

MUNDESLEY-ON-SEA PARISH COUNCIL
MINUTES OF FULL COUNCIL MEETING HELD ON
MONDAY 4th APRIL 2022 AT CORONATION HALL.

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

Members of Public: – 1

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. Attendees must observe the 2mtr rule at all times, paying special care when entering and leaving the building.

MINUTES

01 Apologies for Absence

Cllr West and Parkin – illness

Cllr Reynolds Proposed to move the motion and Cllr Barnes Seconded the proposal.
Members **AGREED** to accept Cllr West and Parkins apologies.

02 Declarations of Interest and requests for Dispensations

None

03 Minutes of Previous Meetings

3.1 To agree and sign the minutes from Full Council on the 31st January 2022.

Cllr Reynolds Proposed to move the motion and Cllr Wait Seconded the proposal.
Members **AGREED** the minutes of the Full Council on the 31st January 2022

3.2 To adopt the minutes from the Planning, building and Environment Committee on the 16th March 2022.

Cllr Reynolds Proposed to move the motion and Cllr Wait Seconded the proposal.
Members **AGREED** the minutes of the Planning, building and Environment Committee on the 16th March 2022.

3.3 To adopt the minutes from the Employment Committee consultation on the 9th March 2022.

Cllr Harding Proposed to move the motion and Cllr Reynolds Seconded the proposal.
Members **AGREED** the minutes from the Employment Committee consultation on the 9th March 2022.

3.4 To adopt the minutes from the Finance and Data Protection Committee held on the 23rd February 2022.

Cllr Reynolds Proposed to move the motion and Cllr Barnes Seconded the proposal.
Members **AGREED** the minutes of the Finance and Data Protection Committee held on the 23rd February 2022.

04 Chairmans Report

I am sure you are all as pleased as I am that our Parish Partnership Grant application has been successful so we can address the speeding on Cromer Road with Traffic calming chicanes. We will pay half of the cost and County Council the balance. We are grateful to County Councillor Ed Maxfield for his practical inputs and support in this matter.

We are also hopeful that another application Doreen has made, for a different purpose, will be successful. We are not at liberty to say more at this juncture but we are optimistic. As soon as we know for sure, one way or the other, we will make an announcement.

This despite Doreen helping with others to collect items for Ukraine which were transported by land whilst Doreen used up some of her holiday entitlement and flew at her own expense to Romania to help distribute the items donated. Brilliant!

I know our Vice Chair Councillor Revell helped with the loading of the van, as did my wife Chris'. Mike Goldwater and his team of volunteers organised a collection point and aided with the loading. Local businesses helped with the whole process and Van driver Mike drove across Europe in his van.

Councillors; Revell, Reynolds, Wait, Barnes and my wife Chris were all part of a huge number of village volunteers planting trees last weekend. I hope to be well enough to help them plant the next batch.

I will take this opportunity to put right some incorrect comments on social media regarding the allotments. Contrary to what one individual has written the land has NOT been conveyed to Mundesley Parish Council. Our solicitors have raised a query with NNDC and the land will only be conveyed when this has been answered by NNDC solicitors. Once it is and Council voted it through, I will sign the necessary documentation and we will publicise completion.

I know the vast majority of our Parishioners would not complete a house purchase until their solicitor confirmed all the legal niceties were finalised. The same thing applies to land being conveyed from the District Council to the Parish Council.

I would urge people who have concerns over village issues to contact the Parish Council and ask for information rather than believe comments on social media from people who are not always fully informed.

Councils meeting minutes are freely available on our website, as are copies of my monthly reports. We are transparent and open. The only issues which are not initially in the public domain are; commercial negotiations until they are completed, and employment. The former because publicising Councils negotiating position could result in a poor outcome at cost to Parishioners and the latter because we have to comply with the Human Resource laws and regulations.

David S Harding MBA DMS Chairman Mundesley Parish Council.

05 Public Participation Time

The meeting will be adjourned for a period specified in the Resolution to allow Members of the Public and 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 to move the motion and Cllr Wait Seconded the proposal. Members **AGREED** to adjourn the meeting to allow members of the public to speak. County Councillor Maxfield sent his apologies - his report has been circulated to members.

District Councillor Wendy Fredericks – her report has been circulated to members. Cllr Wait Proposed to move the motion and Cllr Reynolds Seconded the proposal. Members **AGREED** to resume the meeting.

Cllr Revell joined 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 Internal auditor notified.
- 6.4 Planning applications responded to.
- 6.5 NNDC notified re the Neighbourhood plan.
- 6.6 Annual Parish meeting in progress.
- 6.7 Covid guidance update for meetings.
- 6.8 Events risk assessments sent to insurance.

07 **Planning**

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

Nothing to report

- 7.2 To consider and agree the following planning permission:

PF/22/0636

Proposal: Single storey extension with pitched roof to north-east side of roof - flat roof to remaining area

Location: 156 Cromer Road, Mundesley, Norwich, Norfolk, NR11 8DF

Cllr Reynolds Proposed to move the motion and Cllr Harding Seconded the proposal. Members **AGREED** to **SUPPORT** this application.

- 7.3 Update on the Parish Partnership Scheme and to consider and agree any actions.

Cllr Revell Proposed to move the motion and Cllr Reynolds Seconded the proposal. Members **AGREED** to accept the Parish Partnership offer and to have timber bollards with reflectors as suggested by the Highways team.

The Chair signed the acceptance form.

- 7.4 Update on the land for the new play area/allotments and to consider and agree any actions.

See Chairmans report

08 **Finance & General Purposes Committee**

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

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

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

- 8.2 To consider and agree Januarys and Februarys' petty cash reconciliations.

None

- 8.3 To consider and agree March's payments and February's income for approval.

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

Members **AGREED** March's payments and February's income for approval.

- 8.4 To consider and agree the grants for 2022.

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

Members **AGREED** the following grants, and to issue each organisation with a plaque to be placed on display showing Council's support of their group.

All Saints Community Church Rooms - Community larder, soup and pud

And Electricity costs		£1000.00
Haig Bowls Club	New roof for changing rooms	£500.00
Coronation Hall	Digital Display	£750.00
Friends of Mundesley	Hall fees and refreshment costs	£280.00
Mundesley Free Church	To replace broke shed for equipment	£1500.00
Mundesley Players	Upgrade of lighting to digital	£840.00
All Saints Church	Maintenance of graveyard	£2000.00
Jaguar Explorers	Shed for storage	£500.00
Carpet Bowls	Help for hall hire	£187.00
First Responders	Equipment	£753.60

- 8.5 To consider and agree the asset register for 2021/2022.
Cllr Revell Proposed to move the motion and Cllr Harding Seconded the proposal.
Members **AGREED** the asset register for 2021/2022.
- 8.6 To consider and agree the price increase for the bottle banks.
Cllr Revell Proposed to move the motion and Cllr Harding Seconded the proposal.
Members **AGREED** the price increase for the bottle banks.
- 09 Neighbourhood Plan**
- 10 Policies, Documents, Communications and Training**
- 10.1 To consider and agree the children's activity booklet for the Museum.
Cllr Wait Proposed to move the motion and Cllr Reynolds Seconded the proposal.
Members **AGREED** the children's activity booklet for the Museum.
- 10.2 Update on the Budget booklet and to consider and agree any actions.
Cllr Harding Proposed to move the motion and Cllr Reynolds Seconded the proposal.
Members **AGREED** to send this out to members of the public who ask about the Budget and to showcase at the Annual Parish Meeting.
- 10.3 To consider and agree if to renew NALCs subscription.
Cllr Revell Proposed to move the motion and Cllr Barnes Seconded the proposal.
Members **AGREED** to renew NALCs subscription.
- 10.4 To consider and agree if to renew NP Laws subscription.
Cllr Reynolds Proposed to move the motion and Cllr Barnes Seconded the proposal.
Members **AGREED** to renew NP Laws subscription.
- 10.5 To consider and agree Councils Social Media Policy 2022.
Cllr Reynolds Proposed to move the motion and Cllr Revell Seconded the proposal.
Members **AGREED** Councils Social Media Policy 2022.
- 10.6 To consider and agree Councils Freedom of Information Policy 2022.
Cllr Revell Proposed to move the motion and Cllr Wait Seconded the proposal.
Members **AGREED** Councils Freedom of Information Policy 2022.
- 10.7 To consider and agree if to include "Tides Chart" on the Councils website.
Cllr Reynolds Proposed to move the motion and Cllr Wait Seconded the proposal.
Members **AGREED** to include "Tides Chart" on the Councils website.
- 10.8 To consider and agree if to do method statements as well as risk assessments.
Cllr Revell Proposed to move the motion and Cllr Wait Seconded the proposal.
Members **AGREED** not to do separate method statements as the information is already included in the current risk assessments
- 10.9 To consider and agree the recipient of Councils red roses this year.
Cllr Reynolds Proposed to move the motion and Cllr Revell Seconded the proposal.
Members **AGREED** to present the Chemist with Councils red roses this year.
- 10.10 To consider and agree the Mundesley Tide Spring Edition.
Cllr Harding Proposed to move the motion and Cllr Revell Seconded the proposal.
Members **AGREED** for the Clerk to email out the draft once completed.
- 10.11 To consider and agree how Council can support the aid effort for the Ukraine.
Cllr Harding Proposed to move the motion and Cllr Barnes Seconded the proposal.
Members **AGREED** to raise funds by having collection buckets at events.
- 11 Events**
- 11.1 Update on the Queens Jubilee and to consider and agree any actions.
Cllr Reynolds Proposed to move the motion and Cllr Harding Seconded the proposal.
Members **AGREED** all the costings budgeted.
- 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 Reynolds noted that FB had been messaged in regards to the Car Boots.
THE Clerk informed the meeting this would be on the next Gold Park Meeting.

13 Correspondence

To consider correspondence received by the Council and agree responses thereto.

13.1 Email from Knapton Parish Council in regards to MADRA.

Cllr Harding Proposed to move the motion and Cllr Revell Seconded the proposal.
Members **AGREED** to look at MADRA's constitution and write a letter of support to Knapton Parish Council.

14 Date of Next Meeting

14.1 To confirm that the date of the next Meeting of the Parish Council will be on the 25th April 2022 at 7pm at Coronation Hall.

MEETING CLOSED: 8:55PM

CHAIR: _____

DATE: _____

Marchs' Payments								
Voucher Number	Payable to	Payment Method	Description	Amount	Name	Sign 1	Name	Sign 2
318	EON	D/D	Feeder pillar Feb	£13.32	C West		D.Revell	
319	Lloyds	D/D	Credit Card (manually)	£444.79	C West		D.Revell	
320	BT	D/D	Phone & Internet March	£57.54	C West		D.Revell	
321	Seimans	D/D	Photocopier lease & Annual Service Fee	£148.22	C West		D.Revell	
322	Lloyds	D/D	Bank Charges 10.1.21-9.12.21	£11.85	C West		D.Revell	
323	SSE	D/D	Electricity - Museum QTR 4	£835.80	C West		D.Revell	
324	SSE	D/D	Electricity - Office QTR 4	£269.41	C West		D.Revell	
325	SSE	D/D	Electricity - Back St Toilets QTR 4	£94.27	C West		D.Revell	
326	SSE	D/D	Electricity - MUGA QTR 4	£198.95	C West		D.Revell	
327	SAGE	D/D	Payroll Software - March	£8.40	C West		D.Revell	
328	MPH Lettings	D/D	Fee for rent ac 601	£107.40	C West		D.Revell	
329	Rainbow Stationary	ONLINE	Vistors book for museum	£35.02	C West		D.Revell	
330	N Compass	ONLINE	Grant poster	£48.00	C West		D.Revell	
331	Doreen Joy		Employment Costs	£4,545.73	D.Harding		D.Revell	
332	Norfolk Pension Fund	ONLINE			D.Harding		D.Revell	
333	HMRC	ONLINE			D.Harding		D.Revell	
334	Spalding and Co	ONLINE			C West		D.Revell	
335	SR Print	ONLINE	Signage	£114.00	C West		D.Revell	
336	Cozens	ONLINE	Maintenance Feb 2022	£120.00	C West		D.Revell	
337	MPH Lettings	ONLINE	Tenancy renewal	£150.00	C West		D.Revell	

Agreed at Full Council on 28.3.22 Chair Sign:

RFO Sign:

Marchs' Payments								
Voucher Number	Payable to	Payment Method	Description	Amount	Name	Sign 1	Name	Sign 2
338	A Wait	ONLINE	Itesm for Santa Sleigh	£172.18	C West		D.Revell	
339	Sonata Security	ONLINE	Annual Service	£144.00	C West		D.Revell	
340	NNDC	ONLINE	Doantion for Car Park Rates	£479.04	C West		D.Revell	
341	NNDC	ONLINE	Back Street Toilets	£0.00	C West		D.Revell	
342	NNDC	ONLINE	Office Rates	£429.14	C West		D.Revell	
343	NNDC	ONLINE	Museum Rates	£0.00	C West		D.Revell	
344	NALC	ONLINE	VAT Course Cllr West	£36.00	C West		D.Revell	
345	Josh Biz	ONLINE	Website service time	£160.00	C West		D.Revell	
346	MPH Lettings	ONLINE	Electrical installation report	£141.00	C West		D.Revell	
347	Cozens	ONLINE	Street light numbers	£48.00	C West		D.Revell	
348	Mayday	ONLINE	Photocopier hire	£24.00	C West		D.Revell	
349	SLCC	ONLINE	Course - Clerk	£36.00	C West		D.Revell	
350	RBS	ONLINE	Yead End GP & MPC	£1,004.40	C West		D.Revell	
351	BBR Constrction	ONLINE	Various Works	£375.00	D.Harding		D.Revell	
352	Jigs and Reels	ONLINE	Deposit for Beacon Lighting	£85.00	D.Harding		D.Revell	

Agreed at Full Council on 28.3.22 Chair Sign:

RFO Sign:

Februarys' Income							
Voucher Number	Payee	Payment Method	Description	Amount			
64	Go Awesome	BGC	Refund for Christmas Fayre	£270.00			
65	MPH Lettings	BGC	Rent A/C 601	£895.00			
66	Pebbles	BGC	Noriceboard Rent 2022	£25.00			
67	Free Church	BGC	Noriceboard Rent 2022	£25.00			