



THE OLD FIRE STATION BACK STREET MUNDESLEY NR11 8JJ
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Minutes of the **Full Council Meeting** of Mundesley Parish Council held in the Church Rooms, Mundesley on **Monday 23rd October 2023**, at 7.00pm.

Present: Councillors; J Barnes, M Gordon, J Holliman, B Reynolds, D Revell (part), A Wait, Cllr West (Chair).

Locum Clerk: Sarah Hunt

Five members of the public were present.

1. Apologies for Absence.

Apologies were received and accepted from: Cllr R Dickinson – conflicting commitment, Cllr D Revell – family commitment.

NOTED that four councillor resignations have been notified to North Norfolk District Council and the vacancies have been advertised.

2. Declarations of Interest and requests for Dispensations.

None.

3. Minutes of Previous Meetings.

The minutes of the Meeting of the Parish Council held on 13th September 2023 and 25th September 2023 were AGREED as a true and correct record and signed by the Chair.

PROPOSED Cllr West, seconded Cllr Gordon.

4. Updates and progress on previous matters not on the agenda. Decisions to be taken as detailed only.

4.1 Mundesley Museum – fire retardant Electrical fuse box. It was RESOVED to delegate to Cllr Revell and the Clerk any necessary actions – to replace extinguishers and obtain quotes for works to the property as agreed with Coastwatch. Quotes to go to Planning and Assets meeting for approval. PROPOSED Cllr Reynolds, seconded Cllr Holliman.

4.2 Screen on side of museum. Ongoing. This is still non-functional.

4.3 Watson Watt Gardens land transfer from NNDC (Allotment provision). Ongoing – The clerk has spoken with the housing association and continues to work to engage with NNDC and the Solicitor involved.

4.4 Frazer Crescent land transfer from NNDC. Ongoing – no update available from the Solicitor.

4.5 Map held in Council offices. Ongoing. Dymo to be ordered to enable labelling prior to erection.

4.6 Grass cutting of field off Collingwood Drive – notice placed on car. It was RESOLVED for clerk to purchase 'no parking cones' for issue to grasscutter. PROPOSED Cllr West, seconded Cllr Reynolds.

4.7 Planting of Hornbeam tree in Memorial Gardens (W.I). Clerk has met with representative, Rowan tree to be planted, located in front left corner – area to be cleared by maintenance operative.

4.8 Norfolk Wildlife Trust Community Liaison Visit. Three square Yards. Meeting postponed. To be notified to all Councillors when new date set.

4.9 Installation of CCTV and signage at memorial gardens. GDPR research over possibility of erection. Ongoing. Clerk.

4.10 Insurance – separation of charity and council. It was CONFIRMED that the Clerk obtain the prices from the insurers for both organisations separately, and the proportion of the charge allocatable to the Charity currently and report back to

Council. Next Meeting.

- 4.11 Purchase of 2 No. 120L composters for the use of Mundesley Community Gardeners – update. Clerk to order.

5 Chairman's Report.

The chairman addressed the current local concerns regarding the Highways installation of Chicanes on Cromer Road. These are being addressed by Highways. Concerns have been raised about the Council buying in specialist advice – without in house resources this is necessary.

Finance Committee has met and reviewed budget which is generally on target for 2023/24. It was confirmed to the meeting that the Gold Park Charity is a separate legal entity, and the income from the charitable land belongs to the Charity.

6 Public Participation Time

- 6.1 County Councillor Ed Maxfield. Report Circulated. Concerns were expressed by Councillors regarding the reported £46 million gap in budget at County level.
- 6.2 District Councillor Wendy Fredericks reported that NNDC is also forecasting a current deficit. NNDC is nowhere near issuing a section 114, but spending is being scrutinized very carefully. Temporary accommodation costs are rising. There is now a Citizens Advice team member available at the District Offices supporting the Financial Inclusion team for residents to seek advice from. The public drop in for the sea defences is organized now that the scheme has been approved. Positivitea was very busy and well attended in the Parish – The Parish Council was thanked for funding the hall hire. The Community Connector posts at NNDC are only funded until April 2024. In response to a question from a member of the public Cllr Fredericks reported that using the Community Payback team to paint the railings on the sea front was being investigated.
- 6.3 Members of the Public. The Clerk was asked to ensure that minutes are posted to the website without delay when available. Cllrs were encouraged to respond to the Norfolk Police Commissions consultation on budget setting next year. The Council was challenged regarding transparency.

7 Finance and Administration.

- 7.1 Payments for the month were APPROVED as presented and receipts noted as per the spreadsheet. PROPOSED Cllr West, seconded Cllr Gordon.
- 7.2 To committee Membership was AGREED as submitted document with the addition of Cllr Gordon onto the Events Working Group. PROPOSED Cllr Wait, seconded Cllr West.
- 7.3 Cllr D Revell was approved to act as a police liaison on behalf of the Council and to attend SNAP meetings and report back.
- 7.4 The minutes from the Finance Committee Meeting held on Wednesday 11th October were RECEIVED. NOTED that the next Finance meeting will be held on Wednesday 29th November 2023 at the Coronation Hall. Councillors to brief themselves on 5 year plan prior to attendance.
- 7.5 NOTED receipt of one Subject Access Request.
- 7.6 RECEIVED conclusion of Audit from PKF Littlejohn. It was confirmed to Councillors that all necessary processes have been undertaken.
- 7.7 Field off Collingwood Drive – overhanging trees at Jubilee Gardens. Clerk still has received no quotations. Ongoing.
- 7.8 VAT Registration – ongoing.
- 7.9 It was AGREED to update booking sign on MUGA. Cllr Revell to provide Clerk with text.

8 Planning

8.1 To consider planning applications received from North Norfolk District Council for consultee comment received prior to the meeting:

- 8.1.1 PF/23/2173 – 9 Hilda Road, Mundesley, Norfolk, NR11 8BA. Erection of single store side extension. No objection



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- 8.1.2 PF/23/2012 – Fish Stall at NNDC Car Park, Beach Road, Mundesley. Use of land for siting of seafood trailer/kiosk for temporary period (18 months). Supported.
- 8.1.3 PF/23/2111 – 6 Goodwin Road, Mundesley, NR11 8BB. Conversion and extension of detached garage to form annex, external alterations. No objection.

8.2 NOTED the following decisions received from NNDC during the month as follows:

- 8.2.1 PU/23/1743 – The View, 17 Beach Road, Mundesley, NR11 8BG. Notification for prior approval for change of use from restaurant/café to a restaurant/café and ground floor two bedroom flat (Under Class MA of the GPDO). PRIOR APPROVAL GIVEN.
- 8.2.2 PF/23/1757 – Tudor Rose, 91 Cromer Road, NR11 8DU. Two storey side extension to dwelling. WITHDRAWN.
- 8.2.3 PF/23/1150 – The Ship Inn, 21 Beach Road, NR11 8BQ. Erection of 2 No. gazebos (with festoon and LED Flood lights) to provide covered seating areas and relocation of existing flue on front roof slope of roadside building to rear roof slope (part retrospective). APPROVED.
- 8.2.4 PF/23/0844 -2 Texel Way, Mundesley, NR11 8DP. Single store front extensions and replacement roof with higher ridge and dormers to provide first floor accommodation. APPROVED.

9 Property and Maintenance Matters.

- 9.1 To receive an update on ROSPA report on MUGA/Skatepark/Outdoor Gym urgent works and make any necessary decisions. Skate Park quotations update – Cllr West. Next meeting.
- 9.2 MUGA/Skatepark and outdoor gym. The weekly inspections were delegated to Cllr D Revell.
- 9.3 NOTED that budgeted benches (2) are due to be ordered. 1. For memorial Gardens, 1 adjacent to the small train near Tesco on Cromer Road.
- 9.4 NOTED that the following is now in hand/quotes requested: cutting of the bank alongsidethe bowls club and a quote has been requested for maintenance on the inset bench. Repair/maintenance of the fencing outside the parish office. Grass/bed adjacent to walk through to toilets from office. Memorial gardens – all necessary works to beds. Area around the boat planter. The Clerk will instruct any items where the quotations fall within their remit.
- 9.5 It was RESOLVED to alter the land registration at Land Registry as submitted – following professional advice that the Council must be identified as Custodian Trustee. Cost £45.00. PROPOSED Cllr West, seconded Cllr Reynolds.
- 9.6 Tasmin Drive/Beckmeadow Drive – bollard missing from gateway entrance. It was AGREED for the Clerk to take any necessary action.
- 9.7 It was RESOLVED to agree a request from Scout organisation to install two concrete bases for a shed installation to replace green container. PROPOSED Cllr West, seconded Cllr Reynolds.

10 Correspondence.

Email	Dr Leaney	Request for verge cut outside church.	It was AGREED that the clerk instruct these works to take place.
Email	Various	Emergency phone on slipway – to note that this will become non functional when switch to digital happens	Noted.
Email	Norfolk Co Co	Modification order footpath 15	Noted.

11 Highways

- 11.1 NOTED That a meeting took place on 4.10.23. District Councillor W Fredericks and County Councillor E Maxfield were in attendance. There were 3 main areas – the bend on Church Lane/Station Road (parking issues), Cromer Road adjacent to the Tesco store (parking issues), Munhaven Close – the need for designated disabled parking. The Norfolk Co Co Officer will respond in due course with a response over any action that can be taken. County Councillor Maxfield has offered to apply some of his Highways allowance towards improving the situations as discussed.

12 Museum

- 12.1 Museum arrangements 2024/25 – It was AGREED that subject to volunteers agreement that the museum open weekends from Easter 2024.
- 12.2 It was AGREED that D Day be a theme for 2024.
- 12.3 Cllr Revell is organizing an end of year thankyou and feedback session with the volunteers.
- 12.4 Redecoration – awaiting quotations. There has also been water ingress – quotations will be obtained for this also. Clerk/Cllr Revell.

13 Items for Future Agenda.

- 13.1 To consider plans and ideas for D-Day June 2024.
- 13.2 To review sickness policy.
- 13.3 To consider and approve Standing Orders (postponed from May 2023).
- 13.4 To consider and approve Financial Regulations (postponed from May 2023).
- 13.5 Bacton Gas Terminal Community Liaison Group Meeting. To receive any report. Cllrs Revell and Reynolds.

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.

14 Confidential matters

Cllr D Revell joined the meeting.

- 14.1 Staffing Matters.
The meeting received an update regarding current staffing. It was RESOLVED to delegate to Cllrs West and Reynolds authority to progress outstanding matters and achieve as swift a resolution as possible. Cllr Reynolds to continue to seek legal advice as necessary to inform actions and request Councillors involvement as needed. PROPOSED Cllr Revell, seconded Cllr Broatch.
- 14.2 Scout Hut Lease – This to be 6 years and 11 months, occupancy in exchange for a shrub or plants to be donated each St George's Day to enhance the Parish.

15 Date of Next Meeting.

- 15.1 Date of next Employment Committee to be set as necessary.
- 15.2 NOTED Planning and Assets Committee meeting on 15th November 2023 at 7pm.
- 15.3 NOTED date of next Finance Committee Meeting – Wednesday 29th November 2023 at 7pm.
- 15.4 Full Council training 6th November 6 – 8pm. Memorial Hall. All Councillors to try to attend.
- 15.5 NOTED next Parish Council meeting is 27th November 2023.



Mundesley-on-Sea
Parish Council

Payable to	Payment Method	Description	Amount	VAT
	Staff			
Clerk	SO			
Norfolk Pension Fund	BACS			
HMRC	BACS	Staff costs	3747.25	
HMRC	BACS	Overdue interest (not paid October - postponed to Nov)	28.06	
	Direct Debits			
Lloyds		Service charges	7.00	
SAGE		Payroll Software - May 5 employees	9.60	£1.60
SSE		Floodlights MUGA	293.29	£13.96
SSE		Unmetered Supply	945.02	£140.27
URM		Glass recycling	120.96	£20.16
	Standing Orders			
MPH		Monthly management fee	112.20	£18.70
	BACS			
JB Locum		Locum RFO	1717.82	
SH Locum		Locum Clerk	1080.50	
CM work		Support for meeting	204.15	
PKF Littlejohn		External audit works	504.00	£84.00
The Coronation Hall		Hire of Hall for Positivitea event	37.50	
NPTS		Training	295.00	
NNDC		Rates (remaining payable for the period up to 31.3.24)	502.99	
Sonata Security		Fixing issues with alarms	105.00	
Mayday		Maintenance support for copier	26.40	£4.40
Cozens		Street lighting Maintenance Charge monthly	96.00	£16.00
PWLB loan	DD	Repayment	810.80	
All Saints Comm Room		Hire of room for meeting	45.00	
Stuart Hutcheson C S		IT support	291.25	
NALC		Meeting work	127.64	
Received From	Payment Method	Description	Amount	VAT
NNDC	BACS	Precept	48926.50	

The meeting closed at 9.15pm.