

MUNDESLEY-ON-SEA PARISH COUNCIL
MINUTES OF FULL COUNCIL MEETING HELD ON
MONDAY 27th JUNE 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 and Cllr Parkin – unwell

Cllr Reynolds Proposed to move the motion and Cllr Barnes Seconded the proposal.
Members **AGREED** to accept Cllr West and Cllr 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 the Annual Meeting on the 23rd May 2022.

Cllr Wait Proposed to move the motion and Cllr Reynolds Seconded the proposal.
Members **AGREED** the minutes from the Annual Meeting on the 23rd May 2022.
The Chair signed the minutes

04 Co-option of new members

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

Members **AGREED** to co-opt Chris Harding onto Council.

Chris Harding signed the acceptance of office in front of members and joined the meeting.

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

Members **AGREED** to co-opt Jane Warnes onto Council.

Jane Warnes signed the acceptance of office in front of members and joined the meeting

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 Harding Proposed to move the motion and Cllr Revell 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 – sent her apologies her report has been circulated to members.

Cllr Harding Proposed to move the motion and Cllr Reynolds 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 application PF/22/0636 responded to.
- 6.4 Planning applications responded to.
- 6.5 Parish Partnership acceptance submitted.
- 6.6 March's payments authorised
- 6.7 Grant recipients responded to.
- 6.8 Asset register placed on website.
- 6.9 Renewed NALCs and NP Laws subscriptions.
- 6.10 Councils updated policies placed on the website.
- 6.11 Roses delivered to the Chemist
- 6.12 Newsletter printed and being delivered.
- 6.13 Response sent to Knapton Parish Council.

07 Planning

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

All action to be discussed on items 7.4.

7.2 Update on the grant application to NNDC for Watson Watt Gardens play area and to consider and agree any actions.

Cllr Revell Proposed to move the motion and Cllr Wait Seconded the proposal.
Members **AGREED** to accept the grant for £2072.76. and to put together a letter highlighting the issues with the grant process.

1) Disappointment at reduced amount offered after NNDC have neglected this site for 10 years and Council are taking it on.

2) We note from their minutes that they have agreed a much larger grant for a church toilet in a much smaller village than Mundesley.

3) Is it standard procedure that if an applicant raises one query in response to a grant offer it cannot ask any further questions? i.e., does this apply to all grants and all applicants and will it apply to us in future?

4) Do they deny full grants to all Councils which have built up strong reserves?

5) No consistency in the approach to awarding grants.

7.3 Update on the Watson Watt Gardens play area and to consider and agree any actions.

Cllr Harding Proposed to move the motion and Cllr Reynolds Seconded the proposal.
Members **AGREED** to complete phase one of the project, for which they received a grant from Central Government and then proceed with stage 2 after funding is received.

7.4 Update on ROSPA reports and to consider and agree any actions.

Cllr Reynolds Proposed to move the motion and Cllr Wait Seconded the proposal.
Members **AGREED** to complete ROSPA's recommendations.

7.5 To consider and agree if to have electrical charging points.

Cllr Wait Proposed to move the motion and Cllr Reynolds Seconded the proposal.
Members **AGREED** to ask NNDC to install these for the village and to move this to year 2 on the 5-year Strategic Plan.

08 Finance & General Purposes Committee

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

Cllr Revell Proposed to move the motion and Cllr Reynolds Seconded the proposal.
Members **AGREED** April and May's banks reconciliations of accounts.

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

Cllr Revell Proposed to move the motion and Cllr Wait Seconded the proposal.
Members **AGREED** May and June's payments and April and May's income for approval.

8.3 To agree and sign the Annual Governance Statement 2020/2021. (Section 1)

Cllr Revell Proposed to move the motion and Cllr Reynolds Seconded the proposal.
Members **AGREED** the Annual Governance Statement 2020/2021. (Section 1)

- 8.4 The Chair and the Clerk signed the Annual Governance Statement in front of members.
To agree and sign the Accounting Statements 2020/2021. (Section 2)
 Cllr Revell Proposed to move the motion and Cllr Reynolds Seconded the proposal.
 Members **AGREED** the Accounting Statements 2020/2021. (Section 2)
 The Chair and the Clerk signed the Accounting Statements 2020/2021 in front of members.
- 8.5 To agree the explanation of variances for the AGAR 2020/2021.
 Cllr Revell Proposed to move the motion and Cllr Reynolds Seconded the proposal.
 Members **AGREED** the explanation of variances for the AGAR 2020/2021.
- 8.6 To consider and agree the Notice of Public Rights to Inspection the Accounts.
 Cllr Warnes Proposed to move the motion and Cllr Reynolds Seconded the proposal.
 Members **AGREED** the Notice of Public Rights to Inspect the Accounts.

09 **Training**

10 **Policies, Documents and Communications.**

- 10.1 To consider and agree Councils Compliments and Complaints Policy.
 Cllr Harding Proposed to move the motion and Cllr Revell Seconded the proposal.
 Members **AGREED** Councils Compliments and Complaints Policy.
- 10.2 To consider and agree Councils Equality and Diversity Policy.
 Cllr Harding Proposed to move the motion and Cllr Reynolds Seconded the proposal.
 Members **AGREED** Councils Equality and Diversity Policy.
- 10.3 To consider and agree Councils Financial Regulations Policy.
 Cllr Warnes Proposed to move the motion and Cllr C Harding Seconded the proposal.
 Members **AGREED** Councils Financial Regulations Policy.
- 10.4 Update on Operation London Bridge and to consider and agree any actions.
 Cllr Harding Proposed to move the motion and Cllr Reynolds Seconded the proposal.
 Members **AGREED** to the updated policy.
- 10.5 To consider and agree if Cllr Reynolds may go on the Charing successful meetings course .
 Cllr Revell Proposed to move the motion and Cllr Harding Seconded the proposal.
 Members **AGREED** for Cllr Reynolds to attend the Charing successful meetings course.
- 10.6 To consider and agree Councils updated Key Holder Policy.
 Cllr Revell Proposed to move the motion and Cllr Wait Seconded the proposal.
 Members **AGREED** Councils updated Key Holder Policy.
- 10.7 To consider and agree Councils Financial Risk Assessment Policy.
 Cllr Harding Proposed to move the motion and Cllr C Harding Seconded the proposal.
 Members **AGREED** Councils Financial Risk Assessment Policy.
- 10.8 To consider and agree updated legislation for Item 18 on Councils standing orders.
 Cllr Harding Proposed to move the motion and Cllr Wait Seconded the proposal.
 Members **AGREED** the updated legislation for Item 18 on Councils standing orders.
- 10.9 To consider and agree meeting dates for 2023.
 Cllr Reynolds Proposed to move the motion and Cllr Warnes Seconded the proposal.
 Members **AGREED** the meeting dates for 2023.

Cllr Barnes left the meeting

- 10.10 To consider and agree the summer newsletter.
 Cllr C Harding Proposed to move the motion and Cllr Warnes Seconded the proposal.
 Members **AGREED** the summer newsletter.

Cllr Barnes re-joined the meeting

- 10.11 To consider and agree how to address communication issues between MPC and NNDC.
 Cllr Harding Proposed to move the motion and Cllr Wait Seconded the proposal.
 Members **AGREED** to write to NNDC with the points members have highlighted
- 10.12 To consider and agree the Councillor recruiting adverts.
 Cllr Revell Proposed to move the motion and Cllr Wait Seconded the proposal.
 Members **AGREED** the poster and a shorter version of the video.

11 Events

- 11.1 To consider and agree the Outdoor Cinema Risk assessment.
Cllr Reynolds Proposed to move the motion and Cllr Revell Seconded the proposal.
Members **AGREED** the Outdoor Cinema Risk assessment.
- 11.2 To consider and agree the Summertime on the Prom risk assessment.
Cllr Reynolds Proposed to move the motion and Cllr Revell Seconded the proposal.
Members **AGREED** the Summertime on the Prom 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.
None

13 Correspondence

- To consider correspondence received by the Council and agree responses thereto.
- 13.1 Thank you letter from the 1st Responders for their grant.
- 13.2 Thank you card from All Saints Church for their grant.
- 13.3 Thank you email from a resident re the new bin at Coronation Hall.
- 13.4 Thank you email from Chris Payne for his recognition at the Annual Parish Meeting.
- 13.5 Thank you from the Mundesley Community Gardeners for all the work Council does.
- 13.6 Congratulations letter from Duncan Baker.
Cllr Harding Proposed to move the motion and Cllr Revell Seconded the proposal.
Members **AGREED** to write to Duncan Baker MP and thank him for his letter.
- 13.7 Email in regards to speeding signs at Paston Road.
Cllr Revell Proposed to move the motion and Cllr Wait Seconded the proposal.
Members **AGREED** to support the proposal for a 20mph sign at the junction of Water Lane/Paston Road.

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.
Cllr Revell Proposed to move the motion and Cllr Wait Seconded the proposal.
Members **AGREED** under the Public Bodies (Admission to Meetings) Act 1960 that the Press and Public be excluded due items pertaining to legal issues.

- 14.1 Update on the Links Lease and to consider and agree any actions.
Cllr Harding Proposed to move the motion and Cllr Barnes Seconded the proposal.
Members **AGREED** recommendations from the surveyor.
- 14.2 Update on MADRA and to consider and agree any actions.
Cllr Harding Proposed to move the motion and Cllr Revell Seconded the proposal.
Members **AGREED** the proposed next actions.

15 Date of Next Meeting

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

MEETING CLOSED: 8:40PM

CHAIR SIGN: _____

DATE: _____

Mays' Payments								
Voucher Number	Payable to	Payment Method	Description	Amount	Name	Sign 1	Name	Sign 2
38	Wave	D/D	Water 9.2.22-8.5.22 Toilets	£37.44	D.Revell		C.West	
39	URM	D/D	Glass Recycling - April	£21.60	D.Revell		C.West	
40	Sage	D/D	PAYROLL - May	£8.40	D.Revell		C.West	
41	BT	D/D	Phone & Internet - April	£61.45	D.Revell		C.West	
42	SSE	D/D	Street Lights - April	£946.56	D.Revell		C.West	
43	SR Print	ONLINE	Signage APM/Museum	£84.00			C.West	
44	Nick Hindle	ONLINE	Tommy plinths	£192.00	D.Revell		C.West	
45	MPH Lettings	ONLINE	Difference owed	£4.80	D.Revell		C.West	
46	Mayday	ONLINE	Photocopier maintenance	£24.00	D.Revell		C.West	
47	N Compass	ONLINE	Various posters/signs	£192.00	D.Revell		C.West	
48	Norfolk Pension Fund	ONLINE	Employment Costs	£4,115.47	D.Revell		D.Harding	
49	Clerks Salary	ONLINE			D.Revell		D.Harding	
50	HMRC	D/D			D.Revell		D.Harding	
51	MPH Lettings	ONLINE	Call out for boiler(Woodhurst)	£60.00	D.Revell		C.West	
52	Cozens	ONLINE	Street light maintenance - March	£120.00	D.Revell		C.West	
53	MPH Lettings	ONLINE	Fee account 601 -April	£112.20	D.Revell		C.West	
54	Cromer Trophies	ONLINE	Retirement gift	£67.25	D.Revell		C.West	
55	Daves Skips	ONLINE	To clear office and garden	£260.00	D.Revell		C.West	
56	Rose and Brooks	ONLINE	Items for Beacon lighting	£325.62	D.Revell		C.West	
57	S Hutcheson	ONLINE	Domain name and IT Support	£128.75	D.Revell		C.West	
58	Rainbow	ONLINE	Ofrice .pavilion.museum	£251.01	D.Revell		C.West	
59	Gallagher	ONLINE	GPT and MPC Annual insurance	£5,245.57	D.Revell		C.West	
60	Lloyds	ONLINE	Credit Card	£766.05	D.Revell		C.West	

Agreed at Full Council 27.6.21 Chair Sign:

RFO Sign:

Mays' Payments								
Voucher Number	Payable to	Payment Method	Description	Amount	Name	Sign 1	Name	Sign 2
61	Oaks CCTV	ONLINE	Installation of CCTV	£1,533.60	D.Revell		C.West	
62	ID Asbestos	ONLINE	Removal of office roof	£1,920.00	D.Revell		C.West	
63	No 2 Account	ONLINE	Transfer to No 1 account	£2,046.27	D.Revell		C.West	
64	SR Print	ONLINE	Banners and signs	£525.60	D.Revell		C.West	
65	SR Print	ONLINE	Jubilee signage and printing	£282.00	D.Revell		C.West	
66	MPH Lettings	ONLINE	To fix boiler at Woodhurst	£394.87	D.Revell		C.West	
67	N Compass	ONLINE	Jubilee poster design	£96.00	D.Revell		C.West	
68	N Compass	ONLINE	APM Posters	£216.00	D.Revell		C.West	
69	Cozens	ONLINE	Street Maintenance -April	£96.00	D.Revell		C.West	
70	Travis Perkins	ONLINE	Items to refurbish Gold Park Shelters	£197.62	D.Revell		C.West	
71	Community Gardeners	ONLINE	Planters for planters	£99.14	D.Revell		C.West	
72	Corner House	ONLINE	Buffett for APM	£480.00	D.Revell		C.West	

Agreed at Full Council 27.6.21 Chair Sign:

RFO Sign:

Junes' Payments								
Voucher Number	Payable to	Payment Method	Description	Amount	Name	Sign 1	Name	Sign 2
72	Lloyds Bank	D/D	Bank charges 10.3.22-9.4.22	£10.23	D Revell		D.Harding	
73	SAGE	D/D	Payroll - June	£8.40	D Revell		D.Harding	
74	SSE	D/D	Museum Electricity 28.3.22-25.5.22	£591.68	D Revell		D.Harding	
75	SSE	D/D	Street Lights - April	£939.71	D Revell		D.Harding	
76	SSE	D/D	Office Electricity Qtr 1	£270.80	D Revell		D.Harding	
77	SSE	D/D	Back Street Toilets Qtr 1	£53.70	D Revell		D.Harding	
78	SSE	D/D	MUGA Qtr 1	£200.54	D Revell		D.Harding	
79	SSE	D/D	Museum Electricity 17.2.22-28.3.22	£190.49	D Revell		D.Harding	
80	SSE	D/D	Office Electricity 26.2.22-28.3.22	£110.33	D Revell		D.Harding	
81	SSE	D/D	Back Street Toilets 26.2.22-28.3.22	£30.96	D Revell		D.Harding	
82	MPH Letting	D/D	Woodhurst fees	£112.20	D Revell		D.Harding	
83	BT	D/D	Phone and Internet	£62.90	D Revell		D.Harding	
84	Doreen Joy	ONLINE	Employment Costs	£5,081.45	D Revell		D.Harding	
85	Norfolk Pension Fund	ONLINE			D Revell		D.Harding	
86	HMRC	D/D			D Revell		D.Harding	
87	Lloyds	ONLINE	Bank charges 10.2.22-9.3.22	£7.00	D Revell		D.Harding	
88	MAY DAY	ONLINE	Photocopier Maintenance	£24.00	D Revell		D.Harding	
89	ROSPA	ONLINE	Annual Inspection (SP,MUGA,OG)	£252.00	D Revell		D.Harding	
90	Rainbow	ONLINE	Stationary	£173.68	D Revell		D.Harding	
91	Lloyds	ONLINE	Bank charges 10.4.22-9.5.22	£9.55	D Revell		D.Harding	
92	Lloyds Credit Card	ONLINE	Various Item (see yellows)	£330.10	D Revell		D.Harding	
93	North Walsham Fire	ONLINE	Annual Service	£91.20	D Revell		D.Harding	
94	Cozens	ONLINE	STREET LIGHTS - MAY	£96.00	D Revell		D.Harding	
95	Dennys Construction	ONLINE	Office roof	£5,830.80	D Revell		D.Harding	
96	Cooks Blinds	ONLINE	Repair to museum shutter	£250.25	D Revell		D.Harding	
97	Rose and Brooks	ONLINE	Summer bunting and balloons (QJ)	£96.65	D Revell		D.Harding	
93	Spaldings and Co	ONLINE	interim Payment(The Links)	£2,640.00	D Revell		D.Harding	
94	Saturn AV	ONLINE	Laser Show (QJ)	£2,445.09	D Revell		D.Harding	
Agreed at Full Council on 27.6.22 Chair Sign: _____ RFO Sign: _____								
Junes' Payments								
Voucher Number	Payable to	Payment Method	Description	Amount	Name	Sign 1	Name	Sign 2
95	ISH Electrical	ONLINE	MUGA token machine and Pat Testing	£354.51	D Revell		D.Harding	
96	D WOOD	ONLINE	MY&C Website	£50.00	D Revell		D.Harding	
97	BBT Construction	ONLINE	Museum and new bin	£660.00	D Revell		D.Harding	
98	C West	ONLINE	Wine for APM	£100.69	D Revell		D.Harding	
99	N Compass	ONLINE	Posters	£192.00	D Revell		D.Harding	
100	NP LAW	ONLINE	Annual Subscription	£600.00	D Revell		D.Harding	
101	Travis Perkins	ONLINE	Items for gates and shelter repairs	£292.26	D Revell		D.Harding	
102	NPTS	ONLINE	2023/2023 Subscription	£525.00	D Revell		D.Harding	
103	SLCC	ONLINE	Membership 2022	£325.00	D Revell		D.Harding	
104	Hopton EPCS	ONLINE	Legionella Office/toilets	£250.00	D Revell		D.Harding	
Agreed at Full Council on 27.6.22 Chair Sign: _____ RFO Sign: _____								

Aprils' Income					
Voucher Number	Payee	Payment Method	Description	Amount	
1	No2 ACCOUNT	BGC	Moved from No 2 account	£2,046.27	
2	National lottery	BGC	Grant for Jubilee	£8,073.00	
3	MPH Lettings	BGC	Rent - April	£935.00	
4	NNDC	BGC	1st Installment of Precept	£32,500.00	

Mays' Income					
Voucher Number	Payee	Payment Method	Description	Amount	Notes
5	NICK HINDLE	CHEQUE	REFUND INV:0408	£771.60	
6	MCOA	CHEQUE	RENT QTR 1	£6,738.03	
7	WI	CHEQUE	NOTICEBOARD RENT	£25.00	
8	HAIG CLUB	BGC	NOTICEBOARD RENT	£25.00	
9	SSE	BGC	ELECTRIC CREDIT	£319.69	
10	HMRC	BGC	VAT RETURN 1.4.21-31.3.22	£14,223.34	
11	NCC	BGC	GLASS RECYCLING - FEB 2022	£64.04	
12	THE LOOKOUT	BGC	PLANTER SPONSOR	£25.00	
13	MPH LETTINGS	BGC	RENT AC 601	£935.00	
14	MUSEUM	CASH	DONATIONS	£20.33	
15	SCOUTS	CHEQUE	NOTICEBOARD RENT	£25.00	
16	VISITORS CENTRE	CHEQUE	PLANTER SPONSOR	£25.00	
17	METHODIST CHURCH	CHEQUE	NOTICEBOARD RENT	£25.00	
18	HAIG CLUB	CASH	MUGA TOKENS	£30.65	