

MUNDESLEY-ON-SEA PARISH COUNCIL  
MINUTES OF FULL COUNCIL MEETING HELD ON  
MONDAY 27th FEBRUARY 2023 AT CORONATION HALL.

**Present:** Cllrs: C West (Chair)  
Cllrs: D Revell, B Reynolds, J Barnes, J Broatch, B Parkin, D Parkin, C Harding  
and J Warnes.

**Members of Public:** – 2

**Clerk:** Ms D. Joy

**MINUTES**

The Chair informed members the meeting was being recorded.

**01 Apologies for Absence**

Cllr Wait – Work

Cllr Dickinson – Unwell

The motion was proposed, the motion was seconded members **AGREED** Cllrs Wait and Dickinson's apologies for absence.

**02 Declarations of Interest and requests for Dispensations**

None

**03 Minutes of Previous Meetings**

**3.1 To agree and sign the minutes from the Full Council on the 16<sup>th</sup> January 2023.**

The Clerk informed the meeting that under item 10.3 members of the public's names should not be placed in the minutes due to GDPR.

The motion was proposed, the motion was seconded members **AGREED** the minutes with the member of the public's names removed.

The Chair signed the minutes.

**04 Chairmans Report**

The Chair welcomed back the Clerk to Council.

**05 Public Participation Time**

The meeting will be adjourned for a period of 15 minutes to allow Members of the Public to receive County and District Councillors reports and allow 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.**

County Cllr Maxfield updated the meeting on County Councils budget, and County's new funding consultation.

District Cllr Fredericks not present, report was circulated to members

**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 Putting Green now registered in Councils name.

6.4 Website migration completed.

6.5 Correct VAT information for 2013/2022 sent to Steve Parkinson

Cllr West volunteered to do the hard copies.

6.6 Schedule of Contracts emailed to members.

## 07 **Planning**

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

It was noted that one of the body twists on the outdoor gym needs fixing at the cost of £314.00 inc VAT.

The motion was proposed, the motion was seconded members **AGREED** for Cllr Parkin to investigate if this could be removed and report back to members.

### 7.2 **RV/23/0292**

**Proposal: Removal of conditions 4 (Natural England Licence) & 5 (Ecology mitigation) of planning permission PF/21/1212 (Erection of two detached dwellings (2 storey) following demolition of existing dwelling)**

**Location: 47 High Street, Mundesley, Norwich, Norfolk, NR11 8JL**

The motion was proposed, the motion was seconded members **AGREED** to have **NO COMMENT or OBJECTION TO THIS APPLICATION.**

### 7.3 **To consider and agree the display for the museum this year.**

The motion was proposed, the motion was seconded members **AGREED** to have Mundesley Then and Now

Jonet memorabilia

Mundesley Artefacts.

### 7.4 **To consider and agree the opening times for the museum this year.**

The motion was proposed, the motion was seconded members **AGREED** for the Clerk to organise the opening times for weekends and bank holidays from June to August.

### 7.5 **To consider and agree if to supply volunteers with ID badges.**

The motion was proposed, the motion was seconded members **AGREED** the Clerk to supply ID badges for the volunteers.

### 7.6 **To consider and agree if to replace the office fence and organise the garden.**

The motion was proposed, the motion was seconded members **AGREED** to the quote to replace the fence and for members to volunteer their time to organise the garden.

### 7.7 **Update on Asbestos Survey carried out on Woodhurst and to consider and agree any actions.**

The motion was proposed, the motion was seconded members **AGREED** to contact the contractor and ask if the asbestos can be encapsulated and if so how much.

To get a quote for this to be inspected every 6 months.

### 7.8 **PF/23/0318**

**Proposal: Erection of single-storey extension with roof terrace and staircase; raising of roof and insertion of rear dormer window to create habitable roof space.**

**Location: Mayfield, Trunch Road, Mundesley, Norwich, Norfolk, NR11 8JX**

The motion was proposed, the motion was seconded members **AGREED** to **SUPPORT** this application.

### 7.9 **To consider and agree if to allow the Coastal Protection Team to use the Jubilee gardens for their works, and if so the terms.**

The motion was proposed, the motion was seconded members **AGREED** to offer NNDC the Jubilee Gardens with terms to be agreed.

### 7.10 **To consider and agree if to meet with NNDC re Cromer Road.**

The motion was proposed, the motion was seconded members **AGREED** not to pursue a meeting at this time.

## **08 Finance & General Purposes Committee**

### **8.1 To consider and agree October to January's reconciliations of bank accounts.**

The motion was proposed, the motion was seconded members **AGREED** October to January's reconciliations of bank accounts.

### **8.2 To consider and agree February's payments and January's income for approval.**

The motion was proposed, the motion was seconded members **AGREED** February's payments and January's income, with the addition of £175.00 to Sounds of Norfolk.

### **8.3 Update on glass recycling and to consider and agree any options.**

The motion was proposed, the motion was seconded members **AGREED** to contact the contractors and request the following information:

1. Who owns the current bins?
2. Do they supply the bins, and if so, how much?
3. Request a term for 12 months.

### **8.4 To consider and agree the internal auditor.**

The motion was proposed, the motion was seconded members **AGREED** to retain Sue Lake for Councils internal audit.

### **8.5 To consider and agree if to put in an insurance claim for staffing cover.**

The motion was proposed, the motion was seconded members **AGREED** to place a claim for staffing cover.

### **8.6 Update on the costs for East Cliff and to consider and agree any actions.**

The motion was proposed, the motion was seconded members **AGREED** not to proceed with taking over the ownership of East Cliff.

### **8.7 To consider and agree the actions for the broken street light on High Street.**

The motion was proposed, the motion was seconded members **AGREED** to ask the contractor to make this light safe and leave in situ.

## **09 Training**

None

## **10 Policies, Documents and Communications.**

### **10.1 To consider and agree a recommendation from the sponsor of the newsletter.**

The motion was proposed, the motion was seconded members **AGREED** to double the size of the current sponsors logo.

### **10.2 To consider and agree if to publish the Texel book.**

The motion was proposed, the motion was seconded members **AGREED** to ear mark this project for the new financial year with a budget of £500.

### **10.3 To consider and agree if to terminate the contract for the photocopier.**

The motion was proposed, the motion was seconded members **AGREED** to ask the supplier for the following information:

1. Cost to terminate the contract.
2. Cost to downgrade the machine.

### **10.4 To consider and agree if to terminate the Monthly Payroll provider.**

The motion was proposed, the motion was seconded members **AGREED** to stay with the current provider.

### **10.5 To consider and agree content for Springs Newsletter.**

The motion was proposed, the motion was seconded members **AGREED** the following:

1. The Police Speed initiative.
2. Councillor profiles starting with Cllr Broatch.
3. The new village shops.
4. Coastal protection.

Cllr Harding left the meeting

- 10.6 To consider and agreed format for the Annual Parish Meeting.  
The motion was proposed, the motion was seconded members **AGREED** the following:
1. To give the Clerk a budget of £500.00
  2. To ask the WI and Coastal Protection to speak.
  3. To ask the WI to do the refreshments.
  4. To keep to the format used in the previous year.
  5. Due to Elections and the bank holiday for the Coronation the meeting date will be moved to the 12<sup>th</sup> April 2023.

Cllr Harding re-joined the meeting

- 10.7 Update on the Dignity at Work Policy and to consider and agree any actions.  
The motion was proposed, the motion was seconded members **AGREED**  
The Dignity as Work Policy with the amendment needed.

## **11 Events**

- 11.1 Update on Events and to consider and agree any actions.  
The motion was proposed, the motion was seconded members **AGREED** to give a further £200.00 towards bunting for the village for the Coronation.

## **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 Warnes expressed her disappointment from the Council meeting on the 16<sup>th</sup> January 2023, where Council was advised wrongly in regards to her becoming a member of the employment committee. NALC had confirmed the correct procedure to her.

## **13 Correspondence**

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

- 13.1 Email from NNDC re Tree Project.

The motion was proposed, the motion was seconded members **AGREED** for members who wish to attend to tell the Clerk.

- 13.2 Email from NCC re Electric Vehicle Car Charging Points.

The motion was proposed, the motion was seconded members **AGREED** for Cllrs West, Reynolds and the Clerk to meet with County Council on site.

- 13.3 Email from resident re memorial bench.

The motion was proposed, the motion was seconded members **AGREED** for the Clerk to approach the resident and offer Councils Memorial Bench protocol.

- 13.4 Email from the Free Church re Community Transport for their Warm Hub.

The motion was proposed, the motion was seconded members **AGREED** to donate £2,000.00 from the grant money received for Norfolk Community Foundation for this cause.

- 13.5 Email from the Free Church in regards to last year's grant award from Council.

The motion was proposed, the motion was seconded members **AGREED** to allow this grant to be placed towards the revised storage.

- 13.6 Email from Knapton Parish Council in regards to the permissive footpath.

The motion was proposed, the motion was seconded members **AGREED** to pay a further £50.00 for this path to be maintained.

**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.

The motion was proposed, the motion was seconded members **AGREED** 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.**

The motion was proposed, the motion was seconded members **AGREED** For Cllrs West and Reynolds to confirm the rent and email members.

**14.2   Update on the Scouts lease and to consider and agree any actions.**

The motion was proposed, the motion was seconded members **AGREED** for Cllr West to discuss the lease with the Scouts under advisement of Council's solicitors.

**14.3   Update on Employment and to consider and agree any actions.**

The motion was proposed, the motion was seconded members **AGREED** Cllr Reynolds to liaise with NALC on employment issues, and report back to members.

**14.4   To adopt the minutes from the Employment Committee on the 10th January 2023.**

The motion was proposed, the motion was seconded members **AGREED** the minutes from the Employment Committee on the 10th January 2023.

**14.5   To adopt the minutes from the Employment Committee on the 24th January 2023.**

The motion was proposed, the motion was seconded members **AGREED** to defer these minutes until Marchs Full Council meeting.

**15     Date of Next Meeting**

**15.1   To confirm that the date of the next Meeting of the Parish Council will be on the 27th March 2023 at 7pm at Coronation Hall.**

MEETING CLOSED: 9:55PM

CHAIR: \_\_\_\_\_

DATE: \_\_\_\_\_

| Februarys' Payments                                                                         |                         |                |                                             |           |          |        |            |        |
|---------------------------------------------------------------------------------------------|-------------------------|----------------|---------------------------------------------|-----------|----------|--------|------------|--------|
| Voucher Number                                                                              | Payable to              | Payment Method | Description                                 | Amount    | Name     | Sign 1 | Name       | Sign 2 |
| 291                                                                                         | Lloyds Bank             | D/D            | Charges 10.12.22-9.1.23                     | £7.00     | D Revell |        | C.West     |        |
| 292                                                                                         | MPH Letting             | STO            | Decembers Fee                               | £112.20   | D Revell |        | C.West     |        |
| 293                                                                                         | Siemans                 | D/D            | Annual service fee/lease rental             | £165.00   | D Revell |        | C.West     |        |
| 294                                                                                         | MPH Letting             | ONLINE         | Boiler Inspection                           | £80.00    | D Revell |        | C.West     |        |
| 295                                                                                         | Lloyds Bank             | D/D            | Credit Card - January 2023<br>Zoom          | £14.39    | D Revell |        | C.West     |        |
| 296                                                                                         | MPH Letting             | STO            | Januaries Fee                               | £112.20   | D Revell |        | C.West     |        |
| 297                                                                                         | SAGE                    | D/D            | Payroll February                            | £8.40     | D Revell |        | C.West     |        |
| 298                                                                                         | Wave                    | D/D            | Back St Toilets 9.11.22-24.1.23             | £40.65    | D Revell |        | C.West     |        |
| 299                                                                                         | SSE                     | D/D            | Street lights Jan 2023                      | £908.74   | D Revell |        | C.West     |        |
| 300                                                                                         | BT                      | D/D            | Phone, internet & mobile<br>Januaries       | £75.79    | D Revell |        | C.West     |        |
| 301                                                                                         | URM                     | D/D            | Balance due to overpayment                  | £12.96    | D Revell |        | C.West     |        |
| 302                                                                                         | MPH Letting             | ONLINE         | Boiler Inspection                           | £80.00    | D Revell |        | C.West     |        |
| 303                                                                                         | Mayday                  | ONLINE         | Photocopier December and Jan                | £52.80    | D Revell |        | C.West     |        |
| 304                                                                                         | Cozens                  | ONLINE         | Street lights Jan 2023                      | £96.00    | D Revell |        | C.West     |        |
| 305                                                                                         | Rainbow Stationary      | ONLINE         | Stationary - Feb                            | £35.90    | D Revell |        | C.West     |        |
| 306                                                                                         | Westcotec               | ONLINE         | SAM 2 Batteries                             | £210.60   | D Revell |        | C.West     |        |
| 307                                                                                         | Clapham & Collinge      | ONLINE         | Fees MCOA                                   | £7,315.80 | D Revell |        | C.West     |        |
| 308                                                                                         | Doreen Joy              | ONLINE         | Januaries Employment costs                  | £3,761.27 | D Revell |        | C.West     |        |
| 309                                                                                         | Norfolk Pension Fund    |                |                                             |           | D Revell |        | C.West     |        |
| 310                                                                                         | HMRC                    |                |                                             |           | D Revell |        | C.West     |        |
| 311                                                                                         | MPH Letting             | ONLINE         | Fire Risk Assessment                        | £360.00   | D Revell |        | C.West     |        |
| 312                                                                                         | S Hunt                  | ONLINE         | Locum 9.1.23-16.1.23                        | £730.50   | D Revell |        | C.West     |        |
| <p><b>Agreed at Full Council on 27.2.23    Chair Sign:</b> _____ <b>RFO Sign:</b> _____</p> |                         |                |                                             |           |          |        |            |        |
| Februarys' Payments                                                                         |                         |                |                                             |           |          |        |            |        |
| Voucher Number                                                                              | Payable to              | Payment Method | Description                                 | Amount    | Name     | Sign 1 | Name       | Sign 2 |
| 313                                                                                         | A Rivett                | ONLINE         | Maintenance - November 2022                 | £666.00   | D Revell |        | C.West     |        |
| 314                                                                                         | A Rivett                | ONLINE         | Maintenance - December 2022                 | £168.00   | D Revell |        | C.West     |        |
| 315                                                                                         | A Rivett                | ONLINE         | Maintenance - Jan 2023                      | £238.00   | D Revell |        | C.West     |        |
| 316                                                                                         | ID Asbestos             | ONLINE         | Asbestos Survey = Woodhurst                 | £307.20   | D Revell |        | C.West     |        |
| 317                                                                                         | Josh Biz                | ONLINE         | Geotrust Security Certificate 2023          | £42.00    | D Revell |        | C.West     |        |
| 318                                                                                         | Sonata Security         | ONLINE         | Call out alarm codes / Annual maintenance   | £284.40   | D Revell |        | C.West     |        |
| 319                                                                                         | Gold Park               | ONLINE         | ISH Invoices paid from GPT in error 5.12.22 | £662.29   | D Revell |        | C.West     |        |
| 320                                                                                         | All Saints Church Rooms | ONLINE         | Donations for Christmas Lunch               | £500.00   | D Revell |        | B.Reynolds |        |
| 321                                                                                         | L Dawson                | ONLINE         | Locum costs 24.10.22-23.11.22               | £522.75   | D Revell |        | C.West     |        |
| 322                                                                                         | URM                     | ONLINE         | Duplicate payment                           | £90.72    | D Revell |        | B Reynolds |        |
| 321                                                                                         | Mayday                  | ONLINE         | Over payment                                | £144.00   | D Revell |        | B Reynolds |        |
| 322                                                                                         | SR Print                | ONLINE         | Banners x 3                                 | £162.00   | D Revell |        | C.West     |        |
| 323                                                                                         | HMRC                    | D/D            | PAYE 6.12.22-5.1.23                         | £815.76   | D Revell |        | C.West     |        |
| 324                                                                                         | HMRC                    | D/D            | PAYE 6.10.22-5.11.22                        | £796.33   | D Revell |        | C.West     |        |
| 325                                                                                         | HMRC                    | D/D            | PAYE 6.11.22-5.12.22                        | £1,307.35 | D Revell |        | C.West     |        |
| 326                                                                                         | Norfolk Pension Fund    | ONLINE         | Underpayment November see voucher 271       | £204.62   | D Revell |        | C.West     |        |
| 327                                                                                         | Norfolk Pension Fund    | ONLINE         | Underpayment Nov 2022-Jan 2023              | £94.83    | D Revell |        | C.West     |        |
| 328                                                                                         | NCC                     | ONLINE         | Road Closure for C/Fayre 2022               | £40.55    | D Revell |        | B.Reynolds |        |
| <p><b>Agreed at Full Council on 27.2.23    Chair Sign:</b> _____ <b>RFO Sign:</b> _____</p> |                         |                |                                             |           |          |        |            |        |

| Januarys' Income |                      |                |                          |         |                                                   |  |  |
|------------------|----------------------|----------------|--------------------------|---------|---------------------------------------------------|--|--|
| Voucher Number   | Payee                | Payment Method | Description              | Amount  |                                                   |  |  |
| 58               | Stall holder         | CASH           | Christmas Fayre          | £10.00  |                                                   |  |  |
| 59               | MUGA                 | CASH           | Token Box                | £27.07  |                                                   |  |  |
| 60               | MUGA                 | CASH           | Token Box                | £24.00  |                                                   |  |  |
| 61               | Santa Tour           | CASH           | Bucket Collections       | £222.67 |                                                   |  |  |
| 62               | Christmas Fayre      | CASH           | Bucket Collections       | £153.82 |                                                   |  |  |
| 63               | NCC                  | BGC            | Glass recycling Nov 2022 | £138.52 |                                                   |  |  |
| 64               | NPTS                 | BGC            | Overpayment for training | £48.00  |                                                   |  |  |
| 65               | MPH Lettings         | BGC            | Rent for account 601     | £935.00 |                                                   |  |  |
| 66               | Working Group member | CHQ            | Tree Donation            | £120.00 | Paid into Unity should have been Lloyds           |  |  |
| 67               | Car boot             | Cash           | Car boot 31.8.22-7.7.22  | £201.00 | Paid into MPC Unity , should be GPT Unity account |  |  |
|                  |                      |                |                          |         |                                                   |  |  |