

Minutes of the **Full Council Meeting** of Mundesley Parish
Council held in the Coronation Hall, Mundesley on **Monday**
29th July 2024 at 6pm

PRESENT: Cllrs J Barnes, J Broatch, D Hicks, J Holliman, D Revell, B Reynolds (Chair), D Smith, C Spencer, C West.

Also: S Hunt (Clerk to the Meeting), J Beardshaw (Responsible Financial Officer)

4 Members of the public (part).

1. Declarations of interest and request for Dispensations

Cllr D Revell declared an interest in Item 10.3 when that item arose and did not speak or vote on the matter.

2. To receive and approve apologies for absence

Cllr R Dickinson – unavailable.

Cllr A Wait – work.

It was RESOLVED to accept the apologies. PROPOSED Cllr Smith, seconded Cllr Broatch.

3. Public Forum: Meeting open for public participation:

None.

- 4.** Wendy Fredericks District Councillor had provided a previously circulated report. The issue of removal of green waste following works by the restorative justice team was raised. Councillors to give thought to a solution.

- 5.** Ed Maxfield County Councillor had provided a previously circulated report. Taken out of order – Mr Maxfield reported that the 50/50 funding MAY be considered for flooding issues in Water Lane, however causes would need identifying, then ownership of any areas where work was needed before this could be confirmed. I.e, a road closure would not be eligible. County Council elections take place next May, there have been boundary changes affecting Mundesley and it will now join North Walsham representation.

6. Minutes

The minutes of the Council meeting held on 24th June 2024 were AGREED as a true and correct record and signed by the Chair. PROPOSED Cllr Smith, seconded Cllr Holliman.

7. Clerks Report

7.1 Community Payback Scheme, benches (ongoing) pathways Paston, School, Heath Lane, Byway to rear of Gold Park, planned work painting knee rails at outside gym. NOTED. The incorrect paint had been used for knee rails, so more paint will now need to be provided for benches.

7.2 Repair work to lateral pull at outside gym completed. NOTED.

THE OLD FIRE STATION BACK STREET MUNDESLEY NR11 8JJ TELEPHONE: 01263 720603
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- 7.3 NOTED letters sent to parties encroaching byway at Beckmeadow by Norfolk County. Council Highways department.
- 7.4 Quotes for Grass cutting of potential Norfolk County Council areas still to be obtained. NOTED. NEXT AGENDA. **Clerk**
- 7.5 Festive Lights. Confirmation of replacement of 9 strings RECEIVED.

8. Correspondence.

- 8.1 Public complaint regarding cutting of Bridleway between Marina Drive and Beckmeadow Way. Width of cutting and damage to resident's plants. NOTED that temporary clerk will contact on their return.
- 8.2 SSAFA – thankyou letter received for £521.65 donation from the D Day event. NOTED.

9. Financial and Administrative matters

- 9.1 It was RESOLVED to pay all items on the monthly payment list. PROPOSED Cllr Revell, seconded Cllr Spencer.

Clerk/RFO to ascertain a breakdown of Dog and Litter bins being emptied on the schedule from NNDC. Agenda – next meeting. Possibility of replacing dog bins with litter bins to be explored. To be cross charged to Gold Park where relevant – **RFO**.

- 9.2 NOTED fire extinguishers in office annual inspection has taken place.

- 9.3 RECEIVED up to date bank reconciliation as at 30.6.24 –

Lloyds Bank	£28,084.29
Unity T1	£68,842.14
Unity Current	£6,373.46
Unpresented payments	£11,306.28
Adjusted Balance	£91,993.61

The budget to date so far this year was RECEIVED by the Council and considered. It was NOTED that this will be discussed in depth at Finance on the 17th September 2024.

- 9.4 Cyber Insurance. Due 14th August 2024.

Quotes obtained:

Tapoly	£800.34
Gallagher (current provider)	£367.36
Clear Councils	£405.25
Zurich	don't offer
Policy Bee (Ansvar)	don't offer standalone cover
ADS Insurance	don't offer standalone cover.

It was RESOLVED to renew with GALLAGHER. PROPOSED Cllr C West, seconded Cllr J Barnes.

10. Village Matters.

- 10.1 To consider consent to concrete pad works and erection of sheds at Scout Hut and ancillary ground works. Planning Permission has been confirmed as necessary. This to be submitted by the Parish Council. PROPOSED Cllr Hicks, seconded Cllr Broatch. Clerk to request drawings etc to inform application.

- 10.2 Parish Partnership – To note that an invitation to apply has been received for the financial year 2025/26.

Clerk to obtain quotations and permissions from Highways for the following to inform budgeting – next meeting.

Trodway from Paston Road to Lifeboat Slipway – no footway at all on that stretch of road.

Village Gateways on Trunch Road, Paston Road and Knapton Road at entry to speed limit.

10.3 It was RESOLVED to agree to DELEGATE to the events committee the decision to agree the the cost of 2 x first aiders; 1. First Responder and another trained first aider – at a cost of £100 per event when necessary. PROPOSED Cllr Reynolds, seconded Cllr Smith.

10.4 The reinstatement of fencing at Parish Office has been previously agreed by Council. Ongoing.

10.5 Museum Sign update. It was RESOLVED to delegate to Cllr J Barnes authority to order the signage up to a value of £300.00 for the sign as presented to Council. Sign to be on Di Bond. PROPOSED Cllr Reynolds, Seconded Cllr Smith.

10.6 NOTED that the site visit has taken place to survey the wall between Gold Park and Woodhurst. No quotation yet received. It was NOTED by the meeting that the deeds make Gold Park Charity responsible for all boundaries.

10.7 Village Noticeboard – Cllrs Broatch and Holliman to investigate magnetic backing installation and also new locks.

The five year plan was circulated to Councillors in May – to be taken to ASSET meeting in September for review and to enable any planned items to be included in budget setting. **Clerk.**

Charges for noticeboard use and planter sponsorship to be reviewed and issued if necessary. **RFO**

10.8 The areas for inclusion in grass cutting schedule to enable tenders for 2025 grass cutting season were: Cromer Road, the land by Norfolk Homes – 4 cuts per year, The memorial gardens – bi weekly. **RFO** to source quotes.

10.9 Tree Survey – to cover Fourways, Skate Park/Crazy Golf/Outdoor Gym, Memorial Garden, Woodhurst, Links Chalet Park, Cromer Road Woodland, Scout Hut, Parish Office.

Quotes were received: Golden Tree Surgeons £485.00, David Gillett £1,300.00. Woodpecker and M J Tree declined to quote.

It was RESOLVED to instruct Golden Tree Surgeons to undertake the works. It was NOTED that once the report was received **Clerk** to go out to tender on all recommendations. PROPOSED Cllr West, seconded Cllr Revell.

11. Planning.

11.1 To consider planning applications received from North Norfolk District Council for consultation prior to the meeting.

11.1.1 PF/24/1180 – Cowper Lodge, 37a High Street, Mundesley, NR11 8LH. Replacement of one set of garage doors with single door and window and installation of cladding on garage. No Comment. PROPOSED Cllr Reynolds, seconded Cllr Spencer.

11.2 To receive notification of decisions on planning applications by North Norfolk District Council.

11.2.1 PF/24/1134 – 25 Trunch Road, Mundesley, Norwich, Norfolk, NR11 8JU. Removal of rear conservatory and erection of single storey front and rear extensions; external alterations including replacement roof tiles and addition of timber cladding/render. APPROVED.

12. Administration.

- 12.1 It was RESOLVED to cancel the 27th August Meeting. Next meeting scheduled to be 30th September. Any necessary payments prior to the September meeting to be approved by the RFO in conjunction with the Clerk or Chair. PROPOSED Cllr J Barnes, seconded Cllr D Revell.
- 12.2 It was RESOLVED to authorise full administrative access of the website be requested by the Clerk to enable a website review. Cllr Spencer was authorized to support the Clerk with changes. PROPOSED Cllr Reynolds, seconded Cllr Holliman. RFO confirmed an annual JoshBiz cost of £270 which included maintenance and hosting.
- 12.3 A 2nd Key holder is needed for the Parish Council office in case of alarm. Current key holders Temporary Clerk/Locum Clerk/RFO/Chair. It was AGREED that Cllr B Hicks be given a key – possibility that Cllr Revell holds a key, if not found then **Clerk** to issue. Sonata to be contacted to arrange a new code for Cllr Hicks and for her details to go on as emergency contact. **Clerk**
Possibility of a key holding document stating only chair/vice chair to hold keys – to be updated and brought to next meeting to allow Councillor responsibility. **Clerk**
- 12.4 RECEIVED minutes from Employment Committee held on 17th July 2024.
- 12.5 Green waste bays – next meeting.
- 12.6 To consider GDPR training for Councillors.
- 12.7 RECEIVED minutes from events committee.
- 12.8 MCOA Lease. The lease has now been agreed and returned to Micheal Olmer. He will draft the sub-lease and this should be available within two weeks for agreement. To be followed up. **Clerk**
The lease expiry is now 2043 – once all paperwork in order to be referred back to Spaldings to ensure the lease has a valuation as best value. **Clerk/Cllr West** It was NOTED this will need registering with the Land Registry. **Clerk**
- 12.9 Watson Watt Gardens. NNDC have agreed to pay for the new survey by Watsons. Flagship have been instructed to get this in hand. They have asked Watsons to quote for the survey. The survey should be received by all parties within a month. To be followed up. **Clerk**
Once the survey is in hand there may be an uplift in the value of the land. This will need paying by either NNDC or MPC to Flagship.
- 12.10 Putting Green Lease. **RFO/Chris West** have this in hand.

13. To consider items for next agenda.

Assets & Environment Committee 11th September 2024
Finance Committee 17th September 2024
Full Council 30th September 2024

Planting throughout the Parish. Cllr D Hicks.
Parish Seal. Cllr C West

14. Confidential Matters

It was RESOLVED 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.

- 14.1 RFO.
The job description has been agreed and issued.
The contract has been agreed and issued.
- 14.2 To receive an update with regard to recruitment of Parish Clerk.
The advertisement has been published on free platforms.

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It was RESOLVED to take out a 1/8th page in CRABTALES for the advert, this to be supported by a short editorial article explaining the role. PROPOSED Cllr Reynolds, seconded Cllr Barnes. Clerk

The Job Description/Terms/Advert were AGREED at committee.

Closing date 28th August. Shortlisting 30th August. Interviews w/c 9th with a view to the contract commence date of 1st October 2024.

- 14.2 It was RESOLVED to delegate to staffing committee members the recruitment and engagement of a permanent Parish Clerk.

The meeting closed at 7.45pm.

Signed:

Dated: