

MUNDESLEY-ON-SEA PARISH COUNCIL
MINUTES OF FULL COUNCIL MEETING HELD ON
MONDAY 28th JUNE 2021 AT CORONATION HALL.

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

Members of Public: – 4

Clerk: Ms D. Joy

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

1. Members of the public must wear a face covering at all times (except if you are exempt).
2. All attendees must sanitise their hands before entering the hall.
3. All attendees must register their details with the Clerk on entering the meeting, to comply with the NHS Track and Trace scheme.
A QR code will also be at the entrance for those who have smart phones.
4. Attendees must observe the 2mtr rule at all times, paying special care when entering and leaving the building.

MINUTES

01 Apologies for Absence

Cllr Fredricks – work

Cllr Harding Proposed to move the motion and Cllr Reynolds Seconded the proposal.
Members **AGREED** to accept Cllr Fredericks apologies.

02 Declarations of Interest and requests for Dispensations

Cllr West declared an interest in Item 7.4 and did not wish to speak or vote.

03 Minutes of Previous Meetings

3.1 To agree and sign the minutes of the Annual Meeting held on the 5th May 2021.

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

Members **AGREED** the minutes of the Annual Meeting held on the 5th May 2021.

3.2 To adopt the minutes of the Planning, Building and Environment Committee held on the 16th June 2021.

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

Members **AGREED** to adopt the minutes of the Planning, Building and Environment Committee held on the 16th June 2021.

04 Chairmans Report

- A meeting was held with NNDC involving; Sarah Butikofer, Wendy Fredericks, Denise, Doreen and myself. Positive. Constructive. Agreed cultural change needed. Sarah has signed off a new organisational change strategy only last week. She apologised for the mistakes made, promised to investigate them and suggested we have an update meeting in 2 months to see what progress has been made.
- Meeting with solicitors re dog fouling and the courses of action open to us as well as Gold Park who instigated it.
- Solicitors regarding other areas we require advice on, reports to follow.
- Floral planters on the new seafront lights look beautiful, well done Andrew.
- A spiffing new boat has been ordered for the playground by the Gold Park Trust.

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 Reynolds Seconded the proposal.

Members **AGREED** to adjourn the meeting for 15 minutes to allow members of the public to speak.
County Cllr Maxfield updated Council on the speeding issues in the village on Item 7.6. Members have been sent his report.

District Cllr Fredericks gave her apologies – Members have been sent her report.

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 land sign over before joining the National Allotment Scheme.
- 6.4 Blossoming Cherry tree ordered will be planted in the autumn.
- 6.5 Waiting on legal team re the sign over of land for allotments.
- 6.6 Second Gun emplacement sign in place.
- 6.7 Visitors leaflets ordered and delivered to shops.
- 6.8 NNDC informed to remove the phone box at Kiln Cliffs.
- 6.9 Letter to MCOA sent.
- 6.10 Committee members updated.
- 6.11 Adopted TOR placed on the website.
- 6.12 Councils' insurance renewed.

07 **Planning**

- 7.1 Update on the weekly inspections and to consider and agree any actions.
Cllr Harding Proposed to move the motion and Cllr Revell Seconded the proposal.
Members **AGREED** to make arrangements to cover Cllr parkin when he is away
- 7.2 To consider and agree planning application **PF/21/0931**
Proposal: Single storey side extension
Location: 11 Meadow Drive, Mundesley, Norwich, Norfolk, NR11 8LN
Cllr Reynolds Proposed to move the motion and Cllr Revell Seconded the proposal.
Members **AGREED** to have no objection or comment on this planning application.
- 7.3 Update on land sign over at Lancaster Rise and to consider and agree any options.
Cllr Revell Proposed to move the motion and Cllr Harding Seconded the proposal.
Members **AGREED** to request the change of use for the small area being signed over for allotment parking.
- 7.4 To consider and agree if to register an interest in purchasing shops in the village.
Cllr Reynolds Proposed to move the motion and Cllr Revell Seconded the proposal.
Members **AGREED** to perhaps look at this in the future.
- 7.5 To receive the Tree Survey and to consider and agree any actions.
Cllr Reynolds Proposed to move the motion and Cllr Revell Seconded the proposal.
Members **AGREED** to go ahead with the works recommended.
- 7.6 To consider and agree if to move the SAM2 on Trunch Road to show the speed of the traffic going out of the village.
Cllr Parkin Proposed to move the motion to amend the resolution to say
"To consider and agree if to move the SAM2 on Trunch Road and Cromer Road to show the speed of the traffic going out of the village." Cllr Harding Seconded the proposal.
Members **AGREED** to amend the resolution.
Cllr Revell Proposed to move the motion and Cllr Parkin Seconded the proposal.
Members **AGREED** to move the SAM2 on Trunch Road and Cromer Road to show the speed of the traffic going out of the village.
- 7.7 To receive the ROSPA report and to consider and agree any actions.
The Chair informed the meeting that this report had not been received yet.
Cllr Revell Proposed to move the motion and Cllr Parkin Seconded the proposal.
Members **AGREED** for any items which impact Health and Safety to be completed ASAP.

08 Finance & General Purposes Committee

- 8.1 To consider and agree April and Mays banks reconciliations of accounts.
Cllr Revell Proposed to move the motion to amend the resolution to say
“To consider and agree March, April and Mays banks reconciliations of accounts.”
Cllr Harding Seconded the motion.
Members **AGREED** to amend the resolution.
Cllr Revell Proposed to move the motion and Cllr Reynolds Seconded the proposal.
Members **AGREED** March, April and Mays banks reconciliations of accounts.
- 8.2 To consider and agree April and Mays petty cash reconciliations.
The Chair informed the meeting there was no petty cash.
- 8.3 To consider and agree June’s payments and May’s income for approval.
Cllr Reynolds Proposed to move the motion and Cllr Revell Seconded the proposal.
Members **AGREED** June’s payments and May’s income for approval.
- 8.4 To receive the Internal audit report and consider and agree any actions.
Cllr Harding Proposed to move the motion and Cllr Reynolds Seconded the proposal.
Members **AGREED** to the following recommendations on the internal audit:
- To minute the Budget meeting and send this to the internal auditor.
 - To minute the budget figure as well as the precept.
 - The Clerk to look into whether signatures on the AGAR should be redacted.
 - To add Gold Park to the Clerks job description and contract.
- 8.5 To consider and agree a request from the Church for a donation to the church yard.
Cllr Revell Proposed to move the motion and Cllr Harding Seconded the proposal.
Members **AGREED** to send the Church a grant application form to be completed.

09 Neighbourhood Plan

The Chair informed members that the next meeting on the 30th June, would be pushed back.

10 Policies, Documents, Communications and Training

- 10.1 To consider and agree if to recognise those keyworkers and volunteers that helped during COVID.
Cllr Reynolds Proposed to move the motion and Cllr West Seconded the proposal.
Members **AGREED** to link this in with the Queens Jubilee next year subject to the Gold Park Trusts agreement.
- 10.2 To consider and agree if to have a museum working group.
Cllr Revell Proposed to move the motion and Cllr West Seconded the proposal.
Members **AGREED** to have a working group of 6 people.
- 10.3 To consider and agree who will be on the Museum working group.
Cllr Revell Proposed to move the motion and Cllr Reynolds Seconded the proposal.
Members **AGREED** for 2 members of Council minimum to be on the working group along with those on the volunteer list that would like to join.
- 10.3 To consider and agree if to renew the Clerks SLCC Membership.
Cllr Reynolds Proposed to move the motion and Cllr Barnes Seconded the proposal.
Members **AGREED** to renew the Clerks SLCC Membership.
- 10.4 To consider and agree who to donate the bouquet of flowers from Coast Watch to.
Cllr Payne Proposed to move the motion and Cllr Reynolds Seconded the proposal.
Members **AGREED** to donate the bouquet of flowers to the Doctors surgery.
- 10.5 To consider and agree if to allow Cllr West to go on a VAT Course.
Cllr Revell Proposed to move the motion and Cllr Reynolds Seconded the proposal.
Members **AGREED** to allow Cllr West to go on a VAT Course.
- 10.6 To consider and agree if Cllr Parkin can join the Employment committee.
Cllr Harding Proposed to move the motion and Cllr Reynolds Seconded the proposal.
Members **AGREED** for Cllr Parkin to join the Employment committee.
- 10.7 To consider and agree if Cllr Parkin can join the Finance and Data Protection Committee.
Cllr Reynolds Proposed to move the motion and Cllr Revell Seconded the proposal.
Members **AGREED** for Cllr Parkin to join the Finance and Data Protection Committee.
- 10.8 To consider and agree a thank you for the Community Gardeners.
Cllr Harding Proposed to move the motion and Cllr Barnes Seconded the proposal.
Members **AGREED** to give the Community Gardeners an afternoon tea at The Corner House Café.

- 10.9 To consider and agree the entry form for “To the Beach and Back” book.
Cllr Reynolds Proposed to move the motion and Cllr Payne Seconded the proposal.
Members **AGREED** the entry form for “To the Beach and Back” book.
- 10.10 To consider and agree further actions for Operation London Bridge.
Cllr Revell Proposed to move the motion and Cllr Parkin Seconded the proposal.
Members **AGREED** to look into designs and costs for a memorial plinth.
- 11 Events**
- 11.1 Update on Summertime on the Prom and to consider and agree any actions.
Cllr Reynolds Proposed to move the motion and Cllr Wait Seconded the proposal.
Members **AGREED** the costs for Summertime on the Prom, and for the Lifeboat to have donation buckets at this event.
- 11.2 To consider and agree if to have a Pirate Treasure Hunt in the summer.
Cllr Reynolds Proposed to move the motion and Cllr Wait Seconded the proposal.
Members **AGREED** to have a Pirate Treasure Hunt in the summer.
- 11.3 To consider and agree the risk assessment for the Pirate Treasure hunt.
Cllr Reynolds Proposed to move the motion and Cllr Revell Seconded the proposal.
Members **AGREED** the risk assessment for the Pirate Treasure hunt.
- 11.4 To consider and agree if to hold a special event for senior school children through the summer.
Cllr Reynolds Proposed to move the motion and Cllr Parkin Seconded the proposal.
Members **AGREED** to hold a special event for senior school children through the summer.
- 11.5 To consider and agree the risk assessment for the special event for the senior school children.
Cllr Reynolds Proposed to move the motion and Cllr Barnes Seconded the proposal.
Members **AGREED** the risk assessment for the special event for the senior school children.
- 11.6 To consider and agree the risk assessment for Summertime on the Prom.
Cllr Reynolds Proposed to move the motion and Cllr West Seconded the proposal.
Members **AGREED** the risk assessment for Summertime on the Prom.
- 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
None
- 13 Correspondence**
To consider correspondence received by the Council and agree responses thereto
- 13.1 Email from resident thanking members for the new visitor map and Mundesley Tide.
- 13.2 Email from Paston College.
Cllr Reynolds Proposed to move the motion and Cllr Wait Seconded the proposal.
Members **AGREED** to support the student from Paston Colleges’ litter pick.
- 13.3 Email for Kickstart.
Cllr Harding Proposed to move the motion and Cllr Revell Seconded the proposal.
Members **AGREED** this was not applicable to Council.

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

Members **AGREED** 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 to cover Item 14.2 first. Cllr Wait Seconded the motion

Members **AGREED** to cover Item 14.2 first.

14.1 Update on the Coast Watch Lease and to consider and agree any actions.

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

Members **AGREED** for the Chair to meet with Coastwatch and go through the lease before signing.

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

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

Members **AGREED** to take the advice from Council's solicitors and surveyor to move forward on this lease.

15 Date of Next Meeting

15.1 To confirm that the date of the next Meeting of the Parish Council will be on the 26th July 2021 at 7pm at Coronation Hall.

MEETING CLOSED: 21:24PM

CHAIR: _____

DATE: _____

Voucher Number	Payable to	Payment Method	Description	Amount
69	EON	D/D	Feeder Pillar 2.5.21-30.5.21	£13.13
70	SAGE	D/D	Payroll - June	£8.40
71	SSE	D/D	Museum Electricity 26.2.21-21.5.21	£615.26
72	SSE	D/D	Street Lights - May	£379.47
73	SSE	D/D	Office Electricity Qtr 1	£134.09
74	SSE	D/D	Back Street Toilets Qtr 1	£39.08
75	SSE	D/D	MUGA Qtr 1	£87.23
76	Sieman	D/D	Asset Protection	£31.22
77	Lloyds Bank	D/D	Charges 10.3.21-9.4.21	£7.00
78	MPH Lettings	D/D	Fee - May	£107.40
79	Doreen Joy	ONLINE	Employment Costs	£3,834.26
80	Norfolk Pension Fund	ONLINE		
81	HMRC	D/D		
82	Came and Co	ONLINE	Insurance 2021	£5,283.59
83	MAY DAY	ONLINE	Photocopier Maintenance 31.5.21-29.6.21	£24.00
84	D Gillet	ONLINE	Tree Survey	£800.00
85	Cozens	ONLINE	New lights and maintenance	£2,136.00
86	Ernest Doe	ONLINE	New Lawn mower	£646.00
87	Lloyds Credit Card	ONLINE	Various Item (see yellows)	£553.63
88	North Walsham Fire Protetion	ONLINE	Annual Service	£82.80
89	Glasdon	ONLINE	Dog bin (Munhaven Close)	£115.88
90	Rainbow	ONLINE	Stationary	£370.04
91	Sue Lake	ONLINE	Internal Audit 2020-2021	£250.00
92	Renosteel	ONLINE	Fitting of bench	£518.36
93	Shelley Signs	ONLINE	Gun Emplacement sign No2	£1,032.00
94	Avena	ONLINE	Confidential Waste	£48.00

Voucher Number	Payable to	Payment Method	Description	Amount
95	Clapham & Collinge	ONLINE	Fee for Museum licence	£702.00
96	N Compass	ONLINE	MPC signs	£48.00

Mays' Income					
Voucher Number	Payee	Payment Method	Description	Amount	Notes
7	HMRC	BGC	VAT Return 1.9-20-31.3.21	£3,797.80	
8	Castel Games	BGC	Rent Account	£1,500.00	
9	NNDC	BGC	COVID Grant	£1,016.02	
10	NCC	BGC	Glass Credits - MARCH 2021	£118.12	
11	MPH Lettings	BGC	Rent account 602 May	£895.00	