



**Mundesley-on-Sea
Parish Council**

THE OLD FIRE STATION BACK STREET MUNDESLEY
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02.04.2024

Minutes of a Meeting of Mundesley Parish Council held in the Coronation Hall, Mundesley on Monday 25th March 2024 at 7pm

Present: Councillor's Reynolds (Chair) Broatch, Barnes, West, Revell, Holliman, Spencer, Smith

District Councillor: Fredericks

In attendance: Temporary Clerk: Philip Stone, RFO: Jo Beardshaw

AGENDA

The Chair welcomed the District Councillor

- 1. Public Forum: Meeting open for public participation:**
No members of the public present.
- 2.** Report from Wendy Fredericks District Councillor (5 minutes)
Previously received noted, verbal summary given.
- 3.** Report From Ed Maxfield County Councillor (5 minutes)
Previously received noted.
- 4.** To receive and approve apologies for absence Cllr Wait, family commitments, Cllr Dickinson alternative meeting, Cllr Gordon (no apology). Proposed, to accept, seconded unanimously resolved.
- 5.** Declarations of interest and applications for dispensations
None
- 6. Minutes**
 1. To approve the minutes of the Council meeting of 26th February 2024.
Proposed seconded unanimously resolved.
 2. To receive and approve the minutes of the Events Committee of 28th February 2024 and to ratify the decisions made. Proposed, seconded unanimously
 3. To receive and approve the minutes of the Employment Committee meeting of 10th March 2024 and to ratify the decisions made. Proposed to defer to next

meeting, seconded unanimously resolved

4. To receive and approve the minutes of the Planning Building & Environment Committee meeting of 20th March 2024 and to ratify the decisions made.

Proposed to approve subject to amendment to item 7.1 second paragraph,

Clerk confirmed a prospective tenant had made enquires. Proposed to let the property once a current market rent has been ascertained. Clerk to obtain 3 rental valuations, seconded, unanimously resolved.

7. Co-option

To consider, agree and resolve application for the position of Councillor
Proposed to co-opt Derek Smith to the position of councillor seconded, unanimously resolved. Cllr Smith, signed a declaration of acceptance, witnessed by the clerk and the register of members interests.

8. To receive and note clerks report

1. Village Gateways
Confirmed, ordered and delivery and installation by NNDC awaited, approximately 6 weeks.
2. Grant requests
Confirmed several received, all of which to be decided by the vote of the public in attendance at the annual parish meeting in April.
3. Community Payback Scheme
Work to promenade railings, ongoing, flower beds in front of Gold Park weeded, work in Memorial gardens ongoing.

9. Planning Applications received as consultee (support, object, no comment)

Ref: PF/24/0384

Site: 17 Meadow Drive, Mundesley, Norwich, Norfolk, NR11 8LN

Proposal: Part demolition of rear extension; replacement with new extension on same footprint; new roof to extension, general refurbishment works including repaired garage roof, removal of porch, new windows throughout and cladding to front elevation.

Proposed to support, seconded, unanimously resolved

10. Correspondence: To consider, note, respond and resolve if required

To note receipt of a freedom of information request from a member of the public 11th March 2024 and reply given on 14th March confirming the information requested to be exempt under the Act in accordance with S41 Confidentiality, S42 Legal professional privilege and cost exceeding £450 to comply with.

Noted.

11. Financial and Administrative matters

To agree and authorise payments list as per Annex A.

Proposed, seconded, unanimously approved

Proposed that the RFO makes payments during the month to cover any expenditure incurred by the clerk in respect of provision of materials or consumables up to £500 seconded, unanimously resolved.

12. Policies

To consider, approve and adopt

1. Standing Orders proposed to adopt, seconded unanimously resolved. (Date of review 25th March 2025)
2. Financial Regulations revised proposed to adopt, seconded unanimously resolved. (Date of review 25th March 2025)
3. Biodiversity proposed to adopt, seconded unanimously resolved. (Date of review 25th March 2025)
4. Sickness & Absence Policy Proposed to adopt seconded unanimously resolved. (Date of review 25th March 2025)

13. Museum to agree 2024 opening times.

Proposed 1st May Saturdays and Sundays, provisionally 11-3 unanimously resolved.

14. Confidential Matters

To resolve under the Public Bodies (Admission to Meetings Act 1960) that the Press and Public be excluded due to items pertaining to employment and legal issues.

- (1) To consider proposed increase of clerks weekly working hours 24 to 30 as required. Clerks' contractual hours confirmed as 24 increase to allow workflow to be dealt with more effectively without having to refer back to council each time more hours are required to deal with demand, seconded, unanimously resolved.
- (2) Land Registry Application
Proposed to reverse the decision to register Gold Park in the name of the Gold Park Charity and to withdraw the application for registration, seconded, unanimously resolved.

Proposed to take specialist legal advice in respect of ownership of Gold Park prior to considering any transfer of ownership, seconded, unanimously resolved.

15. To Note April Meeting Dates:

22.04.24 Annual Parish Meeting
Noted

29.04.24 Full Council
Noted

DRAFT