

MUNDESLEY-ON-SEA PARISH COUNCIL
MINUTES OF THE ANNUAL MEETING HELD ON
MONDAY 15th May 2017 IN THE JUBILEE ROOM, CORONATION HALL,
MUNDESLEY.

Present: Cllr D Harding (Chair) Cllr L Stango (Vice Chairman)
Cllrs C West, J Holliman, D Revell, C Payne, P Keddell, P Gray
B Smith. K Cheetham, J Parke, D Smith and I Fredericks.

Members of Public: – 6

Clerk: Ms D. Joy

**Prior to the start of the Meeting, the Chairman announced that this Meeting
would be recorded.**

Minutes

- 01 Election of Chairman**
Cllr Payne proposed Cllr Harding. Cllr Cheetham seconded the proposal.
Members **VOTED** for Cllr Harding to be Chairman.
- 02 Election of Vice-Chairman**
Cllr Revell proposed Cllr Stango. Cllr Cheetham seconded the proposal.
Members **VOTED** for Cllr Stango to be Vice-Chairman.
- 03 Chairman & Vice Chairman to Sign Declaration of Acceptance of Office**
Cllr Harding signed his Declaration of Acceptance of Office for Chair, and then Cllr
Stango signed her Declaration of Acceptance of Office for Vice- Chair.
- 04 Apologies for Absence**
None
- 05 Declarations of Interest and requests for Dispensations**
Cllr Payne declared an interest in Item 12.2
- 06 Minutes of Previous Meetings**
- 6.1 To agree and sign Minutes of the Annual Meeting held on Monday 16th May 2016.
Cllr Parke Proposed to move the motion and Cllr Cheetham Seconded the proposal.
Members **AGREED** for the Minutes of the Full Council Meeting held on Monday 16th
May 2016. Cllr Harding (Chair) signed the minutes.
- 6.2 To agree the minutes of the Employment Committee meeting held on the 20th March
2017.
Cllr Revell Proposed to move the motion and Cllr Stango Seconded the proposal.
Members **AGREED** for the Minutes of the Full Council Meeting held on Monday 20th
March 2016.
- 6.3 To agree and sign the minutes of the Full Council Meeting held on the 24TH April
2017.
Cllr D. Smith Proposed to move the motion and Cllr Fredericks Seconded the
proposal.
Members **AGREED** for the Minutes of the Full Council Meeting held on 24th April
2017. Cllr Harding (Chair) signed the minutes.

07 **Committees**

- 7.1 To review Planning, Building & Environment Committee Terms of Reference.
Cllr D.Smith Proposed to move the motion and Cllr Frederick Seconded the proposal. Members **AGREED** for Item 7 to read "To review the Terms of Reference of the PBE Committee the Annual Meeting of the Council and when necessary and make appropriate recommendations to Full Council."
- 7.2 To appoint members for the Planning, Building & Environment Committee
Members **AGREED** the following Councillors to be on the Planning, Building & Environment Committee: Cllr Harding as Chair and Cllr Stango as Vice Chair are automatically on this committee along with Cllrs J Holliman, D Revell, C Payne, I Fredericks, D Smith and P Keddell.
- 7.3 To review Finance & General Purposes Committee Terms of Reference.
Cllr D.Smith Proposed to move the motion and Cllr Frederick Seconded the proposal. Members **AGREED** for Item 7 to read "To review the Terms of Reference of the F & GP Committee at the Annual Meeting of the Council and when necessary and make appropriate recommendations to Full Council." and on Responsibilities, Item 13 to read "To appoint at least four Committee Members that are not bank signatories at the Annual Council Meeting to audit the Council's financial affairs throughout the year to ensure practices, procedures, best value principles, management and legislative requirements are complied with and there are no discrepancies. These Members and the Chairman of the Committee consider all the above financial matters and make appropriate recommendations where necessary to this Committee."
- 7.4 To appoint members for the Finance & General Purposes Committee Terms of Reference
Members **AGREED** the following Councillors to be on the Finance & General Purposes Committee: Cllr Harding as Chair and Cllr Stango as Vice Chair are automatically on this committee along with Cllrs J Holliman, D Revell, J Parke, K Cheetham, D Smith, C West and P Gray.
- 7.5 To review Employment Committee Terms of Reference.
Cllr Fredericks Proposed to move the motion and Cllr Cheetham Seconded the proposal. Members **AGREED** for Item 7 to read "To review the Terms of Reference of the Employment Committee at the Annual Meeting of the Council"
- 7.6 To appoint members for the Employment Committee.
Members **AGREED** the following Councillors to be on the Finance & General Purposes Committee: Cllr Harding as Chair and Cllr Stango as Vice Chair are automatically on this committee along with Cllrs K Cheetham and P Gray.

08 **Council Documentation**

- 8.1 To review and adopt Standing Orders
Cllr D.Smith Proposed to move the motion and Cllr Cheetham Seconded the proposal. Members **AGREED** to remove point 12 on Item 4 (Motions).
- 8.2 To review and adopt Financial Regulations.
Cllr West Proposed to move the motion and Cllr Cheetham Seconded the proposal. Members **AGREED** to change point 3.2 to read "A Financial Statement prepared on the appropriate accounting basis (income and expenditure) for a year to 31 March shall be presented to each Member before the end of **June.**" not May.
- 8.3 To review and adopt Complaints Procedure.
Cllr Stango Proposed to move the motion and Cllr D Smith Seconded the proposal. Members **AGREED** for Sec.2 to read "Complaints about Councillors are covered by the Code of Conduct for Members and complainants should contact the Monitoring Officer of North Norfolk District Council whose usual course of action may be to view on the complaint before it is assessed and then decide whether an investigation is needed; the issue can be resolved in another way or if no further action is necessary"

- 8.4 To review and adopt procedures for handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998.
Cllr Keddell Proposed to move the motion and Cllr D Smith Seconded the proposal. Members **AGREED** for the contact information to be changed on this policy to the current Clerks email and name.
- 8.5 To consider and agree adopting Planning Protocol.
Cllr Cheetham Proposed to move the motion and Cllr Revell Seconded the proposal. Members **AGREED** to adopt the final draft of the Planning Protocol.
- 8.6 To consider and agree adopting Advertising Policy for Mundesley.
Cllr Fredericks Proposed to move the motion and Cllr D Smith Seconded the proposal. Members **AGREED** to adopt the final draft of the Advertising Policy.

09 **Asset Register**

- 9.1 Annual review of all Councils' Assets.
The Clerk noted that this was not an accurate list and would be working on updating the Asset Register over the next few weeks.

10 **Insurance**

- 10.1 To review and confirm arrangement's for insurance cover.
The Clerk noted that Council is tied in to this Policy till June 2018.

11 **Outside Bodies**

To review representation to outside bodies:

- Coronation Hall

Members **AGREED** for Cllr D Smith to represent Council.

- Citizens Advice Bureau

Members **AGREED** for Cllr Cheetham to represent Council

- MADRA

Members **AGREED** for Cllr Gray to represent Council and for the Chair to write to MADRA in respect of future meetings.

- Mundesley Youth & Community

Members **AGREED** for Cllr Stango to represent Council

- Inshore Lifeboat

Members **AGREED** for Cllr Payne to represent Council

- Visitors Centre

Members **AGREED** for Cllr Smith to represent Council

- Maritime Museum

Members **AGREED** for Cllr Keddell to represent Council temporarily unless and until a subcommittee to link in with the Deep History Project.

- North Norfolk Tourism Overview and Management Forum

Members **AGREED** for Cllr Parke to represent Council

- Overstrand Partnership Forum

Members **AGREED** for Cllr Revell to represent Council and for the Chair to write to the Overstrand Partnership Forum in respect of future meetings.

Cllr B Smith noted that he represented Mundesley Council at the Bacton Liaison Committee and the Coastal Protection Committee

12 Planning, Building & Environment Committee

12.1 Planning Applications

PM/17/0628 Erection of one and half storey dwelling

(Reserved matters: appearance and landscaping)

The Stables, 41A The High Street, Mundesley, Norwich, NR11 8JL

Cllr B Smith noted that this application had been closed. Therefore no decision was made by Council.

12.2 To consider and agree proposed street names for the Water Lane Development.

Cllr Cheetham Proposed to move the motion and Cllr West Seconded the proposal. Members **AGREED** to suggest Rookery Drive, Rookery Close and Beck Close to NNDC.

12.3 To consider and agree quote for proposed tree works at Fourways, Trunch Road, Mundesley.

Cllr Keddell Proposed to move the motion and Cllr B Smith Seconded the proposal. Members **AGREED** to go ahead with the quote for the tree work.

13 Finance & General Purposes Committee

13.1 To consider payments for approval.

Cllr D Smith Proposed to move the motion and Cllr Gray Seconded the proposal. Members **AGREED** the list of payments for May.

13.2 To consider and agree approximate amounts to be allocated for future projects.

Cllr Cheetham Proposed to move the motion and Cllr Payne Seconded the proposal. Members **AGREED** for the followings monies to be ring fenced for future projects.

| | |
|---------------------|-----------|
| Museum Extension | = £30,000 |
| Watson Watt Gardens | = £20,000 |
| Allotments | = £10,000 |
| War Memorial | = £50,000 |
| Deep History | = £20,000 |
| Bandstand | = £50,000 |

13.3 Update on Year End.

Cllr West (RFO) reported that the Year End had been completed and needed finalising. All accounts were reconciled and the Asset Register will be up to date.

14 To Report any other Business

Note that this is to report matters for inclusion in a future agenda or matters which require no decision to be made by the Council

- Cllr Holliman mentioned that the phone box by Gold Park and that the soffits and external wires at Woodhurst needed attention.
- The bin at Gold Park needs attention.
- Cllr Cheetham notes that the Annual Parish Meeting was a great success... Suggested name badges for Councillors at the next one. That he attended the Neighbourhood planning Course and that the SAM2 sites have been agreed by Highways.
- Cllr B Smith commented that he will contact Mark Ashwell at NNDC to come and talk to Council about Neighbourhood planning.
- The Clerk noted a Thank You card that had been received from Wyndham Northam and his wife thanking Council for their gifts to him on his retirement and congratulated them on a great Annual Parish Meeting.
- The Clerk informed Council that the Mundesley Players would like to fly a pirates flag in Gold Park from 1ST June for two weeks and that the Soap Box Derby will be on the 1ST July and the Scouts would like to use Gold Park.

15 Public Participation Time

The meeting will be adjourned for a period specified in the Resolution to allow Members of the Public and any Councillors with prejudicial interests to speak.

Note that only items on this Agenda are to be discussed – for any other item/ subject please contact the Clerk in writing for submission at a future meeting.

None

16 Date of Next Meeting

16.1 To confirm that the date of the next Meeting of the Parish Council will be held on 26th June 2017 in the Jubilee Room, Coronation Hall at 7:00pm.

Meeting Closed: 8.40pm

CHAIRMAN: _____

DATE: _____

Mays' Payments

| Payable to | Payment Method | Description | Amount | Name | Sign 1 | Name | Sign 2 |
|-----------------------------------|----------------|------------------------------------|------------|------|--------|------|--------|
| BT | D/D | Aprils Phone & Internet | £88.36 | | | | |
| SAGE | D/D | Marchs Payroll | £6.00 | | | | |
| EON | D/D | Aprils Feeder Pillar | £4.67 | | | | |
| EON | D/D | Street Lighting- April | £555.48 | | | | |
| Michael Virden EG LTD | 000628 | Wyndham Northam Gift | £110.40 | | | | |
| T Rivett | 000629 | Garden Maintenance April | £340.00 | | | | |
| NNDC | 000630 | Office Waste Collections 2017/2018 | £212.90 | | | | |
| Mundesley Hardware | 000631 | Cable Ties | £8.00 | | | | |
| HAS Associates | 000632 | Health & Safety Surveys | £400.00 | | | | |
| AC Environmental | 000633 | Asbestos Surveys | £834.00 | | | | |
| Norfolk Parish Training & Support | 000634 | Subscription 2017/2018 | £420.00 | | | | |
| Wayne Myhill | 000635 | Woodhurst Refurbishment | £10,050.80 | | | | |
| Rachel Leggett & Associates | 000636 | Training- K Cheetham & D Joy | £120.00 | | | | |
| TT Jones | 000637 | Aprils Maintenance | £242.65 | | | | |
| C.West | 000638 | Drinks for Annual Parish Meeting | £44.76 | | | | |
| TLC Property Care | 000639 | Gold Park Bus Shelters | £1,765.12 | | | | |
| SLCC | 000640 | Clerks Memebership | £139.00 | | | | |
| SLCC | 000641 | Book - Local Council Guide | £20.00 | | | | |
| K.Cheetham | 000642 | Travel to Course | £24.30 | | | | |
| AON UK | 000643 | Insurance 2017 | £5,681.65 | | | | |
| URM | 000644 | Glass Recycling | £48.60 | | | | |
| Swash Nosh | 000645 | Catering for Annual Parish Meeting | £280.00 | | | | |
| Glasdon UK | 000646 | Plaque for Cllr Northam Bench | 84.14 | | | | |
| Rainbow Office | 000647 | Stationary | 121.03 | | | | |
| Mrs L Downes | 000648 | Shed for Woodhurst | £232.97 | | | | |
| D HARDING | 000649 | Postage | £7.25 | | | | |

Agreed at Full Council 15.5.17

RFO Signed:

Clerk Signed:

| Mays' Payments | | | | | | | |
|-----------------------------------|----------------|--------------------------|---------|------|--------|------|--------|
| Payable to | Payment Method | Description | Amount | Name | Sign 1 | Name | Sign 2 |
| All Saints Church PCC | 000650 | Sec 137 Payment | £500.00 | | | | |
| All Saints Church Rooms | 000651 | Sec 137 Payment | £500.00 | | | | |
| North Norfolk Community Transport | 000652 | Annual Grant | £150.00 | | | | |
| Marine Conservation Society | 000653 | Annual Grant | £100.00 | | | | |
| Mundesley 1st Responders | 000654 | Annual Grant | £200.00 | | | | |
| Mundesley 1st Brownies | 000655 | Annual Grant | £200.00 | | | | |
| 1st Mundesley(Air)Scouts | 000656 | Annual Grant | £200.00 | | | | |
| Mundesley Community Sports Hub | 000657 | Annual Grant | £200.00 | | | | |
| Coronation Hall | 000658 | Annual Grant | £200.00 | | | | |
| NNDC | 000659 | Rates - Old Fire Station | £400.76 | | | | |
| Mrs L Downes | 000660 | Month Rent Re-imbursmnt | £895.00 | | | | |

Agreed at Full Council 15.5.17

RFO Signed:

Clerk Signed: