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Minutes of a **Full Council Meeting** of Mundesley Parish Council
held in the Jubilee Rooms, Mundesley on **Wednesday 17th January 2024** at 7pm

Present: Councillors J Barnes, R Dickinson, J Holliman, D Revell (part), B Reynolds (chair), C Spencer (part), C West (part).

6 members of the public were present.

Clerk: Mrs Sarah Hunt

1. **Election of Chair to the Council.**
   Councillor B Reynolds was PROPOSED by Cllr R Dickinson and seconded by Cllr C West. ELECTED.

2. **To elect a Vice-Chair if necessary.**
   Councillor R Dickinson was PROPOSED Cllr J Barnes and seconded by Cllr J Holliman. ELECTED.

3. **Apologies for Absence.**
   The following apologies were RECEIVED: Cllrs J Broatch – unavailable, M Gordon – unavailable, A Wait – alternative commitment

4. **Co-option.**
   Carol Spencer was PROPOSED Cllr J Holliman, seconded Cllr B Reynolds and CO-OPTED to the Council.
   Cllr Spencer signed a declaration of acceptance of office, witnessed by the Clerk, and joined the meeting.

Cllr Chris West left the meeting.

5. **Declarations of Interest and requests for Dispensations.**
   Cllr Spencer – item 13.10. Cllr Spencer did not speak or vote on the matter.

6. **Minutes of Previous Meetings.**
   The minutes of the Meeting of the Parish Council held on 12th December 2023 were AGREED as a true and correct record and signed by the Chair. PROPOSED Cllr Reynolds, seconded Cllr Dickinson.

7. Public Participation Time – included within this item are comments made throughout the meeting upon invitation of the Chair.

The meeting was addressed with regard to the land registry title of Gold Park.
The Clerk was asked to check the minutes displayed on the website for November and December 2023.
The meeting was informed the Gold Park website is out of date – to be passed to the Gold Park charity Clerk.
The Council was asked to ensure local residents with a family connection to D Day be included within the commemoration plans.
The Clerk was asked if the Parish Council facebook settings allowed sharing of posts – it was believed this was possible, resident to contact Clerk directly if this proves inaccurate. It was confirmed to the meeting that only the Clerk had access to the Council facebook page.
The Clerk was asked to investigate why there are no bus stop designation road markings at the stop adjacent to Tesco and opposite the corner of Station Road/Church Road, and ask if these can be added to prevent issues with cars parking on the bus stop.

7.2 District Councillor Wendy Fredericks sent apologies to the meeting.
7.3 County Councillor Ed Maxfield sent apologies to the meeting.

8. Financial and Administrative matters.

8.1 It was RESOLVED to make the payments listed at Annex A. PROPOSED Cllr Barnes, seconded Cllr Reynolds.
8.2 To review and agree membership of Employment Committee. Existing membership: Cllrs J Broatch, D Revell, B Reynolds, A Wait. Cllrs Revell and Reynolds requested to step down. Cllrs Barnes and Holliman agreed to stand on the committee. AGREED.
8.3 The minutes of Finance Committee held on Wednesday 29th November 2023 were RECEIVED and NOTED.
8.4 The budget provided was REVIEWED and it was RESOLVED to accept the precept recommendation from the finance committee of £100,537.00. 00 which will give a zero percent increase on 2023/24 given that the tax base has increased to 1,177.20. PROPOSED Cllr Reynolds, seconded Cllr Dickinson.
8.5 NOTED that the budget has been capped at £1,000 for charitable donations – It was RESOLVED that this be awarded at the Parish Meeting with a voting system for 5 local charities or fewer to receive equal funding. This to be advertised widely. PROPOSED Cllr Reynolds, seconded Cllr Barnes.
8.6 It was RESOLVED to close all Lloyds bank accounts and move all banking to Unity to reduce banking costs. PROPOSED Cllr Reynolds, seconded Cllr Dickinson.
8.7 It was RESOLVED to open a CCLA savings account. PROPOSED Cllr Dickinson, seconded Cllr Holliman.
8.8 Five Year Plan – review. Cllrs Barnes/Revell/Reynolds Next Meeting – future work on Five Year Plan dependent upon decisions taken over Neighbourhood Plan.
8.9 It was RESOLVED to form a standing Events Committee. Existing Working Party Council members to transfer to Events Committee without alteration. PROPOSED Cllr Reynolds, seconded Cllr Barnes.
8.10 The Terms of Reference for the above committee were AGREED with alterations.
8.11 To review and agree Sickness Policy. February Meeting.
8.12 To consider and approve Standing Orders. February Meeting.
8.13 To consider and approve Financial Regulations. February Meeting.
8.14 To consider and agree Biodiversity Policy. February Meeting.
8.15 To review Social Media Policy. February Meeting.
8.16 To receive an agree camera/stand quotations for museum. Cllr D Revell. February Meeting.

8.17 To agree and appoint internal auditor. Three quotations received. February Meeting. Additional quotations to be sought.

9. Planning.

9.1 The meeting RECEIVED and considered the following application from North Norfolk District Council for consultee response.

9.1.1 PF/24/0028 – The Homestead, 45 Warren Drive, Mundesley, NR11 8AS. Single storey side and rear extensions to dwelling; detached garage. No Comment to be sent.

9.2 RECEIVED notifications of the following decisions taken by North Norfolk District Council. NOTED

9.2.1 PF/23/2173 – 9 Hilda Road, Mundesley, NR11 8BA. Erection of single storey side extension. APPROVED.

9.2.2 PF/23/2111 – 6 Goodwin Road, Mundesley, NR11 8BB. Conversion and extension of detached garage to form annexe; external alterations. APPROVED.

9.2.3 PF/23/0942 – Promenade & Beach, Mundesley, Norfolk. 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 reverment 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 (Mundesley Coastal Management Scheme coastal defence approval). APPROVED.

9.2.4 PF/23/1781 – 30 Trunch Road, Mundesley, NR11 8JX. One and a half storey side extension to dwelling following removal of attached garage; porch to front; external alterations including replacement windows and render to walls. APPROVED.

9.3 NOTED comments sent as consultee between meetings:

9.3.1 PF/23/2635 - Mundesley - Seaview Manor, Cromer Road, Mundesley. Change of use from single dwelling house to a holiday let (retrospective). No comment sent.

9.4 Councillors CONSIDERED recommencing the Neighbourhood Plan. The Clerk was asked to provide an updated position statement to the February meeting.

10. Highways.

10.1 CONFIRMED that the SAM2 is now under the control of the contractor as instructed. NOTED.

10.2 Chicanes – NOTED that priority arrows are not being installed. Reflective stickers to be replaced on bollards. Lining and signage changes scheduled.

10.3 Church Lane/Station Road – installation of double yellow lines on bend. There is a £5,000 shortfall with £5,000 coming from County Cllr Ed Maxfield. Anticipated timeline 12 – 18 months. It was RESOLVED to earmark £5,000 within the 2024/25 accounts and pay the necessary additional funding. PROPOSED Cllr Reynolds, seconded Cllr Dickinson.

11. Correspondence.

11.1 A letter from Mundesley Lifeboat following Christmas Fayre and Light Switch on. The Clerk was asked to respond.

11.2 Notification of trek for Childrens Charity Hospice Event – 22nd June 2024 received. The Coronation Hall Mundesley is one of the rest stops. NOTED.

12. Events.

12.1 The next meeting of the Events Committee will take place on Wednesday 24th January 2024. D Day will be discussed at this meeting, the commemoration is taking place on June 6th.

13. Property and Maintenance Matters.

13.1 The installation and location of an additional glass recycling bin as recommended by Finance Committee. Clerk to investigate potential sites. Next Meeting.

13.2 It was AGREED to make an application to 'Awards for All' to update the Outdoor Gym Equipment as recommended by Finance Committee. PROPOSED Cllr Reynolds, seconded Cllr Dickinson. Clerk. Next Meeting.

13.3 Fence at Office Garden – update on planned works. Cllrs Broatch/Wait. Next Meeting.

13.4 Skate Park – it was confirmed that this installed by Wheelscape. Clerk to obtain quotation for any necessary works. Next Meeting.

13.5 The meeting received an update on ROSPA report on MUGA/Skatepark/Outdoor Gym. All urgent works now completed, Clerk to ascertain any remaining work and provide quotations. Next Meeting.

13.6 To receive an update on any necessary works to the Beacon. Cllr A Wait. Next Meeting.

13.7 Zip Line – Gold Park meeting – included on incorrect agenda.

13.8 The meeting considered a request to relocate the key safe for the NCI tower. It was RESOLVED, with the agreement of the NCI, to put a Key Code entrance pad rather than a keybox. Clerk.

13.9 It was RESOLVED to add the dog bin, Cromer Road, (jogged/progress/conductor) to the dog bin emptying schedule and asset register. PROPOSED Cllr Reynolds, seconded Cllr Holliman.

13.10 A request from Scouts was received regarding improvements to the site. Representatives to be invited to a meeting to discuss detailed specification for suggested works. Clerk. Lease to be chased. Clerk

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

14.1 Watson Watt Gardens and Frazer Crescent land transfer from NNDC – discussions are taking place between NNDC and Flagship homes.

14.2 Map held in Council offices. The DYMO has been purchased. Map to be updated and erected. Clerk.

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

14.4 Land registry update – signed and witnessed – to be sent. Clerk.

14.5 VAT Registration – application submitted. NOTED.

14.6 Tasmin Drive/Beckmeadow Way bollard – work instructed. NOTED.

14.7 Defibrillator Registration – battery replaced, Cllr Revell to confirm registration and log ins. Cllr D Revell.

14.8 Montage of photographs for portrait of Queen Elizabeth II. To agree any future actions. To be passed to Gold Park as to be installed there.

15. Items for future agenda

Community Action Plan – to be adopted by Council once updated by Clerk. Ongoing.

16. Date and Time for next meeting.

Planning Building and Environment – 29th January 2024 at 7pm.
Finance and General Purposes – 7th February 2024 at 7pm
Full Council – 26th February 2024 at 7pm.

17. 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,

Cllr Denise Revell joined the meeting.

17.1. The meeting considered the appointment of a temporary clerk from 1st February 2024 and agreed terms of employment and contract. Locum Clerk to discuss, circulate contract, and ensure the handover. Locum Clerk to remain on the payroll to support and be available as necessary.
It was RESOLVED to approve of credit card/updating of details wherever necessary. PROPOSED Cllr Reynolds, seconded Cllr Revell.

17.2. The meeting received an update from the staffing committee.

17.3. The meeting received an update on the NALC complaint which is still being progressed. It was RESOLVED that this continue. PROPOSED Cllr Reynolds, seconded Cllr Barnes.

17.4. The draft lease and sub-lease for MCOA have been received from the solicitor – to be issued for comment. Clerk. The application for VAT registration has been submitted.

17.5. Land off Cromer Road – It was RESOLVED to enter into discussions with NNDC over management and bring back to Council any opportunity.