Mundesley-on-Sea
Parish Council
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05.06.2024

Minutes of a meeting of Mundesley Parish Council held in the Coronation Hall, Mundesley on **Tuesday 28TH May 2024** at 6pm

Present: Cllrs Reynolds, Broatch, Holliman, Spencer, Smith, Dickinson, Revell

In attendance: Temp Clerk P Stone
County Councillor Edd Maxfield

1 member of the public

AGENDA
The Chair to welcome, members of the public, District and County Councillor

1. **Election of Chair**
   Proposed Cllr Reynolds, seconded, unanimously resolved. Cllr Reynolds signed the Declaration of Office in the presence of the clerk the Proper Officer who witnessed the signature.

2. **Election of Vice-Chair**
   Proposed Cllr Dickinson seconded, unanimously resolved. Cllr Dickinson signed the Declaration of Office in the presence of the clerk the Proper Officer who witnessed the signature.

3. **Declarations of Interest and requests for Dispensations**
   Cllr Dickinson and Cllr Spencer (live in Beckmeadow Way) each granted dispensation by the clerk to remain in the room, neither to speak or vote on the matter.

4. **To receive and approve apologies for absence**
   Cllr West (Previous engagement) proposed to accept, seconded, unanimously resolved.
   District Cllr Fredericks, Noted

5. **Co -Option** to consider and resolve two applications for the position of Councillor.
   Proposed to move to next meeting, seconded, unanimously resolved. Clerk to formally invite each applicant to attend for interview prior to the meeting.

6. **Public Forum: Meeting open for public participation:**
   Members of the public are invited to give their views on Parish affairs at the discretion of the Chair, for no more than 15 minutes. (Maximum of 3 minutes for any one speaker)
   The member of the public did not wish to raise any issues other than relating to Agenda item 14, Beckmeadow. The Chair confirmed council would allow the resident to speak on item 14.

7. **Report from Wendy Fredericks District Councillor** (5 minutes)
   Written report received and noted.

8. Report From Ed Maxfield County Councillor (5 minutes)
Written report received and noted, verbal report given, confirming because of the election not much going on at County Hall, funding from County Councillor Highways Budget for the new bus stop at Four Ways confirmed in the sum of £2,850.

9. Minutes

9.1 To approve the minutes of the Council meeting of 29th April 2024
Proposed to approve, seconded, unanimously resolved.

9.2 To approve the minutes of the Events Committee meeting of 16th April 2024 and note the resignation of volunteers Dave Parkin and Brenda Parkin.
Proposed to approve, seconded, unanimously resolved.

9.3 To approve the minutes of the Employment Committee meeting of 9th May 2024
Proposed to approve, seconded, unanimously resolved.

9.4 To approve the minutes of the Finance meeting of 15th May 2024
Proposed to approve, seconded, unanimously resolved.

10. Committees

10.1 To appoint members to the Assets & Environment Committee (5)
Proposed, Cllr Broatch, Dickinson, West, Smith, seconded, unanimously resolved.

10.2 To appoint members to the Finance Committee (5)
Proposed Cllrs, Revell, Dickinson, West, Reynolds, Holliman, Spencer, seconded, unanimously resolved.

10.3 To appoint members to the Employment Committee (5)
Proposed, Dickinson, Holliman, Broatch, Spencer, seconded, unanimously resolved.

10.4 To appoint council members to the Events Committee (7)
Proposed, Reynolds, Revell, Broatch, Spencer, Smith, seconded, unanimously resolved.

11. Council Policies, Documentation and Communication

Proposed to accept items 11.1,2,3,4 and 6 without amendment, and to refer item 11.5 to the employment committee for consideration, seconded, unanimously resolved

1.1 To review, confirm and adopt the Advertising Policy
11.2 To review, confirm and adopt the Delegation Scheme
11.3 To review, confirm and adopt the Digital Policy
11.4 To review, confirm and adopt the Dignity at Work Policy
11.5 To review, confirm and adopt the Equality & Diversity Policy
11.6 To review, confirm and adopt the Freedom of Information Policy

12. Insurance

13.1 To review and confirm the Asset Register for insurance purposes.
Reviewed and increased insurance figures noted for Museum, Bungalow, Pavilion, Freds Shed, Council office and brick shelters Gold Park. Proposed to agree asset register as per insurance schedule and increased recommended figures, seconded, unanimously resolved.

13.2 To confirm and agree the percentage split for the asset insurance premium with Gold Park, 70/ 30 split in councils favor recommended.
Proposed 70/30 split in favor of the council, seconded, unanimously resolved.

13. Clerks Report

Community Payback Scheme, railings, benches, memorial gardens, bus stop four ways.

Clerks report noted: Promenade railings painting completed, Memorial Gardens work completed, main gates still to be painted, work commenced on restoring timber benches and funding commitment from County Councillor Maxfield confirmed for Four ways bus stop.

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

Letter from Beckmeadow Way resident group.
The Clerk confirmed 6 further letters received relating to the same issue of inappropriate fencing onto an unmade roadway and bridal way.
Verbal representation received from the member of the public concerning the fencing which impedes ease of access for pedestrians and vehicles. The clerk confirmed the land was not owned by the Parish Council or the District Council and as such it was a private matter for the residents of Beckmeadow. The clerk recommended Beckmeadow residents to obtain independent legal advice concerning prescriptive rights of access. County Councillor Maxfield confirmed he would speak to the rights of way officer on their behalf at Norfolk County Council. Clerk to write to the pot hole association re the advice given.

15. Financial and Administrative matters

1. To agree and authorise payments list as per Annex A.
   Proposed to amend adding MJP Painter & Decorator £560, seconded, unanimously resolved.
2. To authorise purchase of an extendable ladder, Mountfield mower, DeWalt strimmer and a wheelbarrow (costs shared with Gold Park), as per information already circulated to Cllrs. Proposed, seconded, unanimously resolved.
3. To authorise purchase of an insurance rent indemnity policy for Woodhurst monthly premium approx. £20. Proposed to authorise, policy in a single party name, seconded, unanimously resolved.
4. To confirm budget for fencing and restoration of garden next to council offices. Confirmed at £500.

ANNUAL GOVERNANCE AND ACCOUNTABILITY REVIEW 2023/2024

5. To note receipt of the Internal Auditor's report regarding the annual accounts 2023/2024 and to note that the Finance Committee are reviewing each item. Noted.
6. To consider and approve the Annual Governance Statement for the accounts 2023/2024.
   Considered, proposed to approve the Annual Governance Statement as presented, seconded, unanimously resolved.
7. To consider and approve the Accounting Statement for the accounts 2023/2024
   Considered, proposed to approve, seconded, unanimously resolved.
8. To review, confirm and resolve the cost and frequency of grass cutting to the outside of Gold Park (cost to be born equally between Gold Park and MPC)
   Proposed to be the same as the grass cutting schedule for Gold Park approximately 18 times, seconded, unanimously resolved.
9. To authorise clerk to obtain a Revolut prepaid card to deal with monthly incurred expenses, prepaid limit £500
   Proposed, seconded, unanimously resolved.
10. To authorise the RFO to have a separate web page on the council's website for accounts and finance.
    Proposed, seconded, unanimously resolved.
11. To appoint Cllr Reynolds as an admin to the Council's Facebook page.
    Proposed, seconded, unanimously resolved.
12. To authorise the setting up of a PayPal account for online purchases (Cllr Revell)

Proposed, seconded, unanimously resolved.

16. Museum

16.1 To confirm the number of signs for the Museum and to authorise their purchase (Cllr Revell)
Considerable discussion of various options for the sides of the museum, no formal agreement, proposed clerk to obtain a quote for a freestanding sign visible each side of the museum at car height for passing vehicles.

16.2 To authorise the purchase of a camera and stand for Museum exhibit digitalizing Cannon EOS 2000 camera £429and Kaiser stand £236.33 (Cllr Revell) Deferred to next meeting.

17. Planters

To resolve what action to take in respect of planting, maintenance and watering, including the welcome to Mundesley Bike, the train and the boat.
Proposed Clerk to purchase plants and plant main planters as required including the train and to water on a temporary basis until such time as a more permanent resolution can be resolved, seconded, unanimously resolved.

Proposed Mundesley welcome bike be partially restored by woods Cycles at a cost of £247.13, seconded, unanimously resolved.

18. 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 confirm tenants for Woodhurst
Proposed to accept the single tenant, seconded, unanimously resolved.
(2) To appoint contractor for the cutting of the entrance to Gold Park and the tidying of the Memorial Gardens, proposed to appoint Simon Quilter, seconded, unanimously resolved.

Meeting closed: 7.56pm

Next meeting 28th June