Minutes of the Meeting of Mundesley-on-Sea Parish Council held on Monday 25th September 2023 at 7pm at Coronation Hall, Mundesley-on-Sea

Present: Christopher West (Chairman)
Bev Reynolds
Denise Revell
John Holliman
Marlene Gordon
Jane Barnes
Kathryn Moore
Judeline Nicholas (from 7.59pm)
Jim Broatch
Laura Anne Stango
Catherine Moore, Locum Clerk

Also present: 10 members of the public.

1. Apologies for Absence

Apologies for absence were received from Alister Wait, Roy Dickinson and Karen Day. County Councillor Ed Maxfield District Councillor Wendy Fredericks had also sent apologies.

2. Declaration of Interest and Requests for Dispensation

None.

3. Minutes of the meeting held on Wednesday 13th September 2023

The minutes of the meeting were considered, a number of changes had been sent to the Clerk which had not yet been incorporated as these had been received the day before which was a Sunday. It was **agreed** to refer the minutes to the next meeting, proposed by Cllr West, seconded by Bev Reynolds, 7 in favour, 2 against, motion passed.

4. Update on Matters not on this Agenda

a) <u>Mundesley Museum</u>

It was noted that fire safety was the responsibility of Coastwatch as set out in the lease. Concerns were expressed regarding the residual liabilities of the Council as owner of the building.

Cllr Revell reported that she had had an electrician attend, who had suggested automatic fire extinguishers, which were satisfactory with the fire safety specialists. However Coastwatch were not happy with this and noted that they wanted it coated in fire retardant material. It was suggested that there had previously been a fire door there.

It was asked whether there was contemporaneous evidence such as a professional fire safety report, it was confirmed that this was completed by a competent professional person. It was noted that some matters in the report were urgent.

b) <u>Screen Loops - Museum</u>

Cllr Revell reported that the screen had been up for a few months, contact had been made with the suppliers for instruction manuals, but these had not been received. A person with relevant knowledge was required to get it set up.

c) Watson Watts Land Transfer from NNDC

Cllr West reported that the Parish Council was waiting for the details of the restrictive covenant from North Norfolk District Council.

d) Fraser Crescent Land Transfer from NNDC

Cllr West reported that this was at the same stage as the Watson Watts land.

e) Map held in Council Offices

Cllr Revell reported that there had been a map at the Parish Office showing where the shops were, and suggested that this could be updated with a labelling machine. This was in hand.

f) Grass Cutting of Field off Collingwood Drive

Cllr Reynolds reported that three notices had been placed on cars, as these were preventing access for the tractor.

g) Planting of Hornbeam in Memorial Gardens

h) Norfolk Wildlife Trust Community Liaison Visit

Both of the above items were taken together. Cllr Moore reported that it had been agreed with the WI representative that a meeting would take place however this had not yet taken place due to illness. This would be rescheduled to October or November.

i) Installation of CCTV and Signage at Memorial Garden

It was noted that this remained an action point with the Clerk.

j) Insurance

It was confirmed that the Council was in a one year policy, not three years. The Clerk continued to look into this matter.

Cllr Moore noted that she had given the updated Asset Register to the Clerk.

k) Scribe Accounts Software

It was noted that all councillors now had ‘read only’ access to the accounts.

l) Replacement of Back Street toilet lights

This had been completed.

m) Full Council Training

This had been booked for 6th November 2023 6 – 8pm in the Coronation Hall.

5. Chairman’s Report

Cllr West reported that a meeting would be taking place with District Councillor Fredericks regarding car parking in the village.

6. Public Forum

a) County Councillor

County Councillor Ed Maxfield had given his apologies.

b) District Councillor

District Councillor Wendy Fredericks had given her apologies.

Standing Orders were suspended to allow 15 minutes speaking, proposed by Cllr West, seconded by Cllr Holliman, all in favour.

c) Public

A member of the public spoke regarding the Mayfield planning application, noting that they had sought advice from a planning solicitor. The amended balcony was 6ft high and 10ft wide and still overlooked gardens. It was felt that the sheets of glass were overbearing. There was concern regarding excess light and noise from the entertainment area, and that it could be sold or used as a holiday let. There was a precedent that a similar application had been approved with an amendment to Juliet balcony.
Another member of the public echoed these feelings and noted it also overlooked her property. The glass panels were felt to be unsightly.

A member of the public asked whether there was an update to the external investigation. In response the Chairman noted that a competent professional was conducting the investigation and the report was expected next week. A timescale for this being shared could not be given, however it was linked to other matters which could not be discussed in public.

A member of the public complained that the grass verges had not been adequately cut, these should have been May and September. The member of the public had cleared some verges himself. It was felt that this was not a good reflection of the village for visitors and tourists and that the Parish Council should be lobbying Norfolk County Council to increase the cutting. It was **agreed** that the Council would speak with County Councillor Maxfield regarding this.
The member of the public confirmed that he had raised this issue with the MP.

The meeting was reconvened.

7. Finance

a) Agree Payments and Note Receipts

The payments were approved and receipts noted as per Appendix A.

Cllr Revell declared an interest in voucher 142 as the payment was being made to her son.

It was **agreed** to approve all payments except voucher 144 & 145 which would be moved to confidential business, however Cllr Moore requested that it be minuted that she felt that these matters should be discussed in public. Proposed by Cllr West, seconded by Cllr Reynolds, 5 in favour, 2 against, 2 abstentions, motion passed.

b) External Audit

It was noted that further information had been provided to PKF Littlejohn and that the finished audit would be brought to Council once received.

c) Field off Collingwood Drive – Overhanging Trees

The Clerk had approached five contractors, two had declined to quote, three had visited site. Quotes had not yet been received.

d) Village Maintenance

It was **agreed** to delegate supervision of the tasks listed that came within the remit of Mundesley Parish Council to the Clerk, proposed by Cllr West, seconded by Cllr Reynolds, six in favour, two against, one abstention, motion carried.

A preferred supplier list was being collated, this would be reviewed.

e) Grant Request from Mundesley Community Gardeners
It was **agreed** to donate £200 plus the remaining balance of the £400 originally agreed to the Gardening Club for additional compost and plants for the extra planters, proposed by Cllr Reynolds, seconded by Cllr Stango, all in favour.

f) Request for a Brown Bin
It was **agreed** to purchase two 120L composters rather than a brown bin, proposed by Cllr Holliman, seconded by Cllr Broatch, all in favour.

g) VAT Registration
It was noted that this continued to be dealt with by the Locum RFO. The application had been sent in and HMRC had asked some further questions.

8. Planning

a) New Applications
PF/23/1531 Mayfield, Trunch Road: Erection of single storey extension; raising of roof and insertion of rear dormer window with balcony to create habitable roof space (amended plans).
It was **agreed** to reiterate the same objections as previously, Cllr Revell gave material objections, proposed by Cllr Reynolds, seconded by Cllr Gordon, 8 in favour, 0 against, 1 abstention, motion carried.

PF/23/1984 14 Northfield Road: Demolition of existing outhouse and erection of 2 storey side extension.
It was **agreed** to make no comment, proposed by Cllr West, seconded by Cllr Reynolds, 7 in favour, 0 against, 2 abstentions.

PF/23/1834 St Winifreds, Goodwin Road: Change of use from holiday let/guesthouse to single dwelling (Class 3).
It was **agreed** to support this application, proposed by Cllr Reynolds, seconded by Cllr West, 8 in favour, 0 against, 1 abstention.

PF/23/1923 5 Warren Drive: Flat roof front extension.
It was **agreed** to support, proposed by Cllr Reynolds, seconded by Cllr Holliman, 6 in favour, 0 against, 3 abstentions.

PF/23/2008 Glendale, 5 Heath Lane: Single storey rear and side extensions to dwelling; erection of detached garage.
As the North Norfolk planning website was down and councillors had not been able to view the application.
It was **agreed** to consider this by email as set out under the Council's Planning Policy, proposed by Cllr West, seconded by Cllr Reynolds, 8 in favour, 0 against, 1 abstention.

Cllr Judeline Nicholas joined the meeting at 7.59pm.

b) Confirmation of Responses during the month
None.

9. Property and Maintenance Matters

a) Update on RoSPA Report

Cllr Revell reported that there were a number of high risk matters on the report, including concrete repairs at the skatepark. It was suggested that the original contractor could be approached to make repairs. Cllr West would make contact with other local councils with skate parks for recommendations so that three quotations could be obtained. It was noted that there was shingle coming off the sides of the skate park.

b) MUGA / Skatepark and Outdoor Gym

Cllr Moore reported that there were three councillors responsible for walk around inspections. The adult play equipment needed to be painted, there were minor maintenance / cleaning requirements and the notice board needed cleaning. It was noted that there was split responsibility for the knee high posts.

Cllr Moore questioned why Gold Park could not be discussed within the Parish Council. It was confirmed that Gold Park was in a charitable trust and came within charity law. Cllr Moore felt that legal clarification should be sought on the difference between the two organisations, and where matters could be discussed.

The Chairman noted that he wished to discuss Gold Park on the agenda, and he would circulate an email summary of his understanding of the current situation, which would be written in consultation with the Chairman of Gold Park, clarifying the matters outlined.

c) Update on Policing Issues

Cllr Stango reported that herself and Cllr Nicholas had met with PC Alex Barnes to discuss issues, mainly focussing on vandalism. PC Barnes has requested that all issues from the Council be funnelled through one point of contact, and that crimes be reported online. If there was any intelligence to be shared, this would be welcomed. The lack of amenities and the provision of a hub for teenagers was discussed with PC Barnes, noting that there was an age group that had been missed out. It was suggested that Coronation Hall could be used as a Hub.
PC Barnes had suggested that CCTV needed to be moved, it was noted that two additional cameras had been approved previously.
It had been suggested that Bacton police could make a presence known when they drive around, by driving through Mundesley.
PC Barnes had noted that the Parish Council was being proactive, and were aware that it was not always residents of the village who were causing problems. She noted that there were a lot of very respectful young people in the village, and she did not want residents to live in fear.
Cllr Moore noted that some teenagers had fed back that they wanted was a pump track for bikes.

d) Village Gates Plan

It was confirmed that this was for the chicanes.
It was **agreed** to ask Highways whether two signs could be included on Gate 1 stating ‘Welcome to Mundesley’ ‘Please drive carefully’, with the remainder being approved as presented, proposed by Cllr Nicholas, seconded by Cllr Revell, 8 in favour, 0 against, 2 abstentions, motion carried.

e) Update on Village Gates project

It was noted that works were due to begin on Monday 9th October 2023.

f) Parish Office Alarm Contacts

It was confirmed that the call out had been updated to the current Chairman's phone number, as well as the Clerk's.

g) Tasmin Drive / Beckmeadow Drive

It was noted that the removable bollard preventing vehicle access had been knocked down and needed replacing. This would be taken forward for replacement.

10. Correspondence

a) General Correspondence

Email	Resident	Litter	For consideration
Email		Marathon Route.	For response
Email	Resident	Re: Skatepark – possible expansion	For info
Email	Slow ways	Creation of national slow ways network	Previously circulated
Email	Resident	Response to planning consultation	For response
Email	NALC	Coastal Communities Meeting 26.9.23 12.00	Previously circulated
Email	Resident	Memorial Gardens – flower bed condition	For response

The following responses were agreed:
Marathon:- The marathon route was supported, proposed by Cllr West, seconded by Cllr Reynolds, all in favour. Cllr Stango requested that a 'welcome to Mundesley' initiative on marathon day be added to the next agenda. **ACTION: Clerk**
Skate Park:- It was felt that the skate park had been installed on the largest area possible already so this could not be expanded.
Mayfield Planning:- this was an email from the applicant and would be dealt with through other channels.
Memorial Gardens Flower Beds:- this was on the list to be attended to by the handyman.
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11. Highways

a) Working Stakeholder Group on Parking / Highways

It was **agreed** that Cllrs Revell and Wait would be put forward to attend this meeting. **ACTION: Clerk**

b) Parish Ranger

The Parish Ranger would be in Mundesley week commencing 9th October 2023, any issues were requested to be reported to the Clerk.
It was felt that parishioners should be asked to bring forward their suggestions via Facebook, NextDoor and the notice board. **ACTION: Clerk**

12. Museum

a) Feedback Sessions with Volunteers

Cllr Revell reported that in 2022 there had been a meeting with museum volunteers to look at what went well, suggestions for the future, as well as thanking them for their time. It was **agreed** that Cllr Revell arrange an end of season meeting for 2023, proposed by Cllr Revell, seconded by Cllr West, all in favour.

b) <u>Redecoration of Museum</u>
Cllr Revell reported that quotes were needed to redecorate. This would be carried forward once the preferred suppliers list was complete.

c) <u>Museum Arrangements 2024/25</u>
The question of opening at Easter was raised, together with the display themes. It was **agreed** to consider this and put it onto the next agenda.

13. Items for Future Agenda
The following matters were in hand and would be on a future agenda.

a) <u>D-Day June 2024</u>
b) <u>Committee Lists</u>
The two above items would be on a future agenda once time allowed.

c) <u>Review of Standing Orders and Financial Regulations</u>
To be on October 2023 agenda.

d) <u>Fire Risk Assessments / Electrical Inspection Reports</u>
It was confirmed that these had been completed recently.

e) <u>Bacton Gas Terminal Community Liaison Group Meeting</u>
This would be taken forward by Cllr Revell and Cllr Nicholas.

14. Confidential Matters
It was **agreed** to exclude the Press and Public under the Public Bodies (Admission to Meetings) Act 1960 for the following items, due to the confidential nature of the business to be transaction, proposed by Cllr West, seconded by Cllr Revell, all in favour.

a) <u>Scout Hut Lease</u>
The Chairman gave an update on the Scout Hut Lease, which would be progressed in due course.

b) <u>Staffing Matters</u>
Staffing matters were discussed.

Cllr Barnes left the meeting at 9.16pm.

Cllr Moore left the meeting at 10pm and tendered her resignation. Cllr Karen Day's resignation was tendered to the Chairman by Kathryn Moore. Cllr Laura Stango tendered her resignation to the Chairman and left the meeting at 10pm. Cllr Nicholas stated that she would be tendering her resignation and was advised this needed to be in writing to the Chairman, and she left the meeting at 10pm.

Cllr West proposed to extend the meeting to 10.15pm, seconded by Cllr Reynolds, all in favour.

The next steps in relation to staffing matters were **agreed**, proposed by Cllr West, seconded by Cllr Holliman, all in favour.

It was **agreed** that vouchers 144 and 145 would be signed off, proposed by Cllr Reynolds, seconded by Cllr West, all in favour.

15. Date of Next Meeting

Monday 23rd October 2023 7pm, Coronation Hall.

The meeting closed at 10.15pm.

Appendix A

Payments September 2023