

MUNDESLEY-ON-SEA PARISH COUNCIL
MINUTES OF FULL COUNCIL MEETING HELD ON
MONDAY 25th JULY 2022 AT CORONATION HALL.

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

Members of Public: – 3

Clerk: Ms D. Joy

MINUTES

01 Apologies for Absence

Cllr West – appointment

Cllr Parkin - away

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

Members **AGREED** to accepted Cllrs Parkin and West's apologies.

02 Declarations of Interest and requests for Dispensations

Cllr Warnes declared an interest in items 8.2 and 8.3 and asked for a dispensation to speak and vote.

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

Members **AGREED** to grant Cllr Warnes a dispensation to speak and vote on items 8.2. and 8.3

03 Minutes of Previous Meetings

3.1 To agree and sign the minutes from the Full Council on the 27th June 2022.

Cllr Wait Proposed the motion and Cllr Warnes Seconded the motion.

Members **AGREED** the minutes from the Full Council on the 27th June 2022.

The Chair signed the minutes.

3.2 To adopt the minutes of the Planning, Building and Environment Committees on the 22nd June 2022 and ratify the decisions made.

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

Members **AGREED** the minutes of the Planning, Building and Environment Committees on the 22nd June 2022 and ratify the decisions made.

3.3 To adopt the minutes of the Finance and Data Protection Committee on the 20th July 2022 and ratified decisions made.

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

Members **AGREED** the minutes of the Finance and Data Protection Committee on the 20th July 2022 and ratified decisions made

04 Chairman's Report

Summer in full hot swing and delighted at the first linings put in on Gold Park which have made for much more orderly parking by visitors and locals alike last time I was down there

Congratulations to all those who have worked to set up the crown trail. The floral splashes of colour near the gun emplacements really brighten that area up

During my annual report I highlighted the increasing vandalism in our village and the resultant costs for our parishioners. CCTV is already playing its part and will doubtless be extended in the future but meanwhile I shall propose to council tonight under "AOB" that our clerk keeps a running record of all costs incurred directly or indirectly by vandalism and that these costs appear on our website, Facebook and in our newsletter so that everyone is aware how much of their money is being wasted during this time of increasing financial hardship following the perfect storm of; Covid, the Russian invasion of Ukraine and the resultant incredible hike in fuel costs which inevitably feed through the economy. This is not the time we want to be constantly spending out Parishioners money on zip wires, litter bins special swings and removal of graffiti, some of it obscene, when we are all facing increased costs.

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 Revell Proposed the motion and Cllr Reynolds Seconded the motion.

Members **AGREED** to adjourn the meeting for 15 minutes to allow members of the public to speak.

Cllr Maxfield gave his report

Cllr Fredericks gave her report

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

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 Cllrs Warnes and Harding's interest and acceptance of office forms submitted to NNDC.

6.4 NNDC Sustainable Grant application formally accepted, accompanying letter still to be sent.

6.5 Contractors informed of works to be completed from the ROSPA reports.

6.6 Email sent to NNDC re EVC points, NNDC will keep members updated.

6.7 AGAR 2021/2022 submitted to PKF Littlejohn.

6.8 All updated policies placed on the website.

6.9 Meeting dates 2023 placed on the website and submitted to Coronation Hall booking officer.

6.10 Summer newsletter out for delivery, in visitors centre and Council noticeboard.

6.11 Letter to Duncan Baker pending.

6.12 Email to County Councillor Ed Maxfield re 20MPH at Paston Road sent.

07 **Planning**

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

The Clerk informed the meeting that the work highlighted on the ROSPA report was nearly complete.

7.2 To consider and agree Councils response to PF/22/1583

Proposal: Erection of dormer to west elevation of dwelling and replacement of first floor windows in west elevation and second floor window in north elevation

Location: 3 Russell Terrace, Mundesley, Norwich, Norfolk, NR11 8LJ

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

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

7.3 To consider and agree if Councils would like to inform NNDC of any further information on EF/22/1453

Members had no further comments for this application.

7.5 To consider and agree the actions for the fire risk assessment for the office.

Cllr D Harding Proposed the motion and Cllr C Harding Seconded the motion.

Members **AGREED** to implement the actions noted in the report.

7.6 To consider and agree the actions for the fire risk assessment for the Museum.

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

Members **AGREED** to implement the actions noted in the report.

08 Finance & General Purposes Committee

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

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

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

The Chair signed the statements.

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

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

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

8.3 To receive the Internal audit report and consider and agree any actions.

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

Members **AGREED** the points raised, but to keep the current process in regard to recording payments as this makes the audit trail more transparent.

09 Training

10 Policies, Documents and Communications.

10.1 To consider and agree if to renew Councils Cyber Insurance Policy.

Cllr D Harding Proposed the motion and Cllr Warnes Seconded the motion.

Members **AGREED** to renew Councils Cyber Insurance Policy

10.3 To consider and agree if to remove the COVID guidelines for meetings.

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

Members **AGREED** to remove the COVID guidelines for the meetings, but those attending may continue to follow them should they wish to.

10.4 To consider and agree if to advertise for a new sponsor for the newsletter.

Cllr D Harding Proposed the motion and Cllr Warnes Seconded the motion.

Members **AGREED** to advertise for a new sponsor on FB.

10.5 To consider and agree the content for Autumns newsletter.

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

Members **AGREED** to focus on promoting the village shops for the autumn newsletter.

10.6 To consider and agree if to apply for the Armed Forces Employer Recognition Bronze Award.

Cllr C Harding Proposed the motion and Cllr Warnes Seconded the motion.

Members **AGREED** to apply for the Armed Forces Employer Recognition Bronze Award.

10.7 To consider and agree Councils updated GDPR Policy.

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

Members **AGREED** Councils updated GDPR Policy.

10.8 To consider and agree Councils Lone Worker Policy.

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

Members **AGREED** Councils Lone Worker Policy.

10.9 To consider and agree if to take any actions to the Cost-of-living crisis for Council.

Cllr C Harding Proposed the motion and Cllr Warnes Seconded the motion.

Members **AGREED** to go ahead with Cost-of-Living Action plan to help residents in the coming months through the cost-of-living crisis.

11 Events

11.1 To consider and agree Councils updated Outdoor Cinema Risk assessment.

The Chair informed members this would be on the Gold Park Trust meeting in August

11.2 To consider and agree Councils updated Summertime on the Prom risk assessment.

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

Members **AGREED** Councils updated Summertime on the Prom risk assessment.

11.3 To consider and agree Councils Dog Show risk assessment.

The Chair informed members this would be on the Gold Park Trust meeting in August

11.4 To consider and agree Councils Crown Trail risk assessment.

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

Members **AGREED** Councils Crown Trail risk assessment.

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 Harding asked for vandalism costs to be discussed at the next meeting.

Cllr Revell asked for the Welcome Back grant be discussed at the next meeting

13 Correspondence

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

13.1 Email regarding a Complaint.

Cllr Harding requested a recorded vote.

Cllr Wait Proposed the motion and Cllr C Harding Seconded the motion.

Members **AGREED** Council response to the complaint raised.

Cllrs Warnes, D Harding, Wait, Reynolds, C Harding voted for this motion

Cllrs Revell and Barnes abstained.

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 employment and legal issues.

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

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

Members **AGREED** to wait on the advice from Councils consultants.

14.2 Update on MADRA and to consider and agree any actions.

Cllr Barnes Proposed the motion and Cllr Warnes Seconded the motion.

Members **AGREED** to request an internal review.

15 Date of Next Meeting

15.1 To confirm that the date of the next Meeting of the Parish Council will be on the 22nd August 2022 at 7pm at Coronation Hall.

MEETING CLOSED: 8:50PM

CHAIR: _____

DATE: _____

Julys' Payments								
Voucher Number	Payable to	Payment Method	Description	Amount	Name	Sign 1	Name	Sign 2
105	BT	D/D	Phone & Internet - June	£62.90	D. Revell		C. West	
106	SAGE	D/D	Payroll - July	£8.40	D. Revell		C. West	
107	SSE	D/D	Street Lighting - May	£908.74	D. Revell		C. West	
108	SSE	D/D	Street lighting - June	£939.71	D. Revell		C. West	
109	Siemens	D/D	Photocopier lease rental/asset protection	£148.22	D. Revell		C. West	
110	MPH Lettings	D/D	Rental fees - June	£112.20	D. Revell		C. West	
111	Lloyds	D/D	Bank Charges 10.5.22-9.6.22	£11.75	D. Revell		C. West	
112	SSE	D/D	Street lights - March	£653.41	D. Revell		C. West	
113	Cozens	ONLINE	Street Lights -June	£96.00	D. Revell		C. West	
114	N.Compass	ONLINE	SOTP	£48.00	D. Revell		C. West	
115	Lloyds	ONLINE	Credit Card June	£726.76	D. Revell		C. West	
116	A Rivett	ONLINE	Maintenance - May	£851.47	D. Revell		C. West	
117	A Rivett	ONLINE	Maintenance - April	£203.91	D. Revell		C. West	
118	Travis Perkins	ONLINE	Items for Gold Park	£99.02	D. Revell		C. West	
119	Sonata Security	ONLINE	Panic button repair to add Cllr Reynolds	£111.42	D. Revell		C. West	
120	S Hutcheson	ONLINE	IT Support new Cllr emails	£172.50	D. Revell		C. West	
121	Oaks CCTV	ONLINE	CCTV	£195.60	D. Revell		C. West	
122	Doreen Joy	ONLINE	Employment Costs	£4,781.48	D. Revell		D. Harding	
123	Norfolk Pension Fund	ONLINE			D. Revell		D. Harding	
124	HMRC	ONLINE			D. Revell		D. Harding	
125	Sheringham Shantymen	ONLINE	QJ Beacon Lighting	£300.00	D. Revell		C. West	
126	Rainbow	ONLINE	Stationary	£78.19	D. Revell		C. West	
127	SAF Fire Risk Assessment	ONLINE	Fire RA Office & Museum	£370.00	D. Revell		C. West	

Agreed at Full Council on 26.7.21

Chair Sign:

RFO Sign:

Julys' Payments								
Voucher Number	Payable to	Payment Method	Description	Amount	Name	Sign 1	Name	Sign 2
128	SLCC	ONLINE	VAT Course for Clerk and Cllr Revell	£84.00	D. Revell		C. West	
129	Coronation Hall	ONLINE	Hall Hire 2021	£215.00	D. Revell		C. West	
130	Cash (Jigs and Reels)	OO1358	Qj Celidiah Band	£400.00	D. Revell		C. West	
131	Colourfast Renders	D/D	Museum Render	£4,560.00	D. Revell		D. Harding	
132	ISH Electrical	ONLINE	Electricity supply for CCTV	£1,485.37	D. Revell		C. West	
133	NNDC	ONLINE	Bin Collections 2022/2023	£6,081.12	D. Revell		C. West	
134	Nelson Shantymen	ONLINE	SOTP	£200.00	D. Revell		C. West	
135	SSE	D/D	Street lights - March	£653.41	D. Revell		C. West	
136	Cozens	ONLINE	Street Lights -June	£96.00	D. Revell		C. West	
137	Norfolk Polonia	CASH	Donations from Beacon Lighting. This was not paid from the bank account paid directly in cash to charity	£662.00	N/A		N/A	

Junes' Income								
Voucher Number	Payee	Payment Method	Description	Amount				
19	GOLD PARK	BGC	Monies owed 2021/2022 Dec-March	£1,208.86				
20	GOLD PARK	BGC	Monies owed 2021/2022 Dec-March	£6,484.11				
21	Castle Games	BGC	Rent Account 601	£1,500.00				
22	Coast Watch	BGC	Electric 28.3.22-25.5.22	£281.76				
23	Coast Watch	BGC	Electric 17.2.22-28.3.22	£90.71				
24	MPH Lettings	BGC	Rent Account 601	£935.00				
25	Unity Bank	BGC	Credit Interest	£73.40				