

**MUNDESLEY-ON-SEA PARISH COUNCIL
MINUTES OF A FULL COUNCIL MEETING HELD ON
MONDAY 26TH JUNE 2023 in CORONATION HALL AT 7PM**

Present: Cllrs: C West (Chair)
Cllrs: B Reynolds, D Revell, K Day, K Moore, J Nicholas, J Broatch, L Stango, J Barnes

Clerk: Jo Beardshaw

Public: 15

MINUTES

01 Apologies for Absence

The Chairman noted that Cllr Harding had resigned prior to the meeting. He thanked her for her valued contribution to the village over a period of many years. Cllr A Wait had sent his apologies, which were accepted. Cllr R Dickinson had also sent his apologies, which were accepted.

02 To consider co-opting a Parish Councillor (interview to be held prior to the meeting).

John Holliman was unanimously co-opted on to the Council. He signed the declaration of office and joined the Council for the meeting

03 Declarations of Interest and requests for Dispensations

04 Minutes of Previous Meetings. To agree and sign the minutes of the Annual Meeting of the Parish Council held on the 16th May 2023, and matters arising from those minutes

Members **AGREED** the minutes

05 Chairman's report

The Clerk would follow up on the Chicanes for Cromer Road, which had been paid for but not delivered by Norfolk County Council.

06 Public Participation Time

The meeting was adjourned at 1914 hrs

District Councillor Wendy Fredericks addressed Council.

County Councillor Ed Maxfield addressed Council

The meeting was reconvened at 1938 hrs

07 Planning

a. To receive an update on the Watson Watt allotments from NNDC. The Clerk explained that she had emailed NNDC officers for an urgent update and would have information at the following meeting

b. Update on the weekly inspections

i. To receive the Legionnaires report and certificate of compliance for the Old Fire Station, the public toilets (and Gold Park). Noted

ii. To consider placing a donated bench within the village, following receipt of an application form. It was agreed that this bench application should wait until Autumn as the area being remodelled would be affected. Councillors did note that the bench applicant was well known in the village and that they hoped that the bench application, when considered, would be received favourably

c. To consider applications as follows:

- i. North Norfolk Local Plan. Notice of submission to the Secretary of State. Noted. Further information would be circulated by **The Clerk**
- ii. PF/23/0942 - Mundesley - Promenade & Beach, Mundesley. Remedial works to the existing groynes, seawalls and aprons. Constructing a rock berm on the western section in front of existing steel framed structure, rock stockpile in front of the timber revetment on the west. Scour protection works on a section of cliff plus remedial works on a section of promenade on the east and extension of an existing apron/ramp on the east to allow plant to access Mundesley Beach. Application expiry date – 28th June 2023.
SUPPORTED

d. To receive confirmation of responses during the month as follows:

- i. PU/23/0881. The View Change of use of ground floor from restaurant/cafe (Class E) to two flats (Class C3). Application withdrawn. Nb the PC resolved over email to object to the plans, due to timescales. Noted
- ii. PF/23/0977. Marina Road, Mundesley, Norwich, Norfolk, NR11 8BJ. Loft conversion including insertion of rooflights, replacement windows and doors, render to all facades. Approved. Noted
- iii. PF/23/0959. The Jays, 2 Trunch Road, Mundesley. Single storey side extension to dwelling following removal of conservatory. Approved. Noted
- iv. PF/23/0318. Mayfield, Trunch Road Erection of single-storey extension; raising of roof and insertion of rear dormer. Approved. Noted
- v. PF/23/0967. 16A Meadow Drive. External alterations to detached garage. Approved. Noted

08 Finance & General Purposes Committee

- a. To consider and agree payments and receipts during the month. It was resolved to **APPROVE** the payments and receipts for the month
- b. To receive the Internal Audit report. The report was discussed and confirmed as received, with thanks to Sue Lake for her excellent services
- c. To consider, approve and sign the Governance Statement for the financial year 2022/2023. Councillors **AGREED** that, having read the governance statement, they wished to disagree with statements 2,3,6 and 7. **The Clerk** would write a statement explaining the Council's wishes (see appendix 1)
- d. To consider, approve and sign the Accounting Statement for the financial year 2022/2023. **APPROVED. Cllrs Nicholas, Holliman, Moore. Stango and Day abstained from voting on the basis that they had not been members of the Council during the relevant financial year**
- e. To consider moving the software package from Rialtas to Scribe. The Clerk outlined the financial implications of the move from Rialtas to Scribe. The Council agreed that Scribe would provide better value for money and improved levels of assistance, together with access for Councillors on a read-only basis. It was **AGREED** to move to Scribe as soon as possible.
- f. To update Council on Rialtas end of year paperwork. The Clerk explained that as Rialtas had undertaken year end on behalf of Council, it would invoice for the work undertaken. This was confirmed as accepted by Council

09 Training

- a. To consider NALC training with regard to youth engagement within the village. District Councillor Fredericks would speak with the Youth Council and would encourage them to attend a future Parish Council meeting. Cllr Nicholas kindly offered to attend an Empowering Young Voices seminar in order to support the Council with future support for young people.
- b. Cllr Stango put forward the motion that the Parish Council undertake full council in-house training. Council **AGREED. The Clerk** would obtain costings from NPTS.

10 Agenda items

- a. To nominate a Safer Neighbourhood Councillor. Cllr Stango kindly offered to undertake this role on behalf of Council. The **Clerk** would put Cllr Stango in touch with the SNAP team
- b. To consider a response to the Museum query regarding fire risk. It was agreed that the item would be on the following agenda in order to find a way to work towards mitigating fire risk at the Museum.
- c. To discuss and formulate an action plan regarding MADRA, and to receive information from the Chairman of Knapton PC. The Chairman noted that the Chairman of Knapton PC had been unable to attend the meeting. It was agreed that the situation with MADRA is currently very challenging. The Chairman and the Clerk would work together to find relevant emails to share to Councillors to update them on the situation and the item could be postponed to a future meeting
- d. To consider how to progress the idea of a strategic plan to entertain youth within the village in order to potentially combat vandalism. Councillors confirmed that this would be part of the strategic plan, to be formulated in the months ahead
- e. To consider any applications for the position of village contractor. The Council **AGREED** that the position should be advertised
- f. To discuss a forward plan or procedure as to how Councillor communication should take place between meetings. The Council enjoyed a varied discussion regarding communication. It would try various alternative forms of communication and work out how best to work together for speed of response.
- g. To receive the resignation of the Armed Forces Ambassador and to consider action for replacement. The Chairman to write a letter of thanks. The Chairman was delighted to see that the Armed Forces Ambassador was in attendance at the meeting, and thanked him formally at the meeting itself. The ambassador kindly offered to attempt to find a replacement and would liaise with Council.
- h. To consider if Council would wish to hold an informal defibrillator familiarity training session. Cllr Stango offered to put together a session prior to a future meeting. The Council thanked her, in anticipation
- i. To consider and discuss the timeline for office support. It was noted that the interim / locum Clerk would continue working Thursdays when possible until the current clerk could return to post
- j. To consider appointing an RFO. Jo Beardshaw was appointed as interim RFO
- k. To consider action regarding the following assets:
 - i. Fred's shed – it was noted that this would be reviewed during the month by a **working party**
 - ii. Flint Wall – Cllr Moore noted that this was in the process of being worked on
 - iii. Tasmin Drive – it was noted that this was in the strategic plan
 - iv. Allotments – see item 7a above
 - v. Container Gold Park – it was noted that this would be reviewed during the month
 - vi. Container Shed at office. It was discussed that the container could be cleared out and perhaps repurposed by a **working party**

11 To note outstanding actions from previous agendas

12 To Report any other business

- a. Cllr Nicholas noted that the panic alarm, cctv and deadlock needed to be in place to support the Clerk in the office. **The Clerk** would undertake this following an incident the previous week
- b. Cllr Revell noted that she had undertaken a playground inspection and found the fence to be rotten. **Cllr Revell** would undertake to have this fixed
- c. Cllr Reynolds noted that the village bicycle needed to be fixed. **Cllrs Reynolds and Barnes** kindly offered to fix it

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

14 Date of Next Meeting to confirm that the date of the next Meeting of the Parish Council will be 21st August 2023 at 7pm at Coronation Hall.

June payments									
Voucher Number	Payable to	Payment Method	Description	Amount	VAT	Name	Sign 1	Name	Sign 2
35	Lloyds	D/D	Service charges	£7.79					
36	SAGE	D/D	Payroll Software - May 5 employees	£8.40	£1.40	C West		B Reynolds	
37	SSE	D/D	Street lights - Maritime opp	£308.55	£16.12	C West		B Reynolds	
38	SSE	D/D	Amusement arcade	£273.69	£13.03	C West		B Reynolds	
39	SSE	D/D	Old Fire Station	£59.85	£2.85				
40	SSE	D/D	Unmetered supply	£774.57	£129.09				
41	SSE	D/D	Unmetered supply	£80.04	£3.81				
42	SSE	D/D	Electricity - Back St Toilets QTR 1	£63.36	£3.01	C West		B Reynolds	
43	SSE	D/D	MUGA floodlights	£303.34	£14.44	C West		B Reynolds	
44	BT	D/D	Phone, mobile, internet	£89.65	£14.94	C West		B Reynolds	
45	SSE	D/D	Feeder pillar	£87.36	£4.16	C West		B Reynolds	
46	Rainbow Stationary	ONLINE	Printer paper	£43.76	7.29	C West		B Reynolds	
47	DJ Clerk	ONLINE	Salary	£2,097.39		C West		B Reynolds	
48	Rialtas	ONLINE	Year end financial work	£906.00	£151.00	C West		B Reynolds	
49	Norfolk Pension Fund	ONLINE	Pension	£855.65		C West		B Reynolds	
50	HMRC	ONLINE	Clerk's Tax	£525.89		C West		B Reynolds	
51	HMRC	ONLINE	Overdue Tax from previous f/y	28.06		C West		B Reynolds	
52	Rialtas	ONLINE	TBC - subject to agenda item regarding moving away from Scribe	£135.14	£22.52	C West		B Reynolds	
53	BBT Construction Ltd	ONLINE	MUGA repairs January 23	£50.00		C West		B Reynolds	
54	Maintenance Contractor AV	ONLINE	February, March, April 23 invoices	£1,093.12		C West		B Reynolds	
55	North Walsham Fire Protection	ONLINE	Fire extinguisher service	£127.68	£21.28	C West		B Reynolds	
56	NPTS	ONLINE	Training	£88.00		C West		B Reynolds	
57	Internal auditor	ONLINE	Internal audit	£250.00		C West		B Reynolds	
58	Rialtas	ONLINE	Support and maintenance - currently under query	£135.14	£22.52	C West		B Reynolds	
59	Oaks CCTV	ONLINE				C West		B Reynolds	
60	Public Works Loans	ONLINE		£821.60		C West		B Reynolds	
61	Lloyds credit card	ONLINE		£15.59		C West		B Reynolds	
62									
63	NNDC	ONLINE	Business Rates	£429.14		C West		B Reynolds	
64	ncompass	ONLINE	Museum Screen Event Publicity and public information movie loop	£240.00	£40.00	C West		B Reynolds	
65	ncompass	ONLINE	Visitor Map 23	£60.00	£10.00	C West		B Reynolds	
66	Mayday office equipment	ONLINE	Printer management	£26.40		C West		B Reynolds	
67	Locum Clerk	ONLINE	Locum Costs	£1,603.04		C West		B Reynolds	
68	Hopton EPCs	ONLINE	Legionnaire's testing	£250.00		C West		B Reynolds	
69	NALC	ONLINE	Assistance for Clerk	£264.60					
70	Parkinson	ONLINE	VAT advice	£500.00		C West		B Reynolds	
71	Worknest	ONLINE	Professional fees	£1,950.00	£325.00	C West		B Reynolds	
72	Cozens	ONLINE	Street lights - INV 7501	£96.00	£16.00	C West		B Reynolds	
June receipts									
Voucher Number	Received From	Payment Method	Description	Amount	VAT	Name	Sign 1	Name	Sign 2
	Muga Cash	P/in slip	500135	£13.86					
	EPN Wayleave	P/in slip	500136	£5.75					
	Christmas Fayre	P/in slip	500136	£10.00					
	MCOA	P/in slip	500136	£7,640.93					
	Museum donations	P/in slip	500134	£48.57					
	ID Asbestos	Online	Repaid as overpaid	£320.00					

CHAIR: _____

DATE: _____

Appendix 1

Further clarity on item 8c

AGAR – Section 1 – Annual Governance Statement 2022/2023. Explanations for No responses

Mundesley Parish Council is made up of 8 councillors who were in office during 2022/23 financial year and 5 new councillors who took office following the May 2023 local elections.

During FY22/23 the Parish Clerk was on sick leave for some portion of the financial year and has been on suspension since April 2023. Whilst Councillors are happy to approve the accounting statements and are confident that the figures have been duly checked and stringently internal audited, they do not feel that items 2,3,6,7 can be confirmed at this time but are taking steps to rectify this.

The Council would add that it has every confidence in its internal auditor, who audited the accounts for many financial years.

In order to fully confirm the FY22/23 governance statement information, the “new” Council is conducting a thorough investigation into the governance of the Mundesley Parish Council over the period.

In addition, and going forwards, Mundesley Parish Council has put / is putting in place effective measures. These include additional financial oversight committee meetings, arranging Read Only access for Councillors into the accounting software, providing more support to the Clerk / RFO, reviewing division of responsibilities, and improving governance by means of additional involvement from all Councillors and greater transparency in financial matters offered to parishioners.

Mundesley Parish Council is happy to provide any further explanation to the external auditor upon request.