

MINUTES OF THE MUNDESLEY-ON-SEA PARISH COUNCIL Full Council Meeting
held in All Saints Community Rooms on **Monday 16th January 2023**, at 7.00pm in the
Coronation Hall.

In attendance: Cllrs B Reynolds (chair – part), J Barnes, J Warnes, D Parkin, B Parkin, C West (chair – part), C Harding, R Dickinson and A Wait.

Also present:

Members of the public: 5

District Councillor Wendy Fredericks

Clerk: Mrs Sarah Hunt (Locum)

Cllr Reynolds was in the chair and called for a recorded vote

1. Election of Chair.

Cllr Reynolds was PROPOSED by Cllr Wait and seconded by Cllr Barnes.

Cllr West was PROPOSED by Cllr Parkin and seconded by Cllr Harding.

The vote was Cllr Wait and Cllr Barnes for Cllr Reynolds, Cllrs Warnes, D Parkin, B Parkin, C Harding, R Dickinson for Cllr West.

Cllr West signed a declaration of interest and assumed the chair.

Cllr D Harding was thanked by the chair for his work over a period of 6 years.

2. Elect a Vice-Chair.

Not necessary.

3. Apologies for Absence

Cllr D Revell – alternative commitment.

Cllr J Broatch – alternative commitment.

4. Declarations of Interest and requests for Dispensations

Cllr C West declared an interest should Kier be discussed within the meeting.

5. Minutes of previous meetings

The minutes from the Full Council from the 14th December 2022 were AGREED as a true and correct record of the meeting and signed by the Chair.

6. Public Participation Time

The meeting was adjourned for a period of 15 minutes PROPOSED Cllr C West, seconded Cllr C Harding.

Mr Matthew Taylor, Caseworker to Duncan Baker and Mr Alexander Hagag, Intern to Duncan Baker addressed the meeting. The office of Duncan Baker is working to increase communication with Parish Councils and explained that they would like to work closer on Parish matters.

The meeting discussed pothole issues, and speeding – SAM2 data to be forwarded to Duncan Bakers office.

Nutrient Neutrality – issues over development were discussed by the meeting, and the restrictions that has brought to social housing development.

Apologies were received from County Councillor Ed Maxfield who had provided a report to Councillors.

A report from District Councillor W Fredericks had been received and circulated prior to the meeting. Nutrient Neutrality – NNDC has created a company with other district councils which will purchase land to offset the developers need to provide offset land ensure that developments can go forwards. NNDC has bought 18 temporary homes. Currently there are 68 families in temporary accommodation. Some discussion took place on the rescinding of S106 agreements to enable land to be utilised for Social Housing. Strategic Plan group to be invited to meeting by Cllr W Fredericks. Blue Flag – EA, Anglian Water and Members from NNDC met this week regarding the loss of the Blue Flag designation at Mundesley. The Pumping station was faulty. A funding bid is being prepared to facilitate repairs. A follow up meeting is scheduled. Applications are in for 'Best Seaside' having lost 'Blue Flag'.

The public participation was closed by the Chairman.

7. Updates on matters from Previous Meetings

- 7.1. Fire Risk assessments ongoing.
- 7.2. Winter Newsletter written and published – awaiting distribution. Digital copy to be sent to Cllr Reynolds for facebook.
- 7.3. Website Transition – scheduled for new year. Awaiting confirmation of date.
- 7.4. Accounts records to Parkinson Partnership for VAT analysis – 2013-2022 sent. Awaiting response.

8. Planning

- 8.1. Update on the weekly inspections and to consider and agree any actions. (DP). Outdoor gym, turntable on body gym is still broken – tape has been removed. Clerk to investigate repair. MUGA Machine - £2.00 machine – needs inspecting to ensure coin mechanism is working appropriately. DP to investigate and report to clerk. Next meeting. The meeting noted that the swing will be installed when dry – this to be paid for by the Gold Park Trust.
- 8.2. To consider and agree Councils response as consultee to any planning applications received from North Norfolk District Council:
 - 8.2.1. None.

9. Finance & General Purposes

- 9.1. To consider quotations received for asbestos survey at Woodhurst. Three quotes received – It was PROPOSED Cllr Reynolds, seconded Cllr West – ID Asbestos at £268.00
- 9.2. The January payments list was agreed as presented. Resolved to pay PROPOSED Cllr Wait, seconded Cllr West.
- 9.3. Noted that PKF Littlejohn have been appointed as the external auditor for further 5 years.
- 9.4. The Finance Committee minutes from 11th January 2023 were RECEIVED by the meeting.
- 9.5. The 23/24 recommended budget was presented to the meeting. It was agreed that MPC and Gold Park Trust must be responsible for their individual spend.
- 9.6. It was RESOLVED to agree the recommended 23/24 precept figure of £97,853.00. PROPOSED Cllr A Wait, SECONDED Cllr R Dickinson. Schedule of contracts and expiration dates to be provided to Council.

10. Administrative matters

- 10.1. To consider the purchase of ID cards on lanyards for Cllrs & volunteers. Price for lanyards printed 'Mundesley Parish Council' to next meeting.
- 10.2. The meeting reviewed the Terms of Reference of Staffing Committee. They were ADOPTED as presented. PROPOSED Cllr Reynolds, seconded Cllr Dickinson.

Membership; Current members are: Cllrs B Reynolds, D Revell & D Parkin. Cllr West PROPOSED Cllr Wait, seconded Cllr Barnes. Cllr Wait to join Staffing alongside Cllr Reynolds, Revell and Parkin.

- 10.3. The meeting reviewed Terms of Reference for the Events Committee. Gold Park events are to be run separately from MPC EVENTS. Adopted PROPOSED Cllr Reynolds seconded J Warnes. Membership to remain: Cllrs Bev Reynolds, Jane Barnes, Denise Revell, Alister Wait, Chris Harding, David Parkin and Jim Broatch. Volunteers

Redacted due to GDPR

- 10.4. It was AGREED to put the Community Speed Watch team in Newsletter.

- 10.5. To consider publication date for the next Newsletter. Articles to include Speeding and the need for volunteers to enable a Speed Watch Team to be created. Next newsletter to be published in April. Any suggested articles to Clerk.

11. Events

- 11.1. The Diamond Jubilee Souvenir Booklet the costs of publication to be taken to Finance committee on the 8th February. Councillors to feed back any corrections to the Clerk. Photos to be provided for blank spaces – Gold park logo and Parish Council logo suggested. Alternatively reduce booklet by 4 pages to reduce costs and ensure all pages utilised.

12. Correspondence

Email	Norfolk County Council	Response regarding Area of Natural Beauty boundary review.	NOTED.
Email	District Councillor Fredericks	S106 agreement on open space Cromer Road.	Meeting to be arranged.
Email	MOP	Village information hut damaged.	To be reported.

13. Matters for reporting or future agenda items

MADRA – to decide next actions

Back to the Beach Book – museum initiative.

Exclusion of the Press and Public

It was RESOLVED under the Public Bodies (Admission to Meetings) Act 1960 that the Press and Public be excluded due the items being of confidential nature.

14. Registration of Putting Green

- 14.1. To receive quote(s) for indemnity policy. It was RESOLVED to accept the quote from Stuart Title at a cost of £54.44. PROPOSED Cllr R Dickinson, SECONDED Cllr Reynolds.

15. Dates of Next Meetings

Events Committee – Tuesday 24th January 2023. Jubilee Rooms. 7pm.

Full Council – 30th January 2023 – **CANCELLED**.

Gold Park Trust – Thursday 26th January 2023. ZOOM. 7pm.

Finance and General Purposes – 8th February 2023. Coronation Hall.

Full meeting of the Council – 27th February 2023. Coronation Hall.

Employment Committee – 8th March 2023.

Planning, Building & Environment – 15th March 2023.

Meeting closed at 8.26pm.

January Payments								
Voucher Number	Payable to	Payment Method	Description	Amount	Name	Sign 1	Name	Sign 2
258	Sarah Hunt	BACS	expenses: batteries/keyboard	£ 14.49	D Revell		B Reynolds	
259	BT	DD	Phone, Cloud phone & Broadband 19/11/2022	£ 8.67	D.Revell		B Reynolds	
260	BT	DD	Phone, Cloud phone & Broadband 19/12/2022	£ 92.96	D.Revell		B Reynolds	
261	Cozens	BACS	Streetlighting Maintenance INV7114 4/01/2023 December 2022	£ 96.00	D.Revell		B Reynolds	
262	Josh.biz	BACS	Annual Webhosting, wordpress maintenance service & WP rocket 2023	£ 330.00	D.Revell		B Reynolds	
263	mayday	BACS	Maintenance support contract for copier connectivity for period: 31/12/2022 to 30/01/2023	£ 26.40	D.Revell		B Reynolds	
264	ncompass	BACS	Jubilee Commemorative Brochure Design	£ 240.00	D.Revell		B Reynolds	
265	Sage	DD	Payroll software for January 23	£ 8.40	D.Revell		B Reynolds	
266	L Dawson	BACS	Solopress Newsletter order	£ 163.71	D.Revell		B Reynolds	
267	L Dawson	BACS	Locum work and mileage 30/11/22 to 10/01/23	£ 817.95	D.Revell		B Reynolds	
268	Doreen Joy	BACS	Staff Costs October	£ 2,842.18	D.Revell		B Reynolds	
269	Norfolk Pension Fund	BACS			D.Revell		B Reynolds	
270	Doreen Joy	BACS	Staff Costs November	£ 3,954.40	D.Revell		B Reynolds	
271	Norfolk Pension Fund	BACS			D.Revell		B Reynolds	
272	Doreen Joy	BACS	Staff Costs December	£ 2,947.24	D.Revell		B Reynolds	
273	Norfolk Pension Fund	BACS			D.Revell		B Reynolds	
274	SSE	DD	Old Fire Station, Back Street electric Quarter 3 22/23	£ 281.65	D.Revell		B Reynolds	
275	SSE	DD	Mundesley Maritime Opp Amusement A Quarter 3 22/23	£ 960.75	D.Revell		B Reynolds	
276	SSE	DD	Streetlights unmeter supply November 2022	£ 939.71	D.Revell		B Reynolds	
277	SSE	DD	Feeder Pillar opp. Post Office. Quarter 3 22/23	£ 87.57	D.Revell		B Reynolds	
278	SSE	DD	Back Street Toilets QTR 3	£ 64.54	D.Revell		B Reynolds	
279	SSE	DD	Floodlights MUGA Quarter 3 2022/23	£ 314.10	D.Revell		B Reynolds	
280	Rainbow Office Supplies	BACS	Filing Cabinet paid 5/12/22	£ 215.68	D.Revell		B Reynolds	
281	L Dawson	BACS	Locum Work 24/10/22 to 23/11/22 PAID 2/12/22	£ 522.75	D.Revell		B Reynolds	
282	Mundesley Butchers	BACS	30 x £15 vouchers	£400	D.Revell		B Reynolds	
283	Country Pickings	BACS	Gift Vouchers	£ 300.00	D.Revell		B Reynolds	
284	SR Print & Design	BACS	Elf Leaflets paid 16/12/22	£ 35.00	D.Revell		B Reynolds	
285	ncompass	BACS	Santa Tour FB & poster paid 2/12/22	£ 48.00	D.Revell		B Reynolds	
286	Credit Card	D/D	HP INK £44.99 Phone Charger £17.98 Batteries £3.98 Phone Charger £15.98 Christmas Lights £109.32 Zoom £14.39	£ 206.64	D.Revell		B Reynolds	
					D.Revell		B Reynolds	
287	SSE	DD	Unmetered Supply streetlights December 2022	£ 1,033.03	D.Revell		B Reynolds	
288	Credit Card	D/D	HP Ink £44.99 ZOOM £14.39	£ 59.38	D.Revell		B Reynolds	
289	Kanpton PC	BACS	footpath contribution	£ 250.00	D.Revell		B Reynolds	
290	Sarah Hunt	bacs	Locum Services 7.22.11-2.1.23	£ 1,187.50	D.Revell		B Reynolds	

Agreed at Full Council on 16.01.2023

Chair Sign:

RFO Sign: