

Minutes of the MUNDESLEY-ON-SEA PARISH COUNCIL
held in Coronation Hall on **Monday 28th November** at 7.00pm

Present: Cllrs J Barnes, R Dickinson, C Harding, D Harding (Chair), D Parkin, B Parkin (part), D Revell, B Reynolds, A Wait, J Warnes.

Also Present: S Hunt (Locum Clerk), one member of the public.

1. Apologies.

Apologies for Absence were received and agreed for the following;
Cllrs; J Broatch – alternative commitment. C West – alternative commitment

2. Declarations of Interest/Requests for Dispensation.

Cllr D Harding declared an interest in item 4.1 and did not speak or vote on the matter.

3. Minutes of Previous Meetings.

- 3.1 Minutes from the Full Council meeting held on 12th October were AGREED and signed by the Chair. PROPOSED Cllr B Reynolds, SECONDED Cllr R Dickinson.
- 3.2 Minutes from the Planning, Building and Environment Committee held on the 16th November 2022 were ADOPTED and signed by the Chair. PROPOSED Cllr D Parkin, SECONDED Cllr C Harding.
- 3.3 Minutes from the Employment Committee meeting on the 5th October were ADOPTED and signed by the Chair. PROPOSED Cllr D Harding, seconded Cllr D Parkin.
- 3.4 Minutes from the Employment Committee meeting on the 9th November were ADOPTED and signed by the Chair. Proposed Cllr D Harding, seconded Cllr B Reynolds.

4. Co-option.

It was RESOLVED that Brenda Parkin be co-opted to the Council. PROPOSED Cllr D Harding, SECONDED Cllr J Warnes.

Mrs Parkin signed her declaration of acceptance of office witnessed by the Proper Officer and joined the meeting.

The Meeting was adjourned, PROPOSED Cllr B Reynolds, SECONDED Cllr J Warnes.

5. Public Participation.

Apologies were RECEIVED from District Councillor W Fredericks – a report had been circulated to Councillors.

Apologies were RECEIVED from County Councillor E Maxfield – a report had been circulated to Councillors.

The Council was congratulated on the recent Christmas Event by a member of the public.

The meeting was reconvened, PROPOSED Cllr D Harding, seconded Cllr C Harding.

6. Updates on matters from Previous meetings.

- 6.1 All agreed minutes placed on the website.
- 6.2 All ratified payments authorised.
- 6.3 All planning applications responded to.
- 6.4 Fire Risk assessments ongoing
- 6.5 All updated policies placed on Councils website.
- 6.6 External office work completed. Cllr Waite has met with contractor – work signed off, invoice can be paid.

- 6.7 Council mobile phone now active – number is 07483113726.
- 6.8 Quote for asbestos survey work on Woodhurst - pending.
- 6.9 Project proposal form emailed to all members.
- 6.10 Pinned notice placed on Facebook.
- 6.11 Three village road safety scheme application submitted.

7. Planning.

- 7.1 The weekly inspections on the play areas have taken place. The infant swing is tilted – Cllr Dave Parkin to ascertain issue and report to Clerk if necessary. Basket swing to be barriered off following advice.
- 7.2 PF/22/2613 – 39 Sea View Road, Mundesley, Norfolk, NR11 8DH. Demolition of existing garage and erection of side and rear single storey extension. It was AGREED to SUPPORT this application. PROPOSED Cllr B Reynolds, seconded Cllr J Barnes.
- 7.3 SAM2 – Battery has reduced lifespan. Second battery to be used. Quotation for new battery to next meeting.

8. Finance and General Purposes.

- 8.1 August to October Bank Reconciliations were RECEIVED by the meeting. They will be checked and signed by Cllr D Revell.
- 8.2 September and Octobers' income detail was RECEIVED by the meeting. It was RESOLVED to approve November payments as presented plus additional payments of:

27.11.22	ISH Technical Solutions	Consumer Unit - Office	£427.02	£85.41	£512.43
27.11.22	ISH Technical Solutions	Museum work	£124.88	£24.98	£149.86
23.11.22	Rainbow Office Supplies	2 drawer filing cabinet	£179.73	£35.95	£215.68
28.11.22	All Saints Church	Donation – Christmas Lunch	£500.00		£500.00
28.11.22	Knapton Parish Council	Footpath Donation	£250.00		£250.00

Questions were asked and resolved:

instant ink payments to the credit card – this appears a high cost to Council for printing. Possible alternative options to be looked at.

NPTS Training of £224.43 for Council training delivered at staffing. It was noted this was not pre-authorised by Council.

PROPOSED by Cllr D Revell seconded by Cllr R Reynolds.

- 8.3 It was RESOLVED to make a donation to Knapton Parish Council of £250.00 towards the upkeep of the footpath between Mundesley/Knapton. PROPOSED Cllr D Harding, seconded Cllr R Dickinson. Site to be visited during 2023 to ensure grass cutting taking place – Cllr A Waite.
- 8.4 East Cliff land on East side of Paston Road. The Clerk was asked to ascertain the cost of the work undertaken to date, if any, and any penalty clause. Next Meeting.
- 8.5 It was RESOLVED not to make a donation towards the church car park improvements of £525.00 as requested. PROPOSED Cllr R Dickinson, seconded Cllr A Waite.

9. Training.

None to report.

10. Polices, Documents and Communications.

- 10.1 Jubilee Commemorative booklet — to be published in the New Year. February agenda. Pictures and forward still need completing. Cllr D Harding to clarify what work needs completing prior to publication.
- 10.2 Mundesley Connect – ZOOM meeting needed. Clerk to schedule. There is great local support for residents. The Council has raised funds through grants and collections and it was AGREED that donations be considered from these funds for local organisations to support the great work being done within the Parish. Clerk to research any parameters.
Cllr A Waite to write short piece for newsletter.

Cllr D Revell left the room.

It was RESOLVED that £500 be donated to All Saints Church towards the cost of providing 50 lunches and transport for 50 residents. PROPOSED Cllr A Waite and seconded Cllr D Parkin.

- 10.3 'Back to the Beach' book. Next meeting.

Cllr D Revell rejoined the meeting.

- 10.4 It was RESOLVED to adopt the 'Dignity at Work Policy' as presented. PROPOSED Cllr A Waite, seconded Cllr D Parkin.
- 10.5 Clerk to edit the Winter Newsletter and circulate prior to printing. Distribution to be organised.
- 10.6 Welcome Back Grant – it was AGREED to take no further action on this matter. PROPOSED Cllr B Reynolds, seconded Cllr C West.
- 10.7 It was RESOLVED to authorise a security certificate for the website at a cost of £42.00 including VAT to allow the migration of the site. PROPOSED Cllr D Harding, seconded Cllr B Reynolds.

11. Events.

The meeting extended thanks to the team who came together and helped and supported the Christmas event. It went really well, had a fabulous atmosphere and was very well attend.

The next events meeting will be on the 6th December 2022.

Cllr B Reynolds, Chair of Events was thanked for all of her hard work by the Chairman on behalf of the Council.

The Elf Hunt/Trail will be live on Friday the 16th December.

The Santa Tour will take place on Saturday 17th December.

12. To Report any other business/Items for next meeting.

- 12.1 List of meeting dates for 2023 for next agenda.
- 12.2 Terms of Reference for all committees to next agenda to allow for changes to Committees to be considered.
- 12.3 P. C. A Barnes the new Community Officer to be invited to the next Parish Council meeting.

13. Correspondence.

- 13.1 NARS Letter requesting donation. To be invited to re-apply for consideration at March meeting.
- 13.2 It was RESOLVED to include 'Helping Hands' website link on Council website page. PROPOSED Cllr R Dickinson, seconded Cllr J Warnes.
- 13.3 Council considered an email with regard to the Council name 'Mundesley On Sea Parish Council'. The history of the name was discussed. Clerk to check email had been responded to. No further action to be taken.
- 13.4 It was RESOLVED to provide 10 litter pickers in response to a request for support. PROPOSED Cllr Reynolds, seconded Cllr Dickinson.

It was RESOLVED under the Public Bodies (Admission to Meetings) Act 1960 that the Press and Public be excluded due items pertaining to employment and legal issues. PROPOSED Cllr Harding, SECONDED Cllr Barnes.

Mr Michael Olmer joined the meeting by invitation of the Chair.

14. Links Lease.

It was RESOLVED that the Clerk should provide all VAT information necessary to the Parkinson Partnership. Initially Rialtus records to be shared once computer back in office.

15. MADRA.

The Chairman will review correspondence and discuss with Chairmen of adjacent Councils. Next meeting.

16. Land on Cromer Road.

Uses for the land continue to be investigated. Cllr Parkin to respond to letter received.

17. Back Street Toilets.

Quote for Back Street toilets for servicing twice daily, opening/closing – 7 days a week. It was RESOLVED to accept the one year quotation of £4,820.00 from SERCO. PROPOSED Cllr A Waite, seconded Cllr D Parkin.

18. Date of Next Meeting

Meeting of the Parish Council will be on the 14th December 2022 at 7pm in the Church Rooms.

The meeting closed at 9.12pm.

CHAIR: _____ DATE: _____

Octobers' Payments								
Voucher Number	Payable to	Payment Method	Description	Amount	Name	Sign 1	Name	Sign 2
NO PAYMENTS								

Novembers' Payments								
Voucher Number	Payable to	Payment Method	Description	Amount	Name	Sign 1	Name	Sign 2
194	Wave	D/D	Waterbill Toilets 9.8.22-8.11.22	£108.78	D.Revell		D.Harding	
195	URM	D/D	Glass Collection - October	£120.96	D.Revell		D.Harding	
196	Sage	D/D	Payroll Admin - Oct & Nov	£16.80	D.Revell		D.Harding	
197	BT	D/D	Phone & Internet Oct	£57.79	D.Revell		D.Harding	
198	BT	D/D	Phone & Internet Nov	£8.67	D.Revell		D.Harding	
199	Lloyds	D/D	Credit Card - Oct	£59.38	D.Revell		D.Harding	
200	Lloyds	D/D	Credit Card - Sept	£215.71	D.Revell		D.Harding	
201	SSE	D/D	Street Lights - Sept	£1,001.66	D.Revell		D.Harding	
202	SSE	D/D	Street Lights - Oct	£908.74	D.Revell		D.Harding	
203	Lloyds	D/D	Charges 10.8.22-9.9.22	£7.00	D.Revell		D.Harding	
204	Lloyds	D/D	Charges 10.9.22-9.10.22	£23.78	D.Revell		D.Harding	
205	Sienmans	D/D	Photocopier rental and asset protection	£148.22	D.Revell		D.Harding	
206	Rainbow	ONLINE	Stationary Oct/Nov	£242.86	D.Revell		D.Harding	
207	Royal British Legion	ONLINE	4 Poppy wreaths	£100.00	Not paid			
208	N Compass	ONLINE	Christmas Events	£96.00	D.Revell		D.Harding	
209	Active HR	ONLINE	Advice & Support	£199.20	D.Revell		D.Harding	
210	Cozens	ONLINE	Street lights Maintenance Oct/Nov	£192.00	D.Revell		D.Harding	
211	Doreen Joy	ONLINE	Employment costs	£4,564.71	D.Revell		D.Harding	
212	Norfolk Pension Fund	ONLINE			D.Revell		D.Harding	
213	HMRC	D/D			D.Revell		D.Harding	
Agreed at Full Council on 28.11.22 Chair Sign: _____ RFO Sign: _____								
Novembers' Payments								
Voucher Number	Payable to	Payment Method	Description	Amount	Name	Sign 1	Name	Sign 2
214	M & B Hollis	ONLINE	Plants for boat planter	£64.48	D.Revell		D.Harding	
215	S Hutcheson	ONLINE	Cllr emails and IT support	£105.00	D.Revell		D.Harding	
216	Mayday	ONLINE	Photocopier Mainrenance Oct/Nov	£52.80	D.Revell		D.Harding	
217	PWLB	D/D	Museum loan	£832.40	D.Revell		D.Harding	
218	NPTS	ONLINE	Chairmans course/Cllr Training	£272.43	D.Revell		D.Harding	
219	L Dawson	ONLINE	Locum Clerk	£87.50	D.Revell		D.Harding	
220	A Rivett	ONLINE	Works in June 2022	£649.90	D.Revell		D.Harding	
221	A Rivett	ONLINE	Works in July 2022	£479.10	D.Revell		D.Harding	
222	A Rivett	ONLINE	Works in August 2022	£447.84	D.Revell		D.Harding	
223	A Rivett	ONLINE	Works in Sept 2022	£430.95	D.Revell		D.Harding	
224	A Rivett	ONLINE	Works in Oct 2022	£508.30	D.Revell		D.Harding	
225	S Hunt	ONLINE	Locum Services	£968.75	D.Revell		D.Harding	
226	C Harding	ONLINE	Christmas Items	£145.88	D.Revell		B Reynolds	
227	B Reynolds	ONLINE	Christmas Items	£233.10	D.Revell		D.Harding	
228	Budget Marquees	ONLINE	Final payment C/Fayre	£213.00	D.Revell		D.Harding	
229	All Saints Church Rooms	ONLINE	Full Council December	£30.00	D.Revell		D.Harding	
230	Sonata	ONLINE	Remove external alarm cover	£97.50	D.Revell		D.Harding	
231	Rose & Brooks	ONLINE	Christmas Items	£497.93	D.Revell		D.Harding	
232	Festive Lights	ONLINE	C.Lights	£37.37	D.Revell		D.Harding	
Agreed at Full Council on 28.11.22 Chair Sign: _____ RFO Sign: _____								

Septembers' Income							
Voucher Number	Payee	Payment Method	Description	Amount			
36	Venue Bus	BGC	Donation for Mundesley Connect	£100.00			
37	SSE	BGC	Credit for Back Street Toilets	£32.92			
28	Stall 1	BGC	Stall for C/Fayre	£10.00			
39	Outdoor Cinema	BGC	Donations for Mundesley Connect	£1,065.68			
40	Museum	Cash	Donations	£18.00			
41	MCOA	CHQ	3rd Qtr Rent	£6,838.03			
42	Museum	Cash	Donations	£39.47			
43	D Payne	Cash	Donations from Shoppers Carpark	£385.71			
44	NCC	BGC	Glass Recycling - July	£85.74			
45	Stall 7	BGC	Stall for C/Fayre	£10.00			
46	Stall 4	BGC	Stall for C/Fayre	£10.00			
47	MPH Lettings	BGC	Rent account 601	£935.00			
48	AJ Ghallager	BGC	Refund Cyber Ins	£319.20			
49	NNDC	BGC	Preceptot 2nd Payment	£32,500.00			

Octobers' Income							
Voucher Number	Payee	Payment Method	Description	Amount			
50	NCC	BGC	Recycling August 2022	£171.50			
51	NCF	BGC	Grant for Mundesley Connect	£2,000.00			
52	MPH Lettings	BGC	Rent Account 601	£935.00			
53	Stall Holder	BGC	Stall for Christmas Fayre	£20.00			
54	Jarrolds	BGC	Mundesley books	£48.00			