

MUNDESLEY-ON-SEA PARISH COUNCIL
MINUTES OF THE FULL COUNCIL MEETING HELD ON
MONDAY 30th January 2017 IN THE JUBILEE ROOMS, CORONATION HALL, MUNDESLEY

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

Members of Public: – 4

Clerk: Ms D. Joy

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

01 Apologies for Absence - None

02 Declarations of Interest and requests for Dispensations - None

03 Minutes of Previous Meetings

3.1 To agree and sign Minutes of the Full Council Meeting held on Monday 12th December 2016.
Members **AGREED** the minutes and the Cllr West, the Chair signed them

04 Chairman's Announcements

Cllr West, the Chairman, read out a letter dated 13 January 2017 addressed to Cllr Stango, offering Council's apology and full support. Cllr Stango accepted.

05 Police Report

The crime stats from 13th of December. till today 25th of January they are as follow:

- 1- Care provider breach duty of care resulting in ill-treatment/neglect of individual
- 2- Exposure
- 3- Assault occasioning actual bodily harm (ABH){ Domestic Abuse}
- 4- Theft if not classified elsewhere also criminal damage offence included in the same incident { theft of lifeguard items}
- 5- Racially or religiously aggravated intentional harassment, alarm or distress
- 6- Other criminal damage to a vehicle (Under £5,000){ mirror scratch}
- 7- Other criminal damage to a dwelling {Child Protection Investigation}
- 8- Harassment - without violence (course of conduct){ Domestic Abuse}
- 9- Assault occasioning actual bodily harm {Domestic Abuse}
- 10- Assault without Injury - Common assault and battery {Child Protection Investigation}
- 11- Harassment - without violence (course of conduct) {Domestic Abuse}
- 12- Other criminal damage to a dwelling (Under £5,000){ glass has been smashed}
- 13- Other criminal damage, other (Under £5,000){ shelter on the cliff top has been damaged}
- 14- Having possession of a controlled drug - Class B – Cannabis
- 15- Unauthorised taking of a motor vehicle {Domestic Abuse}
- 16- Assault occasioning actual bodily harm (ABH) & 14-Other criminal damage, other (Under £5,000) {Rowdy And Inconsiderate Behaviour/Physical Abuse/ Youth Related} {two crimes in one incident}

Same period last year

- 1-4* Assault without Injury - Common assault and battery
- 2- Theft from a motor vehicle
- 3- Sec 4a POA Causing intentional harassment, alarm or distress
- 4- Take or to make or to distribute indecent photographs or pseudo- photographs, of children
- 5- Theft if not classified elsewhere
- 6- Non crime Investigation - Action fraud: - Call for Service
- 7- 2*Fraud by False Representation.

5.1 To receive an update on the police reporting system.
Cllr Stango reported that the Acting Clerk and she had attended a meeting on the 9th January 2017 to hear about Norfolk Constabulary's changes in policing. The PCSO will no longer be issuing reports per Village/Town but Council will need to log onto www.police.uk/norfolk/ to obtain the crime stats. These stats will be produced per electoral wards. Therefore the figures produced will include surrounding villages.

5.2 To receive an update on prosecution outcomes on crimes committed in Mundesley
The Acting Clerk reported that as for the Police providing the outcomes of crimes committed within the Mundesley Parish area that due to the length of time it can take to get a conviction it would not be feasible to supply this information.

06 County & District Councillor Reports

6.1 To receive County Councillor's Report

County Cllr W Northam reported that Norfolk Country Council along with 28 other similar Councils took part in a national Highways and Transport Survey and 3,000 people were chosen at random to give their views. Norfolk County Council ranked 3rd out of these 28 Councils.

County Council agreed to take 50 Syrian refugees and the first 5 families will be arriving in Norwich in February 2017.

The NNDR is progressing well and school children are helping to plant the 30,000 native trees, shrubs and hedges along the route.

6.2 To receive District Councillor's Report

County Cllr W Northam reported on the restructuring of staff at NNDC due to resignations of the Head of paid Services and Head of Finance. Due to the restructuring NNDC forecast a possible saving of £200,000 per year.

NNDC will not be recommending a Council Tax increase this year to the Cabinet for 2017/2018. This is the 7th year in succession that NNDC has not increased this.

North Norfolk coast is considered the most important coastline in the world due to recent discoveries. NNDC has 17 miles of coastline and are spending £300,000 per year on maintenance.

07 North Norfolk Parish and Town Councils Forum

7.1 Update on letter of support.

The Acting Clerk reported that the letter of support to the North Norfolk Parish and Town Councils Forum had been sent.

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.

Members **AGREED** to support this application. Also for the Acting Clerk to write a letter commending the owner on the work already completed on the garage.

PF/17/0024 First floor rear extension and alterations to roof.

22 Beach Road, Mundesley, Norwich, NR11 8AU

Cllr B. Smith Proposed to **SUPPORT** this application and Cllr Stango Seconded the proposal.

Members **AGREED** to **SUPPORT** this application

PF/17/0040 Erection of refuse and recycling bin enclosure

Trafalgar Court, 42 Cromer Road, Mundesley, Norwich, NR11 8DB.

Cllr Revell Proposed to **SUPPORT** this application and Cllr D Smith Seconded the proposal.

Members **AGREED** to **SUPPORT** this application

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.
Cllr D Smith Proposed to **AGREE** the minutes and Cllr Cheetham Seconded the proposal.
Members **AGREED** the minutes.
- 8.6 To consider and agree an action for refurbishing the front of the MPC office.
Members recommended for the Acting Clerk to obtain 3 quotes to tarmac the front of the office and tidy the fence. Cllr Stango Proposed this recommendation and Cllr D Smith Seconded the proposal.
Members **AGREED** for the Acting Clerk to obtain 3 quotes to tarmac the front of the office and tidy the fence.
- 8.7 To consider and agree revised quotes for Asbestos surveys.
The Acting Clerk reported that there had been a mix up with the quotes originally given to Council and in light of the new information for Council to reconsider the quotes for the Asbestos Surveys.
Members recommended AC Environmental to be instructed by the Acting Clerk to complete the surveys. Cllr Fredericks Proposed and Cllr Cheetham Seconded the proposal.
Members **AGREED** for AC Environmental to be instructed by the Acting Clerk to complete the surveys.
- 09 Finance & General Purposes Committee**
- 9.1 To consider and agree the monthly reconciliations of accounts with bank statements.
Members recommended agreeing December's bank reconciliation. Cllr Gray Proposed and Cllr D Smith Seconded the proposal.
Members **AGREED** December's bank reconciliation. The Chair, Cllr West signed the bank statement.
- 9.2 To consider payments for approval.
Members recommended agreeing January's payments. Cllr Gray Proposed and Cllr Revell Seconded the proposal.
Members **AGREED** January's payments. Cllr Gray and Cllr Stango signed the authorisation forms and cheques.
- 9.3 To consider and agree the Petty Cash reconciliation.
The Acting Clerk reported that this had not been reconciled for some time and therefore an adjustment of £52.97 was needed in order to reconcile the account. This will now be completed monthly along with the bank reconciliation.
Members recommended to agree the Petty Cash reconciliation. Cllr Cheetham Proposed the recommendation and Cllr D Smith Seconded the proposal.
Members **AGREED** the Petty Cash reconciliation. The RFO, Cllr West signed the Petty Cash book.
- 9.4 To consider and agree the Precept for 2017/2018.
Cllr West noted that there would be no increase in the precept this year.
Members recommended agreeing the Precept for 2017/2018. Cllr B Smith Proposed the recommendation and Cllr Revell Seconded the proposal.
Members **AGREED** the Precept for 2017/2018. The Chair, Cllr West signed the Precept for 2017/2018. Cllr Gray and Cllr Payne signed as two Members of the Parish Council and Doreen Joy signed as Clerk to the Parish Council.
- 9.5 To consider and agree the Budget for 2017/2018.
Members recommended agreeing the Budget. Cllr Keddell Proposed the recommendation and Cllr B Smith Seconded the proposal.
Members **AGREED** the Budget for 2017/2018.
- 9.6 Update on new Audit procedure for 2017/2018.
The Acting Clerk reported that there is some confusion as to whether Council have opted in or out of the new Audit procedure.
Cllr Cheetham. Proposed for the Acting Clerk to have the authorisation to opt Council back in if they have opted out. Cllr Harding Seconded the proposal.
Members **AGREED** for the Acting Clerk to have the authorisation to opt Council back in if they have opted out.

- 9.7 To clarification for quotes and tenders and for Council to agree a new procedure.
Members recommended that for quotes up to £24,999 for the Acting Clerk to obtain 3 quotes and to give contractors 21 days to respond. For work costing £25,000 plus then this is to be treated as a Tender in line with current law changes and bids submitted in a sealed envelope within 21 days to Council and opened by the Clerk in the presence of 2 Councillors. Cllr D Smith. Proposed the recommendation and Cllr Fredericks Seconded the proposal.
Members **AGREED** for quotes up to £24,999 for the Acting Clerk to obtain 3 quotes and to give contractors 21 days to respond. For work costing £25,000 plus then this is to be treated as a Tender in line with current law changes and bids submitted in a sealed envelope within 21 days to Council and opened by the Clerk in the presence of 2 Councillors.
- 10 Employment Committee**
- 10.1 To agree the Minutes of the Employment Committee Meeting held on Friday 23rd January 2017.
Cllr West. Proposed to agree the minutes. Cllr Gray Seconded the proposal.
Members **AGREED** the minutes.
- 10.2 To receive an update on paying salaries via the BACS system.
The Acting Clerk reported this was still ongoing.
- 11 Policies**
- 11.1 To adopt the Members Code of Conduct agreed at Full Council 7th November 2016.
Cllr Harding Proposed to adopt the Members Code of Conduct agreed at Full Council 7th November 2016. Cllr Cheetham Seconded the proposal.
Members **AGREED** to adopt the Members Code of Conduct agreed at Full Council 7th 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."
Members recommended to 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." Cllr D Smith Proposed the recommendation and Cllr Fredericks Seconded the proposal. Members **AGREED** to revise the Standing Orders Section 3
- 11.3 To clarify Office security and key holders as agreed at Full Council 21st September 2015.
This item was moved to Part 2 of the meeting due to it being raised in a previous Part 2. Therefore it needs to remain in a Part 2 meeting.
- 12 Events Working Group**
- 12.1 Update on the Events Working Group.
Cllr Stango reported that the Events committee have a meeting on the 8th February 2017. Where a Chair and Vice Chair will be voted on and that Councillors are welcome to attend.
- 13 Gold Park**
- 13.1 To consider and agree an action in regards to selling the lawn mower
Members recommended to selling the lawn mower and for the Acting Clerk to contact Ben Burgess at Aylsham to put an ad in their shop for their recommended price. Cllr Revell Proposed the recommendation and Cllr Fredericks Seconded the proposal.
Members **AGREED** to sell the lawn mower.
- 13.2 Car Boot.
Cllr D Smith reported that he'd had a couple of enquires as to when the Car Boot would be starting back up. Cllr Gray commented that it would be around Easter time.
- 13.3 To consider and agree actions to combat vandalism .
Cllr Holliman noted the increase in Vandalism over the last few months and requested that Council take some form of action. Members recommended that the Acting Clerk and 2 Councillors to make arrangements to meet with the Inspector at North Walsham police and discuss Councils concerns and request some action to help assist reducing the incidents of vandalism. Members **AGREED** for the Acting Clerk and 2 Councillors to meet with the Inspector of North Walsham Police

14 WOODHURST

14.1 To consider and agree works required for Woodhurst and a budget.

Cllr West reported that Cllr Holliman, Cllr Stango the Acting Clerk and himself did a thorough inspection of Woodhurst and made a list of works to be completed before the new tenants move in. Cllr West Proposed that the Acting Clerk obtain 3 quotes for the list of works be completed plus the consumer unit moved from its current position and Cllr Cheetham Seconded the proposal. Members **AGREED** for the list of works to be completed before the new tenants move in and for the Acting Clerk to obtain 3 quotes and present to Council.

15 Annual Parish Meeting

15.1 To consider speakers for the Annual Parish meeting

The Acting Clerk reported that she would welcome ideas for speakers at the Annual Parish Meeting.

15.2 To consider and agree having refreshments at the Annual Parish Meeting

The Acting Clerk reported that she would like to make the Annual Parish Meeting more of an event for the villagers rather than just a normal meeting.

15.3 To consider and agree having presentation boards of what the Councils does at the Annual Parish meeting.

The Acting Clerk reported that it may be a good idea for Council to show residents what has been achieved by the Parish with the use of presentations boards.

Cllr Cheetham also recommended this could be an event the Events Committee would like to take on.

16 MPC Communications

16.1 To consider and agree having a new website and the budget.

The Acting Clerk reported that the MPC Website is very dated and does not reflect the spirit of the Village.

Members recommended that the Acting Clerk request three companies to come in and do a presentation of the website they can offer. Cllr Revell proposed the recommendation and Cllr Stango Seconded the proposal.

Members **AGREED** to have a presentation by potential website builders in order to update the current site.

16.2 Mundesley Parish having a FB page.

Cllr Stango recommended having a FB page to advertise meetings event and other Council business and to run in conjunction with the new web site. This page would not be an interactive page but purely as an information board. Cllr Stango and Cllr Revell along with the Acting Clerk would be admins on this site.

Members **AGREED** for this to be set up by mentioned Councillors and the Acting Clerk once the new Website is up and running.

17 Reports from Outside Bodies

17.1 To receive Reports from Member representatives on Outside Bodies

- Coronation Hall – Nothing to report

- Citizens Advice Bureau -Nothing to report

- MADRA Nothing to report- Nothing to report

- Mundesley Youth & Community- Nothing to report

- Inshore Lifeboat- Nothing to report

- Visitors Centre – Cllr D Smith reported he was attending the Visitors Centre meeting on the 2nd January and would report back.

- Maritime Museum –Cllr West reported that the Accreditation of the museum was now being proceeded with and he would update in due course.

- North Norfolk Tourism Overview and Management Forum - Nothing to report

- Overstrand Partnership Forum - Nothing to report

18 To Report any other Business

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

Nothing to report

19 Correspondence

- 19.1 To consider correspondence received by the Council and agree responses thereto
- Letter from NARS -The Acting Clerk noted that the Village has qualified people that offer this.
 - Email "Battles Over" - Members commented that this would be for the Events Committee
 - Letter from NNDC Textile Collection Service -Members reported the Fire Station has this for their Benevolent Fund therefore they would not wish to take away any support from this great cause.

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.

A member of the public mentioned that the chicanes at the end of Gold Park are still in need of replacing. Cllr Parke noted that this work will be completed in due course.

21 Date of Next Meeting

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

Meeting closed: 8:50pm

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.

PART 2 MEETING AGENDA

- 11.3 To clarify Office security and key holders as agreed at Full Council 21st September 2015.

This item was moved to Part 2 of the meeting due to it being raised in a previous Part 2. Therefore it needs to remain in a Part 2 meeting. Cllr West clarified to Councillors that no one should enter the Council office unless the Clerk or the RFO were present as **AGREED** at Full Council on Monday the 21st September 2015.

23 EMPLOYMENT ISSUES

- 23.1 To ratify the Acting Clerks remuneration for holiday not taken in 2016.

Cllr Harding reported that the Acting Clerk was unable to take all of her holiday entitlement due to issues last year and at the Employment meeting on the 23rd January 2017 members had **AGREED** that she be paid for the leave not taken. Cllr Harding proposed for Full Council to ratify this decision. Cllr West seconded the Proposal. Members **AGREED** to pay the Clerk for holiday not taken in 2016.

- 23.2 To update Council of Acting Clerks' appraisal.

Cllr Harding reported that the Acting Clerk in her appraisal in January had scored the top mark of 5's across the board for the listed competencies.

- 23.4 To ratify the Acting Clerks pension agreed at the Employment Committee meeting on 23rd January 2017.

Cllr Harding reported that the Council by law is required to offer the Acting Clerk a pension and that the deadline for this is fast approaching. Therefore at the Employment meeting on the 23rd January 2017 members had **AGREED** that as previous Clerks we entered into the LGPS Scheme that it was only fair to offer this same scheme to the Acting Clerk. Cllr Harding proposed for Full Council to ratify this decision. Cllr Fredericks seconded the Proposal.

The Council **RESOLVES** under Regulations 3(1) of the Local Government Scheme Regulations 2013 that Doreen Joy should be designated as being eligible for membership of LGPS with effect from 1st January 2017.

24 The Links Chalet Park.

To receive and update on the Links Chalet Park lease and agree a course of action.

Cllrs had received a copy of the memorandum from N Morgan of Spaldings regarding the lease. Cllr West recommended Council taking advice from NP Law on this issue and report back to Council.

Cllr Fredericks proposed the recommendation this and Cllr Cheetham seconded the Proposal.

Members **AGREED** to take advice.

- 25 **Woodhurst**The Acting Clerk updated Council with the applications for Woodhurst and would keep Council informed of any updates.

- 26 Meeting Closed: 9:30pm