

## **MUNDESLEY-ON-SEA PARISH COUNCIL**

24th January 2017

Dear Sir/ Madam

You are hereby summoned to attend the **Full Council Meeting** of Mundesley Parish Council to be held in the Jubilee Room at Coronation Hall, on **Monday 30th January 2017**, at 7pm for the purpose of transacting the business listed on the Agenda below.

Yours faithfully

Ms Doreen Joy – Acting Clerk  
The Old Fire Station  
Back Street, Mundesley  
Norfolk, NR11 8JJ  
Tel: 01263 720603  
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### **AGENDA**

- 01 Apologies for Absence**
- 02 Declarations of Interest and requests for Dispensations**
- 03 Minutes of Previous Meetings**
  - 3.1 To agree and sign Minutes of the Full Council Meeting held on Monday 12th December 2017.
- 04 Chairman's Announcements**
- 05 Police Report**
  - 5.1 To receive an update on the police reporting system (AC)
  - 5.2 To receive and update on prosecution outcomes on crimes committed in Mundesley (AC)
- 06 County & District Councillor Reports**
  - 6.1 To receive County Councillor's Report
  - 6.2 To receive District Councillor's Report
- 07 North Norfolk Parish and Town Councils Forum**
  - 7.1 Update on letter of support (AC)

## **08 Planning, Building & Environment Committee**

### **8.3 Planning Applications**

To consider and agree:

- PF/17/0033 Erection of replacement boundary wall and wall linking newly constructed garage with main dwelling house.(part retrospective)  
The Grange, High Street, Mundesley,Norwich,NR11 8JL.
- PF/17/0024 First floor rear extension and alterations to roof.  
22 Beach Road, Mundesley, Norwich, NR11 8AU
- PF/17/0040 Erection of refuse and recycling bin enclosure  
Trafalgar Court, 42 Cromer Road, Mundesley, Norwich, NR11 8DB.

### **8.4 Planning Decisions**

PF/16/1507 14 Seaward Crest Chalets, Links Road, Mundesley,Norwich, NR11 8AT.- **PERMIT**

- 8.5 To agree the Minutes of the Planning, Building and Environment Meeting held on Wednesday 18th January 2017.
- 8.6 To consider and agree an action for refurbishing the front of the MPC office(LS)
- 8.7 To consider and agree revised quotes for Asbestos surveys (AC)

## **09 Finance & General Purposes Committee**

- 9.1 To consider and agree the monthly reconciliations of accounts with bank statements. (AC)
- 9.2 To consider payments for approval (AC)
- 9.3 To consider and agree the Petty Cash reconciliation (AC)
- 9.4 To consider and agree the Precept for 2017/2018(CW)
- 9.5 To consider and agree the Budget for 2017/2018(CW)
- 9.6 Update on new Audit procedure for 2017/2018(AC)
- 9.7 To clarification for quotes and tenders and for Council to agree a new procedure.(AC)

## **10 Employment Committee**

- 10.1 To agree and Minutes of the Employment Committee Meeting held on Friday 23rd January 2017.
- 10.2 To receive an update on the paying salaries via the BACS system.

## **11 Policies**

- 11.1 To adopt the Members Code of Conduct agreed at Full Council 7<sup>th</sup> November 2016.
- 11.2 To consider and agree an action on revising the Standing Orders Section 3 to also read, *"Allowing the Clerk to authorise emergency and remedial works where there are matters of Safety and Security without waiting for Full Council."*(AC)
- 11.3 To clarify Office security and key holders as agreed at Full Council 21<sup>st</sup> September 2015. (CP)

## **12 Events Working Group**

- 12.1 Update on the Events Working Group (LS)

## **13 Gold Park**

- 13.1 To consider and agree an action in regards to selling the lawn mower (KC)
- 13.2 Car Boot (DS)
- 13.3 To consider and agree actions to combat vandalism (JH)

## **14 WOODHURST**

- 14.1 To consider and agree works required for Woodhurst and a budget (AC)

## **15 Annual Parish Meeting**

- 15.1 To consider speakers for the Annual Parish meeting (AC)  
15.2 To consider and agree having refreshments at the Annual Parish Meeting (AC)  
15.3 To consider and agree having presentation boards of what the Councils does at the Annual Parish meeting (AC)

## **16 MPC Communications**

- 16.1 To consider and agree having a new website and the budget (AC)  
16.2 Mundesley Parish having a FB page (LS)

## **17 Reports from Outside Bodies**

- 17.1 To receive Reports from Member representatives on Outside Bodies
- Coronation Hall (PK)
  - Citizens Advice Bureau (LS)
  - MADRA (PG)
  - Mundesley Youth & Community (LS)
  - Inshore Lifeboat (CP)
  - Visitors Centre (DS)
  - Maritime Museum (CW)
  - North Norfolk Tourism Overview and Management Forum
  - Overstrand Partnership Forum

## **18 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

## **19 Correspondence**

- 19.1 To consider correspondence received by the Council and agree responses thereto
- Letter from NARS
  - Email "Battles Over"
  - Letter from NNDC Textile Collection Service

## **20 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.***

## **21 Date of Next Meeting**

- 21.1 To confirm that the date of the next Meeting of the Parish Council will be held on 13<sup>th</sup> February 2017 in the Methodist Church at 7:00pm.

**22 Exclusion of the Press and Public**

To resolve under the Public Bodies (Admission of Strangers) Act 1960 that the Press and Public be excluded during the discussion of CONFIDENTIAL employment matters and possible litigation matters.

*Distribution: All members*

**PART 2 MEETING AGENDA**

**23 EMPLOYMENT ISSUES**

23.1 To ratify the Acting Clerks remuneration for holiday not taken in 2016. (DH)

23.2 To update Council of Acting Clerks appraisal. (DH)

23.4 To ratify the Acting Clerks pension agreed at the Employment Committee meeting on 23<sup>rd</sup> January 2017(DH)

**24 The Links Chalet Park .**

To receive and update on the Links Chalet Park lease and agree a course of action (CW)

**25 Woodhurst**