



Minutes of a **Full Council Meeting** of Mundesley Parish Council held in the Church Rooms, Mundesley on **Monday 27th November 2023**, at 7.00pm

Present: Councillors J Barnes, J Broatch, M Gordon, J Holliman, D Revell, B Reynolds (chair), A Wait.

Clerk: Mrs Sarah Hunt

Four members of the public were present.

1. Apologies for Absence.

Apologies were received and accepted from Cllrs Dickinson and West – alternative commitments.

NOTED that the Council has been given permission to co-opt for the four vacancies.

2. Declarations of Interest and requests for Dispensations.

None.

3. Minutes of Previous Meetings.

The the minutes of the Meetings of the Parish Council held on 23rd October, 15th November and 21st November 2023 were AGREED as a true and correct record and signed by the Chair. PROPOSED Cllr Revell, seconded Cllr Holliman.

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

4.1 Mundesley Parish Council Facebook page – NOTED that all Councillor access has been removed and only the Clerk now has access.

4.2 Watson Watt Gardens land transfer from NNDC (Allotment provision). This is now making progress.

4.3 Frazer Crescent land transfer from NNDC. This transfer is linked with item 4.2.

4.4 Map held in Council offices. To confirm that the DYMO has been purchased. Map to be updated and erected in due course. NOTED.

4.5 Grass cutting of field off Collingwood Drive – cones purchased and provided to grass cutting contractor. NOTED.

4.6 Planting of Rowan tree in Memorial Gardens (W.I). Ground now cleared to enable planting to go ahead. NOTED.

4.7 Norfolk Wildlife Trust Community Liaison Visit. No contact details available – email sent to Norfolk Wildlife Trust. To go onto April agenda.

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

4.9 Purchase of 2 No. 120L composters for the use of Mundesley Community Gardeners – installed. NOTED

4.10 Land registry alteration – signed and witnessed – awaiting cheque. Ongoing.

4.11 Verge outside church – cut as requested. NOTED.

4.12 Vat registration – ongoing. NOTED.

5 Chairman's Report.

None.

6 Public Participation Time

- 6.1 County Councillor Ed Maxfield – apologies sent, report circulated and Highways report read to the meeting.
- 6.2 District Councillor Wendy Fredericks – report circulated. Cllr Fredericks thanked the Parish Council for a very well organised Christmas Event.
- 6.3 A member of the public congratulated the Council on the Christmas Lights.

7 Finance and Administration.

- 7.1 It was RESOLVED to make payments and note receipts as per the spreadsheet. PROPOSED Cllr Broatch, seconded Cllr Holliman. It was NOTED that the Glasdon invoice was reduced to £503.98.
- 7.2 The committee document was AGREED as presented.
- 7.3 Field off Collingwood Drive – overhanging trees at Jubilee Gardens. It was RESOLVED to accept the quotation from Woodpecker Tree Services of £270 to dismantle the 2 x scots pine, To reduce overhanging trees to the Boundary £220 with branches stacked onsite for wildlife. PROPOSED Cllr Wait, seconded Cllr Revell. It was NOTED that a tree survey is due to be undertaken Summer 2024.
- 7.4 NOTED that Full Council training took place on 6th November 2023.
- 7.5 Bacton Gas Terminal Community Liaison Group Meeting. Minutes received.
- 7.6 Insurance – the Clerk has approached the insurance company and asked 1) the current division between Gold Park and MPC for the sum paid and 2) what the price would be to insure both organisations separately. No response as yet.
- 7.7 Tasmin Drive/Beckmeadow Drive – bollard missing from gateway entrance. ongoing
- 7.8 The meeting dates for 2024 were AGREED as issued.
- 7.9 To receive updated quotes for camera/tripod for Museum – previously approved. Cllr D Revell. Next meeting.
- 7.10 Cyber Insurance – received quotation £367.36. Alternative quotations to be sought.
- 7.11 Five Year Plan – to be reviewed and brought back to Council. Cllrs Barnes/Revell/Reynolds
- 7.12 NOTED premises under insurance cover. To be checked against property register and deeds held. To be reviewed by Planning, Building and Environment.

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/23/2397 – 2a Church Lane, Mundesley, NR11 8AU. Detached garage to replace existing garage. It was RESOLVED to support this application.
- 8.1.2 PF/23/2377 – Tudor Rose, 91 Cromer Road, Mundesley, NR11 8DU. Two storey side extension to dwelling. It was RESOLVED to make no objection or comment on this application.

8.2 To receive confirmation of decisions received from NNDC during the month as follows:

- 8.2.1 PF/23/2008 – Glendale, 5 Heath Lane, Mundesley, NR11 8JP. Single storey rear and side extensions to dwelling; erection of detached garage. APPROVED. NOTED.

9 Property and Maintenance Matters.

- 9.1 The minutes from 15th November 2023 were RECEIVED and the following recommendations considered:
 - 9.1.1 It was RESOLVED to accept the quotation for SAM2 ongoing moving/changing of signs at £60.00/month. The charging to take place in the Parish Office if possible logistically. PROPOSED Cllr J Broatch, seconded Cllr J Holliman.

- 9.1.2 NOTED that the Clerk/Chair have authorised bitumen painting below the level of rendering at the Museum for the sum of £290.00 as a matter of urgency.
- 9.1.3 It was AGREED that benches shown at Option 2 be ordered at a cost of £631.77 each. PROPOSED Cllr A Wait, seconded Cllr Revell.
- 9.2 A quotation for parking improvements at office was received for the sum of £7,910.00. This item was moved into the confidential section at the end of the meeting. It was RESOLVED not to make alterations to the existing garden. Fence to be replaced in house – Cllrs Barnes, Broatch and Wait to progress. Plaque to be mounted on fence once replaced.
- 9.3 The meeting received and considered a small works quotation. It was RESOLVED to put the bus shelter cleaning on order for March 2024 at a cost of £50/shelter. To agree the sum of £120 to strim footpaths from Meadow Drive to Mill Pond (2 No.), To strim Shoppers Car Park perimeter and cut back any brambles etc - £140.00. PROPOSED Cllr Wait, seconded Cllr Broatch.
- 9.4 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.
- 9.5 Defibrillator – Cllr D Revell to update this onto register using the Clerks email address.
- 9.6 Memorial Gardens – Councillors to visit, to go onto January agenda.

10 Correspondence.

- 10.1 Email – Norfolk County Council – Bus Service – Clerk feedback any response.
- 10.2 Speedwatch – It was AGREED to invite the police representative to the Annual Parish Meeting on the 22nd April 2024.

11 Highways

- 11.1 NOTED that the payment to Norfolk County Council has already been made for the chicanes. Highways work being scheduled to improve visibility.
- 11.2 NOTED that the deadline for 50/50 partnership funding is 8th December 2023.

12 Events.

- 12.1 To consider the Events Working Group becoming a Committee of the Parish Council. Next Meeting.
- 12.2 To consider and adopt Terms of Reference if necessary. Next Meeting.
- 12.3 The village plans for Christmas were discussed. Santa tour to be Saturday 16th December.
- 12.4 D Day 6th June 2024 – Cllr A Wait to inspect Beacon and recommend any necessary works to Council.
Councillors to check out: www.d-day80beacons.co.uk
Poppy Display on museum.
Lamp of Peace at Memorial to be considered.
Events Working Group to lead and report back to Council.

13 Items for Future Agenda.

- 13.1 Community Action Plan – to be adopted by Council once completed by Clerk.
- 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 Biodiversity Policy
- 13.6 Neighbourhood Plan.
- 13.7 To review Social Media Policy.

14 Confidential matters

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,

14.1 I.T.

The meeting reviewed the Council's IT provision. It was RESOLVED to move support across to Broadland Computers, PROPOSED Cllr Revell, seconded Cllr Holliman

14.2 The meeting received a report from Cllr M Gordon bringing Councillors up to date.

15 Date of Next Meeting.

15.1 NOTED date of next Finance Committee Meeting – Wednesday 29th November 2023 at 7pm. All councillors invited.

15.2 NOTED next scheduled Parish Council meeting is to be swapped with Planning, Building Environment and will take place on January 17th. Scheduled Full Council meeting for December is not to be called. Clerk to call any necessary additional meetings.