



**Mundesley-on-Sea
Parish Council**

THE OLD FIRE STATION BACK STREET MUNDESLEY NR11 8JJ

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09.07.2024

Minutes of a meeting of Mundesley Parish Council held in the Coronation Hall, Mundesley on **Monday 24TH June 2024** at 6pm

Present: Cllrs Reynolds, Broatch, Holliman, Spencer, Smith, Dickinson, Revell, Wait, Barnes, Hicks

In attendance: Temp Clerk P Stone & Locum RFO J Beardshaw

16 members of the public reducing to 4 at 6.32 pm

AGENDA

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

1.

1. Declarations of interest and request for Dispensations

Cllrs Spencer and Dickinson item 1.6 as residents of Beckmeadow Way. (Neither to speak or vote on the matter). Cllr Reynolds item 1.3 (Related to).

2. To receive and approve apologies for absence.

Cllr West (Personal reasons) proposed to accept, seconded, unanimously resolved.
District Cllr Fredericks illness (Noted)

3. Co - Option to consider and resolve two applications for the position of Councillor.

Item Chaired by Vice Chair Cllr Dickinson, both applicants having already been interviewed, proposed to appoint applicants, Barnes and Hicks as Councillors, seconded, unanimously resolved.

2. 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)

Proposed to suspend the meeting, seconded, unanimously resolved 6.04pm. No comment from members of the public, proposed to reconvene the meeting, seconded, unanimously resolved 6.04pm.

3. Report from Wendy Fredericks District Councillor (5 minutes)

Written report received and circulated prior to the meeting contents noted.

4. Report From Ed Maxfield County Councillor (5 minutes)

None received but noted that a report had been received and circulated within the last 2 weeks.

5. Minutes

To approve the minutes of the Council meeting of 28th May 2024
Proposed to approve, seconded, unanimously resolved.

6. To receive verbal report from Norfolk County Council Officer concerning rights of way relating to Beckmeadow Way.

The Chair, read the letter sent by MPC to the residents of Beckmeadow on 12th June confirming that the road to Beckmeadow way was a restricted byway and that the PC had no powers to resolve issues relating to its use and had therefore referred the issue to Norfolk County Council Highways.

The Chair introduced Cally Keohane, Senior Research and information officer for Highways who confirmed Beckmeadow to be a byway that the public have a right over on foot or horse or bicycle (there is no right for mechanical propelled vehicles to pass over it). The officer took questions from members of the public.

The clerk circulated to the members of the public a copy of an email dated 12th June from Highways confirming the legal situation. The clerk confirmed he would send letters to the two residents encroaching on the byway informing them of the situation.

7. Committees

To consider make up, additions and training.

Assets & Environment

Proposed, Cllrs, West, Revell, Broatch, Dickinson, Revell seconded, unanimously resolved.

Finance

Proposed, Cllrs, Revell, Dickinson, West, Spencer, Holliman, seconded, unanimously resolved.

Events

Proposed to add Cllrs Hicks and Barnes, seconded, unanimously resolved.

8. Clerks Report

(1) **Community Payback Scheme**, benches, memorial gardens, rose beds, verge, Woodhurst.

The Clerk thanked the maintenance contractor and restorative justice, confirming improvement works had taken place to benches, the Memorial Gardens and gates.

(2) Council village signs, shopper's car park, pathways Beckmeadow, Bowls club.

(3) Road sign outside Haig club
Replaced.

(4) Four Ways bus stop update (14th October)
To be installed on 14th October.

(5) Planters including boat and train.

(6) Website review, compliance and ease of use. (Cllr Spencer)

Cllr Spencer confirmed that she had looked at the website with the clerk and that it requires updating for ease of use. Cllr Spencer will arrange a further meeting with the clerk and will make recommendations thereafter to council.

(7) RFO report, separate website page website progress

RFO confirmed new page up and running on the website and is suitable for finance purposes.

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

(1) Shop closures.

Letter from a Mundesley shop owner noted. Chair confirmed ongoing issues for shops within Mundesley relating to health and safety compliance and asked if there was anything that council could do to support the shop owners? A general discussion took place and council whilst it supports shop owners could not get involved with individual issues of compliance with the District Council on their behalf.

- (2) Nettles chicanes.

Letter from a member of the public noted concerning the nettles and that the clerk had referred the issue twice to Norfolk County Council who have simply confirmed they are monitoring the situation. General discussion took place concerning grass cutting by Norfolk County Council and the possibility of taking on the obligation of grass cutting from them. The Clerk was asked to obtain quotations for this so it could be considered for potential budgeting.

- (3) Norfolk County Council Grass cutting 5 times per year to note cost and routes covered and to consider alternatives.
Noted.

10. Financial and Administrative matters

- (1) To agree and authorise payments list as per Annex A.

RFO informed council there would be one cheque signed rather than a BACS payment voucher 87 (monthly payment sheet).

Council noted a double SSAFA payment followed by a receipt to offset the payment.

Proposed, council agree to set up a standing order for JLR for (£627) seconded, unanimously resolved.

Council noted the clerk would be receiving a debit card, which would sit within the councils current Financial Regulations.

Proposed council sets up a direct debit for URM seconded, unanimously resolved.

Council noted deposit for Woodhurst to be set in reserve with Mudhut.

Proposed to approve the payment list subject to the RFO statements, seconded, unanimously resolved.

11. Items to consider and resolve

- (1) First Aid course for events group members.

Proposed to pay for First Aid course funding for the events committee as required, seconded, unanimously resolved. Clerk asked to obtain more costings.

- (2) Museum sign number and location.

Proposed to approve funding for the museum sign on the front of the museum. Seconded, unanimously resolved.

Proposed to give Cllr Barnes delegated authority to approve the proof of the sign on behalf of the council, seconded, unanimously resolved.

- (3) Emails (Training session)

Proposed to approve funding for inhouse Cllr Training with NPTS, seconded, unanimously resolved.

Noted, Cllr emails will be dealt with by Broadland Computers in 3 weeks' time.

- (4) Green waste

Proposed clerk to obtain quotes for 3 bay compost bin for Memorial Gardens in the far left corner next to the bank to the road, seconded, unanimously resolved.

- (5) Planning (Support, object, no comment)

REFERENCE: PF/24/1134 25 Trunch Road Mundesley NR11 8JU Removal of rear conservatory and erection of single story front and rear extensions, external alterations including replacement of roof tile and addition of timber cladding/render

Proposed no comment, seconded, unanimously resolved.

The clerk left the meeting 750 pm remainder of meeting clerked by RFO.

12. 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.

Proposed to exclude the public, seconded, unanimously resolved.

- (1) Employment matters to consider and resolve.

Council agreed salary and pension provision, proposed to confirm locum RFO as permanent RFO seconded, unanimously resolved.

Proposed to extend current temp clerks' contract for 3 months (25 hours per week) commencing 1st August, seconded, unanimously resolved.

Proposed to hold an employment meeting asap to resolve permanent job description/specification, advertisement and terms (meeting to be clerked by Sarah Hunt) seconded, unanimously resolved.

- (2) Councillor conduct (Monitoring Officer reply) to consider and resolve what action to take.

The Chair outlined the response from the monitoring officer following a code of conduct complaint. Proposed Council to consider GDPR training for all Councillors, seconded, unanimously resolved.

Date of Next Meeting 29th July 2024 6pm Coronation Hall Mundesley

Meeting Closed at: 8.07pm

