

MUNDESLEY-ON-SEA PARISH COUNCIL
MINUTES OF FULL COUNCIL MEETING HELD ON
MONDAY 26th JULY 2021 AT CORONATION HALL.

Present: Cllrs: D. Harding (Chair)
Cllrs: D Revell. C Payne and A Wait

Members of Public: – 2

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 Parkin- self isolating
Cllr Barnes – Family visit
Cllr Reynolds – Family visit
Cllr West – Railway work
Cllr Revell Proposed to move the motion and Cllr Wait Seconded the proposal.
Members **AGREED** to accept Cllr Parkins, Cllr Barnes, Cllr Reynolds and Cllr Wests apologies.

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 28th June 2021.

Cllr Revell Proposed to move the motion and Cllr Wait Seconded the proposal.
Members **AGREED** the minutes of the Full Council Meeting held on the 28th June 2021.

The Chair signed the minutes.

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

Cllr Revell Proposed to move the motion and Cllr Wait Seconded the proposal.
Members **AGREED** to **ADOPT** the minutes of the Finance and Data Protection Committee held on the 14th July 2021.

04 **Chairmans Report**

I am very pleased to report that our Parish Clerk, Doreen Joy, used her initiative to enter our Village into the “Best Kept Village” competition. Currently Mundesley is in the final 3 being considered. Our thanks are due to; Andrew Rivett who does so much maintenance in Mundesley; those who cut the grass, the people who have cleared the beach and those who have maintained the planters and floral displays in the boat on Cromer Road.

The splendid seafront, with its planters on the Victorian style lampposts, will host free “Summer on the Prom” events starting this Sunday at 2:00p.m. with a brass quintet. Later this evening we will vote on whether to purchase and display bunting along the seafront to add still more summertime cheer.

There is an agenda item this evening for our Neighbourhood Plan but I would like to report that I have already held the first of a small series of sample consultations with local businesses and professionals, ahead of full public consultation. The initial consultation was very encouraging in that it generated a number of positive and practical business suggestions relevant to our plan. It was also encouraging to hear from a member of the local business community that the marketing theme suggested by the working group for our village is seen as a good idea. I will report back to the working group once the remaining sample interviews are concluded and the working group will then report to full Council.

I called a meeting attended by; NNDC leader Sarah Butikofer, District Councillor Wendy Fredericks, our parish Clerk Doreen Joy and myself to discuss a number of issues where communications have not been entirely satisfactory between the two Councils and to agree a process to improve them. I was very impressed with the positive approach Sarah took during the meeting and have since received a detailed response to a number of issues and some requests for further details on others. Once these have been supplied, we will all meet again to agree future communications protocols and role clarification to ensure we deliver our common aim, to successfully serve the Parishioners of Mundesley.

On a slightly personal note, but relevant to our Village, I am pleased to say our son and two Granddaughters visited us from Jersey for a week recently and the two girls were keen to revisit the skate-park and playpark as they think they are even better than the ones they enjoy in the Channel Islands. High praise indeed! I was pleased to be able to tell them we are soon to have a new “Pirate” boat in the play park and they look forward to “sailing” in it when next they visit. As expected, they loved going to our blue flag beach and swimming in the clear sea, even though this is abundantly available to them back home. Fortunately, the sea was warm this time. It all goes to show that Mundesley has so much to offer as a holiday destination particularly with overseas travel so limited. The inevitable price of this success is parking difficulties which we will continue to do our best to address in conjunction with County Council Highways department and North Norfolk District Council.

The floral planters on the seafront and elsewhere look really beautiful, and I know we are all looking forward to seeing the new “Train” planter and lamp in the near future.

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 Wait Seconded the proposal.

Members **AGREED** to adjourn the meeting to allow members of the public to speak.

Cllr Maxfield gave his apologies

Cllr Fredericks gave her apologies – report circulated to members.

No members of the public wanted to speak.

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

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 Planning applications responded to.
- 6.4 Instructed Councils solicitors to go ahead with the change of use application.
- 6.5 Tree surgeons instructed to carry out the tree survey work.
- 6.6 ROSPA work completed.
- 6.7 Waiting on clarification re: Churchs Grant application.
- 6.8 Clerks SLCC Membership renewed.
- 6.9 Letter to MCOA sent.
- 6.10 Flowers delivered to doctors' surgery.
- 6.11 Cllr West booked on VAT course.
- 6.12. Cllr Parkin added to the Employment and Finance Committee.
- 6.13 Events risk assessments sent to Councils insurance company.
- 6.14 NNDC to monitor waste at the Ship Pub.
- 6.15 Support received from Highways and Cllr Maxfield for Councils Parish Partnership scheme.

07 **Planning**

- 7.1 **Update on the weekly inspections and to consider and agree any actions.**

The Chair updated members of the climbing frame that is out of action and awaiting repair. Cllrs Revell and Reynolds will be covering the inspections during August and September.

- 7.2 **To consider and agree planning application PF/21/1841**

Proposal: Front extension & replacement of part of roof with increased height to provide accommodation in roof space

Location: 14 Hawthorn Rise, Mundesley, Norfolk, NR11

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

Members **AGREED** to **SUPPORT** this application.

- 7.3 **Update on the museum works and to consider and agree any actions.**

Cllr Payne Proposed to move the motion and Cllr Wait Seconded the proposal.

Members **AGREED** to the works being moved to the second week in September and the company's documentation provided.

- 7.4 **Update on the Golf Club signage and to consider and agree any actions.**

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

Members **AGREED** to support the Golf Clubs proposal to highways to have 2 signs. 1 at Fourways and 1 at Station Road.

- 7.5 **Update on the parking issues in the village and to consider and agree any actions.**

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

Members **AGREED** for the Chair and Clerk to meet with Cllr Maxfield to discuss the issues.

08 Finance & General Purposes Committee

8.1 To consider and agree June's banks reconciliations of accounts.

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

Members **AGREED** June's banks reconciliations of accounts.

8.2 To consider and agree June's petty cash reconciliations.

No petty cash.

8.3 To consider and agree July's payments and June's income for approval.

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

Members **AGREED** July's payments and June's income.

8.4 Update on the Internal audit report and consider and agree any actions.

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

Members **AGREED** to be compliant with the regulations and to not redact members signatures on the Annual Return.

09 Neighbourhood Plan

The Chair informed the meeting that the Neighbourhood plan working group were now conducting questionnaires with local businesses and the next meeting would be on the 12th August.

10 Policies, Documents, Communications and Training

10.1 To consider and agree if to have information banners for visitors in the village and where to place them.

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

Members **AGREED** to place the information Banners at Fourways, the Memorial Gardens, the 2 Council noticeboards, the top of the lifeboat slope and the entrance to the Links Road and to apply to the Welcome Back Fund to pay for these.

10.2 To consider and agree if to renew Councils Cyber Insurance.

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

Members **AGREED** to renew Councils cyber insurance.

10.3 To consider and agree if to sign the Armed Forces Covenant Pledge.

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

Members **AGREED** to sign the Armed Forces Covenant Pledge and appoint Kelly McCarthy as Councils Armed Forces Champion.

10.4 To consider and agree for the Neighbourhood Plan Working Group to attend a planning course.

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

Members **AGREED** for the Neighbourhood Plan Working Group to attend a planning course.

10.5 Update on COVID restrictions and to consider and agree any actions.

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

Members **AGREED** that due to the potential risks still from COVID they would adopt the following protocols for meetings and to review when necessary:

1. Members would not need to wear a face mask..
2. Members will be required to take a lateral flow test before each meeting.
3. To maintain social distancing of 1mtr.
4. To maintain ventilation.
5. For members of the public to continue to wear mask at meetings.

10.6 To consider and agree if to place summer bunting on the seafront.

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

Members **AGREED** the risk assessment and to place bunting on the seafront.

11 Events

Nothing to report

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 a contractor in regards to scaffolding on the High Street.

Cllr Harding Proposed to move the motion and Cllr Payne Seconded the proposal. Members **AGREED** to support the contractor's proposal to County Council to have scaffolding on the High Street during works.

14 Date of Next Meeting

14.1 To confirm that the date of the next Meeting of the Parish Council will be on the 16th August 2021 at 7pm at Coronation Hall.

MEETING CLOSED: 8:30PM

CHAIR: _____

DATE: _____

Julys' Payments								
Voucher Number	Payable to	Payment Method	Description	Amount	Name	Sign 1	Name	Sign 2
97	BT	D/D	Phone & Internet - July	£36.60	D. Revell		D.Harding	
98	SAGE	D/D	Payroll - July	£8.40	D. Revell		D.Harding	
99	SSE	D/D	Street Lighting - June	£406.00	D. Revell		D.Harding	
100	EON	D/D	Feeder Pillar - 30.5.21-1.7.21	£14.99	D. Revell		D.Harding	
101	Siemens	D/D	Photocopier lease rental	£117.00	D. Revell		D.Harding	
102	MPH Lettings	D/D	Rental fees	£107.40	D. Revell		D.Harding	
103	Rainbow	ONLINE	Stationary	£315.89	D. Revell		D.Harding	
104	Lloyds Credit Card	ONLINE	Pirate Island & Zoom	£78.85	D. Revell		D.Harding	
105	Cozens	ONLINE	Street Lights -June	£120.00	D. Revell		D.Harding	
106	N.Compass	ONLINE	Pirate Island	£72.00	D. Revell		D.Harding	
107	SLCC	ONLINE	Subscription 2021	£317.00	D. Revell		D.Harding	
108	Playsafety	ONLINE	ROSPA Annual Inspection	£297.00	D. Revell		D.Harding	
109	Mayday	ONLINE	Maintenance - July	£24.00	D. Revell		D.Harding	
110	Travis Perkins	ONLINE	Items for repairs	£96.29	D. Revell		D.Harding	
111	Sue Lake	ONLINE	Internal Audit 2019/2020	£250.00	D. Revell		D.Harding	
112	A Rivett	ONLINE	Maintenance - June	£375.80	D. Revell		D.Harding	
113	A Rivett	ONLINE	Maintenance - May	£343.75	D. Revell		D.Harding	
114	Doreen Joy	ONLINE	Employment Costs	£4,361.62	D. Revell		D.Harding	
115	Norfolk Pension Fund	ONLINE			D. Revell		D.Harding	
116	HMRC	ONLINE			D. Revell		D.Harding	
Agreed at Full Council on 26.7.21 Chair Sign: RFO Sign:								

Junes' Income							
Voucher Number	Payee	Payment Method	Description	Amount			
12	Coast & Country	BGC	Junes Newsletter Sponser	£100.00			
13	Norfolk Council Council	BGC	Glass Recycling - June	£89.66			
14	MCOA	BGC	1st Qtr Rent	£6,250.49			
15	Coast Watch	BGC	Electric 17.11.20-2.5.21	£292.25			
16	MPH Lettings	BGC	Rent Account 601	£895.00			
17	Arthur J Callagar	BGC	Unaccounted payment	£260.43			