

MUNDESLEY-ON-SEA PARISH COUNCIL
MINUTES OF FULL COUNCIL MEETING HELD ON
MONDAY 28th FEBRUARY 2022 AT CORONATION HALL.

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

Members of Public: – 1

Clerk: Ms D. Joy

Before the meeting the Chair informed those present of the following guidelines:

1. Members of the public must wear a face covering at all times (except if you are exempt).
2. All attendees must sanitise their hands before entering the hall.
3. Attendees must observe the 2mtr rule at all times, paying special care when entering and leaving the building.

MINUTES

01 Apologies for Absence

None

02 Declarations of Interest and requests for Dispensations

None

03 Minutes of Previous Meetings

3.1 To agree and sign the minutes from Extraordinary Full Council on the 20th December 2021.

Cllr Reynolds Proposed to move the motion and Cllr Revell Seconded the proposal. Members **AGREED** the minutes of the Extraordinary Full Council on the 20th December 2021.

3.2 To adopt the minutes from the Planning, Building and Environment Committee consultation on the 12th January 2022.

Cllr Reynolds Proposed to move the motion and Cllr Revell Seconded the proposal. Members **AGREED** the minutes of the Planning, Building and Environment Committee consultation on the 12th January 2022.

3.3 To agree and sign the minutes from Full Council Consultation on the 1st February 2022.

Cllr Revell Proposed to move the motion and Cllr Parkin Seconded the proposal. Members **AGREED** the minutes from Full Council Consultation on the 1st February 2022.

3.4 To sign the minutes from Full Council in lock down.

The Chair signed the minutes from:

Full Council 20th July 2020.

Full Council 17th August 2020.

Full Council 28th September 2020

Full Council 26th October 2020

Full Council 4th November 2020

Full Council 6th November 2020

Full Council 30th November 2020

Full Council 14th December 2020

04 Chairmans Report

This evening we will discuss matters important to our Parish but I am sure all of us would agree these pale into insignificance compared to the horrors confronting the people of Ukraine. They will be in our thoughts this evening and help us keep our concerns in perspective.

Preparations for the Queen's Jubilee are well underway and you will hear a lot more about this during this evening's meeting.

Similarly, as you know our involvement with the NNDC tree planting initiative has progressed with hedges and trees ordered from suppliers.

Later we will discuss the neighbourhood plan but I take this opportunity to inform full council that the NP working group has voted to replace the proposed neighbourhood plan with, what we originally designed i.e. a five year strategic plan. More of this later.

We have already implemented many of the actions identified by the NP group and proceeding in this manner will negate the need for additional bureaucracy, a referendum, and the inevitable delays and costs to Parishioners, these would cause.

Some of the actions MPC have implemented are; agreeing funding for speed management of Cromer road, consulting with our Parishioners on parking issues, marketing our village as a tourist destination differentiated by creating the flavour of a historic Victorian and Edwardian holiday village e.g. the sea front Victorian style LED lamps, the train planters and historical information board near the site of the axed Mundesley railway station, historical boards at the gun emplacements will be supplemented (subject to full Council approval) with another explaining the Texel story, the numerous free seaside events, the purchase and erection of both World War memorials,

Our strategy does not however restrict itself to our history, it employs technology to deliver virtual experiences for tourists, whilst providing green solutions to village needs e.g. electric chargers and many other items proposed by the NP group which will now be incorporated within our five year strategic plan and delivered more swiftly now we do not have to comply with the bureaucracy surrounding NP's but will always evolve using consultation with our Parishioners. We have already held 1:1 meetings with business owners in the village as well as the medical centre where the team have worked so brilliantly and selflessly throughout the ongoing pandemic.

On a separate issue, would Councillors please note, we must not reply individually to members of the public. If the clerk has not been copied in, simply forward it to her to deal with. If she has been copied in she will deal with it.

Clearly any councillor can discuss any item raised by a member of the public or a County or District Councillor with the clerk at any time. Dealing as individuals contravenes our role as a corporate body and can cause divisions and confusion.

I am pleased to announce the vast majority of the 183 responses we have had to the parking questionnaire were largely constructive and included expressions of gratitude to Council for consulting with them.

A few parishioners did misread or misunderstand the narrative included with the questionnaire but appreciated, once reminded, that council was not proposing any of the actions listed, merely brainstorming every potential idea we could come up with, no matter how far-fetched. The purpose being to ensure we had seriously explored every avenue we could think of, before asking Parishioners if they thought any of them were workable, or if they could suggest amendments which would make them workable, or come up with their own ideas.

My wife Chris' and I were sad not to be able to attend Poppyland radio launch after receiving an invitation, because my health was not good on the day. MPC were ably represented by Doreen and Mike Goldwater has invited my wife, Chris' and myself to attend when my current tiredness wears off following recent treatment. We look forward to it.

We also have an invitation to join Chris' and Liz Payne at their' s for drinks following a lovely email I received from Chris' confirming that he looks forward to helping Council in practical ways the same as he did before his recent resignation after decades of service to our village and its people.

I know Villagers will wish to join Councillors in thanking Andrew Rivett and Doreen for quickly visiting the playground during the recent storms to ensure the safety of village children.

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 to move the motion and Cllr Reynolds 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 Barnes 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 3-year contract with RBS authorised.
- 6.4 Parking consultation commenced.
- 6.5 Life boat informed of Councils' decision.
- 6.6 Contact NNDC re disabled toilets, there is a disabled toilet on Beach Road and no plans to refurbish these.

07 Planning

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

Cllr Parkin reported that there were no issues on the playpark.

- 7.2 To consider and agree the following planning permission:

RV/22/0344

Proposal: Variation of condition 2: (approved plans) of planning permission ref. no. PF/20/2454 to allow for alterations to dimensions and change flat roof to mono pitch of tractor storage shed

Location: Lifeboat House, Beach Road, Mundesley, Norwich, Norfolk, NR11 8BQ

Cllr Reynolds Proposed to move the motion and Cllr Wait Seconded the proposal.

Members **AGREED** to **SUPPORT** this planning application.

- 7.3 Update on museum sign and to consider and agree any actions.

Cllr Barnes Proposed to move the motion and Cllr West Seconded the proposal.

Members **AGREED** for the Clerk to obtain quotes for a new design and sign.

08 Finance & General Purposes Committee

- 8.1 To consider and agree Decembers' banks reconciliations of accounts.
Cllr Revell Proposed to move the motion and Cllr West Seconded the proposal.
Members **AGREED** Decembers' banks reconciliations of accounts.
- 8.2 To consider and agree Decembers' petty cash reconciliations.
None
- 8.3 To consider and agree December's and Januarys' payments and November and December's income for approval.
Cllr Revell Proposed to move the motion and Cllr Reynolds Seconded the proposal.
Members **AGREED** December's and Januarys' payments and November and December's income
- 8.4 To consider and agree if to have Budget information booklet for the public.
Cllr Parkin Proposed to move the motion and Cllr Reynolds Seconded the proposal.
Members **AGREED** to have Budget information booklet for the public.
- 8.5 To consider and agree the Budget information for the booklet.
Cllr Revell Proposed to move the motion and Cllr Reynolds Seconded the proposal.
Members **AGREED** the Budget information for the booklet with a few amendments and for the Clerk to produce the final draft at the next Full Council meeting.
- 8.6 To consider and agree to appoint an internal auditor.
Cllr Revell Proposed to move the motion and Cllr Reynolds Seconded the proposal.
Members **AGREED** to appoint Sue Lake as the internal auditor.

09 Neighbourhood Plan

- 9.1 Update on the Neighbourhand Plan and to consider and agree any actions.
Cllr Harding Proposed to move the motion and Cllr Revell Seconded the proposal.
Members **AGREED** to repurpose the Neighbourhood Plan Working Group to a 5-year Strategic Plan working group, who will report back to Council. This will be more effective and cost efficient for the village

10 Policies, Documents, Communications and Training

- 10.1 To consider and agree if the clerk can attend an SLCC course.
Cllr Harding Proposed to move the motion and Cllr Reynolds Seconded the proposal.
Members **AGREED** for the clerk can attend an SLCC course.
- 10.2 To consider and agree the Queens Canopy Risk Assessment.
Cllr Wait Proposed to move the motion and Cllr Harding Seconded the proposal.
Members **AGREED** the Queens Canopy Risk Assessment.
- 10.3 Update on "Back to the Beach" book and to consider and agree any actions.
Cllr Revell Proposed to move the motion and Cllr West Seconded the proposal.
Members **AGREED** to have a visitors' book in the museum for people to write in and to record people's memories digitally.
- 10.4 Update on the Annual Parish Meeting and to consider and agree any actions.
Cllr Revell Proposed to move the motion and Cllr Parkin Seconded the proposal.
Members **AGREED** to keep the Annual Parish Meeting to the original format.
- 10.5 Update on COVID and to consider and agree any actions.
Cllr Revell Proposed to move the motion and Cllr Reynolds Seconded the proposal.
Members **AGREED** to keep the meeting guidelines on place but take off the test and trace element as this has now been disbanded.
Cllr Harding Proposed to move the motion and Cllr Reynolds Seconded the proposal.
Members **AGREED** to hold a thank you presentation at the Platinum Party.
- 10.6 Update on Councillors resignation and to consider and agree any actions.
Cllr Harding Proposed to move the motion and Cllr Revell Seconded the proposal.
Members **AGREED** to make a tangible recognition to Chris Payne for his lengthy and extraordinary service to Mundesley.

11 Events

- 11.1 To consider and agree the Easter word hunt risk assessment.
Cllr Revell Proposed to move the motion and Cllr Reynolds Seconded the proposal.
Members **AGREED** the Easter word hunt risk assessment.
- 11.2 To consider and agree the Queens Jubilee proposal.
Cllr Reynolds Proposed to move the motion and Cllr Parkin Seconded the proposal.
Members **AGREED** the Queens Jubilee proposal with the addition of mugs for the children who win first prize in the competitions, and to be updated on the financials of these events at Marchs meetings.
- 11.3 To consider and agree the Queens Jubilee Trail risk assessment.
Cllr Revell Proposed to move the motion and Cllr Reynolds Seconded the proposal.
Members **AGREED** the Queens Jubilee Trail risk assessment.
- 11.4 To consider and agree the Queens Jubilee bunting risk assessment.
Cllr Revell Proposed to move the motion and Cllr Reynolds Seconded the proposal.
Members **AGREED** the Queens Jubilee bunting 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 West asked for method statements to be on the next agenda.

13 Correspondence

- To consider correspondence received by the Council and agree responses thereto.
- 13.1 Thank you from Christmas Hampers Appeal.
- 13.2 Thank you from North Norfolk Community Transport.

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 leases.
No public present.

- 14.1 Update on the Links lease and rent and to consider and agree any actions.
Cllr Revell Proposed to move the motion and Cllr Barnes Seconded the proposal.
Members **AGREED** the rent for 2022/2023.
- 14.2 Update on Woodhurst and to consider and agree any actions.
Cllr Reynolds Proposed to move the motion and Cllr Harding Seconded the proposal.
Members **AGREED** the rent and to extend the term for a further 12 months.

15 Date of Next Meeting

- 15.1 To confirm that the date of the next Meeting of the Parish Council will be on the 28th March 2022 at 7pm at Coronation Hall.

MEETING CLOSED: 8:57PM

CHAIR: _____ DATE: _____

Decembers' Payments								
Voucher Number	Payable to	Payment Method	Description	Amount	Name	Sign 1	Name	Sign 2
238	SSE	D/D	Museum 3rd Qtr	£195.45	D.Revell		D Harding	
239	SSE	D/D	Office 3rd Qtr	£375.93	D.Revell		D Harding	
240	SSE	D/D	Back St toilets 3rd Qtr	£70.03	D.Revell		D Harding	
241	SSE	D/D	MUGA 3rd Qtr	£102.89	D.Revell		D Harding	
242	BT	D/D	Phone & Internet Nov	£36.60	D.Revell		D Harding	
243	MPH Lettings	D/D	Fees Nov	£107.40	D.Revell		D Harding	
244	SAGE	D/D	Payroll Software - Nov	£8.40	D.Revell		D Harding	
245	Mayday	D/D	Photocopier hire	£24.00	D.Revell		D Harding	
246	EON	D/D	Feeder pillar Nov	£14.27	D.Revell		D Harding	
247	NN Community Transport	ONLINE	Donation	£350.00	D.Revell		D Harding	
248	Stall 1	ONLINE	Stall Refund	£10.00	D.Revell		D Harding	
249	Community Church Rooms	D/D	Christmas Day Boxes	£500.00	D.Revell		D Harding	
250	Doreen Joy	ONLINE	Employment costs	£4,157.41	D.Revell		D Harding	
251	Norfolk Pension Fund	ONLINE			D.Revell		D Harding	
252	Stall 4	ONLINE	Stall Refund	£10.00	D.Revell		D Harding	
253	D Harding	ONLINE	Box for Christmas Lights	£15.00	D.Revell		C.West	
254	BBT Construction	ONLINE	Various Works	£600.00	D.Revell		D Harding	
255	BBT Construction	ONLINE	Various Works	£1,100.00	D.Revell		D Harding	
256	Beach Hut Café	ONLINE	WW2 Buffet	£431.00	D.Revell		D Harding	
257	Cozens	ONLINE	Street light/Power socket	£558.00	D.Revell		D Harding	
258	Rainbow	ONLINE	Stationary	£41.33	D.Revell		D Harding	
259	SR Print	ONLINE	Signs for Christmas Fayre	£144.00	D.Revell		D Harding	
Agreed at Full Council on 31.1.22 Chair Sign: RFO Sign:								

Januarys' Payments								
Voucher Number	Payable to	Payment Method	Description	Amount	Name	Sign 1	Name	Sign 2
261	SSE	D/D	Street lights - December	£459.20	D.Revell		C.West	
262	SAGE	D/D	Payroll - January	£8.40	D.Revell		C.West	
263	EON	D/D	Feeder pillar Dec 2021	£14.74	D.Revell		C.West	
264	BT	D/D	Phone & Internet Dec	£36.60	D.Revell		C.West	
265	Sienmans	D/D	Photocopier rental/service	£196.22	D.Revell		C.West	
266	MPH Lettings	D/D	Rent Dec	£107.40	D.Revell		C.West	
267	Lloyds	D/D	Bank Charges 10.10-9.11.21	£8.17	D.Revell		C.West	
268	URM	DD	Glass collection - Nov	£23.40	D.Revell		C.West	
269	SSE	D/D	Street lights - Nov	£406.00	D.Revell		C.West	
270	Lloyds	D/D	Bank Charges	£7.00	D.Revell		C.West	
271	Doreen Joy	ONLINE	Employment Costs	£4,510.80	D Revell		D.Harding	
272	Norfolk Pension Fund	ONLINE			D Revell		D.Harding	
273	HMRC	ONLINE			D Revell		D.Harding	
274	Stall 5	OO1307	Christmas Stall Refund	£10.00	D Revell		D.Harding	
275	B Reynolds	ONLINE	Items for Santa Sleigh	£123.23	D Revell		D.Harding	
276	Lloyds	ONLINE	Credit Card November	£465.30	D Revell		D.Harding	
277	Lloyds	ONLINE	Credit Card December	£444.79	D Revell		C.West	
278	Mundesley Butchers	ONLINE	Christmas Hampers	£450.00	D Revell		C.West	
279	Mayday	ONLINE	Photo copier rental - Jan	£24.00	D Revell		C.West	
280	Josh Biz	ONLINE	Website Maintenances 2022	£330.00	D Revell		C.West	
281	Cozens	ONLINE	Street Light Maintenance Nov	£120.00	D Revell		C.West	
282	Nick Hindle	ONLINE	War Memorial	£1,784.00	D Revell		C.West	
283	N Compass	ONLINE	Santa Tour & Elf Hunt	£72.00	D.Revell		C.West	
284	Shelleys Signs	ONLINE	Station info board	£1,032.00	D.Revell		C.West	

Novembers' Income							
Voucher Number	Payee	Payment Method	Description	Amount			
33	NNDC	BGC	Refund for bin collections - Office	£219.05			
34	Stall 8	CASH	Christmas Stall	£10.00			
35	Stall 5	CHQ	Christmas Stall	£10.00			
36	Stall 4	CHQ	Christmas Stall	£10.00			
37	Stall 6 & 7	CHQ	Christmas Stall	£10.00			
38	Stall 9	CHQ	Christmas Stall	£10.00			
39	Stall 19	CHQ	Christmas Stall	£20.00			
40	Stall	CHQ	Christmas Stall	£10.00			
41	Muga	CASH	MUGA Tokens	£40.50			
42	NCC	BGC	Glass Recycling	£192.12			
43	Gold Park	BGC	Monies owed from 2020/2021	£25,643.00			
44	MPH Lettings	BGC	Rent AC 601	£895.00			
Decembers' Income							
Voucher Number	Payee	Payment Method	Description	Amount			
45	Coast Watch	BGC	3rd Qtr Electric Bill	£93.07			
46	NCC	BGC	Monies from previous claim not paid	£51.23			
47	Memorial Tree 1	BGC	Memorial Tree/plaque	£220.00			
48	MUGA	BGC	Token Money	£54.20			
49	MCOA	BGC	4TH Qtr Rent	£6,250.49			
50	MUGA	CASH	Token Money	£76.00			
51	NNDC	BGC	Toilet Tax Refund 2 years	£1,297.40			
52	Gold Park	BGC	Personnel Costs April-Nov 2021	£531.57			
53	Gold Park	BGC	Personnel Costs April-Nov 2021	£6,201.02			
54	Gold Park	BGC	Personnel Costs April-Nov 2021	£1,443.62			
55	Gold Park	BGC	Office Costs April- Nov 2021	£278.15			
56	Gold Park	BGC	Bin Collections 2020/2021	£1,401.11			
57	Gold Park	BGC	Owed from 2020/2021 RBS	£2,182.04			
58	Gold Park	BGC	Mower expenses April- Nov 2021	£279.69			
59	Gold Park	BGC	Admin costs April - Nov 2021	£3,751.21			
60	NCC	BGC	Recycling Nov	£83.25			
61	MPH LETTINGS	BGC	Rent Dec	£895.00			