA PARISH COUNCIL
MINUTES OF THE ANNUAL MEETING HELD ON
WEDNESDAY 5th May 2021 REMOTELY USING ZOOM.

Present: Cllrs: D. Harding (Chair)
Cllrs: B Reynolds, 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 Election of Chairman

Cllr Reynolds Proposed to move the motion and Cllr Fredericks Seconded the proposal.
Members **AGREED** for Cllr Harding to be Chair.

02 Election of Vice-Chairman

Cllr Reynolds Proposed to move the motion and Cllr Fredericks Seconded the proposal.
Members **AGREED** for Cllr Revell to be Vice-Chair

03 Chairman & Vice Chairman to Sign Declaration of Acceptance of Office

Cllrs Harding and Revell signed their acceptances of Office for Chair and Vice Chair.

04 Apologies for Absence

Cllr Gray - unwell
Cllr Harding Proposed to move the motion and Cllr Revell Seconded the proposal.
Members **AGREED** Cllr Gray apologies for absence.
Cllr Parkin – on holiday
Cllr Reynolds Proposed to move the motion and Cllr Fredericks Seconded the proposal.
Members **AGREED** Cllr Parkins apologies for absence.

05 Declarations of Interest and requests for Dispensations

None

06 Minutes of Previous Meetings

6.1 To agree and sign Minutes of the Annual Meeting held on Monday 20th May 2019.

Cllr Fredericks Proposed to move the motion and Cllr Reynolds Seconded the proposal.
Members **AGREED** to sign the Minutes of the Annual Meeting held on Monday 20th May 2019. The Chair signed the minutes.

6.2 To agree and sign the minutes of the Full Council Meeting held on the 26th April 2021

Cllr Wait Proposed to move the motion and Cllr Revell Seconded the proposal.
Members **AGREED** to sign the Minutes of the Full Council Meeting held on Monday 26th April 2021. The Chair signed the minutes.

07 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 Reynolds Proposed the motion and Cllr Fredericks 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 Harding Proposed the motion and Cllr Payne Seconded the motion.

Members **AGREED** to resume the meeting.

08 Committees

8.1 To review the Planning, Building & Environment Committee Terms of Reference.

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

Members **AGREED** the Planning, Building & Environment Committee Terms of Reference.

8.2 To appoint members for the Planning, Building & Environment Committee.

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

Members **AGREED** to appoint Cllrs Harding, Revell, Reynolds, Payne, Wait and Barnes to the Planning, Building & Environment Committee.

8.3 To review the Finance & Data Protection Committee Terms of Reference.

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

Members **AGREED** the Finance & Data Protection Committee Terms of Reference.

8.4 To appoint members for the Finance & Data Protection Committee.

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

Members **AGREED** to appoint Cllrs Harding, Revell, Reynolds and West to the Finance & Data Protection Committee.

8.5 To review the Employment Committee Terms of Reference.

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

Members **AGREED** the Employment Committee Terms of Reference.

8.6 To appoint members for the Employment Committee.

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

Members **AGREED** to appoint Cllrs Harding, Revell and Reynolds to the Employment Committee.

8.7 To review the Events Working Group Committee Terms of Reference.

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

Members **AGREED** the Events Working Group Committee Terms of Reference.

8.8 To review the Neighbourhood Plan Working Group Terms of Reference.

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

Members **AGREED** Neighbourhood Plan Working Group Terms of Reference.

8.9 To appoint members for the Neighbourhood Plan Working Group.

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

Members **AGREED** to appoint Cllrs Harding, Revell, Barnes, West and Reynolds to the Neighbourhood Plan Working Group.

09 Council Policies and Documentation

9.1 To consider and agree to adopt the General Power of Competence.

Cllr Harding Proposed the motion and Cllr Fredericks Seconded the motion.
Members **AGREED** to adopt the General Power of Competence.

9.2 To consider extending the delegation of Council decisions to the Clerk during any period of restricted activity declared by the Government in respect of the Covid-19 virus. Such delegation is intended to enable the Council to fulfil its responsibilities to its residents.

Cllr Harding Proposed the motion and Cllr Fredericks Seconded the motion.
Members **AGREED** to extend the delegation of Council decisions to the Clerk during any period of restricted activity declared by the Government in respect of the Covid-19 virus. This will be until such times that Council agreed to go back to physical meetings.

9.3 To review the Planning Protocol policy.

Cllr Reynolds Proposed the motion and Cllr Fredericks Seconded the motion.
Members **AGREED** the Planning Protocol policy with the amendments 2.1 to be 6 members not 3.

9.4 Update on Freedom of Information Requests and Subject Access Requests.

The Chair reported that for 2020 there were 11 Freedom of Information Requests totalling 7.5 hours of time, and 2 Subject Access Requests totalling 22 hours of time.

9.5 To review Councils insurance and to consider and agree any actions.

Cllr Harding Proposed the motion and Cllr West Seconded the motion.
Members **AGREED** Council insurance.

10 Asset Register

10.1 Annual review of all Councils' Assets.

Cllr Fredericks Proposed the motion and Cllr West Seconded the motion.
Members **AGREED** Councils assets.

11 Interest Forms

11.1 Annual review of members interest forms.

The Chair informed Members to update their interest forms and send them to the Clerk.

13 Planning

None

14 Finance & General Purposes Committee

14.1 To receive Councils internal auditors report and to consider and agree any actions.

The Chair informed members this has not been completed.

14.2 To agree and sign the Annual Governance Statement 2020/2021. (Section 1)

Cllr Wait Proposed the motion and Cllr West Seconded the motion.
Members **AGREED** the Annual Governance Statement 2020/2021. (Section 1).
The Chair and the Clerk signed Annual Governance Statement 2020/2021. (Section 1).

14.3 To agree and sign the Accounting Statements 2020/2021. (Section 2)

Cllr Harding Proposed the motion and Cllr West Seconded the motion.
Members **AGREED** the Accounting Statements 2020/2021. (Section 2)

The Chair and the Clerk signed the Accounting Statements 2020/2021. (Section 2).

14.4 To agree the explanation notes for the AGAR 2020/2021.

The Chair informed members that this was not applicable this year as Council had met all its obligations.

- 14.5 To agree the explanation of variances for the AGAR 2020/2021.
Cllr Revell Proposed the motion and Cllr Reynolds Seconded the motion.
Members **AGREED** the explanation of variances for the AGAR 2020/2021.
- 14.6 To consider and agree the Notice of Public Rights to Inspection the Accounts.
Cllr Harding Proposed the motion and Cllr Fredericks Seconded the motion.
Members **AGREED** the Notice of Public Rights to Inspection the Accounts.
- 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 Payne asked for the valuation of Woodhurst to be on the next agenda.
- 16** **Correspondence**
A. A member of the public requested if they could use the Rose Gardens for free exercise classes.
Cllr Harding Proposed the motion and Cllr Revell Seconded the motion.
Members **AGREED** for the member of the public to hold exercise classes in the Rose Gardens.
- 17** **Date of Next Meeting**
17.1 To confirm that the date of the next Meeting of the Parish Council TBA

MEETING CLOSED: 7:44PM

CHAIR: _____

DATE: _____