

MUNDESLEY-ON-SEA PARISH COUNCIL

MINUTES OF THE ANNUAL FULL COUNCIL MEETING HELD ON MONDAY 16 MAY 2016 IN THE
CORONATION HALL, MUNDESLEY

Present: Cllr C West (Chairman), Cllr P Gray (Vice-Chairman)
Cllrs J Parke, C Payne, D Revell, L Stango, D Smith
Newly co-opted Members: Cllrs D Harding & J Holliman

County & and District Cllrs W Northam & B Smith

Members of Public: – 14

Clerk: Mrs J White
Assistant Clerk: Mrs D Joy

01 Election of Chairman

Cllr Smith nominated Cllr West, seconded by Cllr Parke. Cllr Revell nominated Cllr Stango, which was seconded by Cllr Payne. Cllr West was voted in as Chairman by a majority vote. Cllr West agreed to stand for a further year.

02 Election of Vice-Chairman

Cllr Parke nominated Cllr Gray, seconded by Cllr Smith. There were no further nominations and Cllr Gray was voted in as Vice-Chairman by a majority vote. Cllr Gray agreed to stand for a further year.

03 Chairman & Vice-Chairman to Sign Declaration of Acceptance of Office

The Declaration of Acceptance of Office were duly signed and witnessed by the Clerk.

04 Co-option of Councillors

Cllr West proposed Mr Harding and Holliman are co-opted onto the Council, seconded by Cllr Gray. All Members voted and agreed apart from Cllr Parke who abstained, as he wasn't at the interviews. The Chairman invited Mr Harding and Holliman to join the Council.

05 New Councillors to Sign Declaration of Acceptance of Office

The Declaration of Acceptance of Office were duly signed and witnessed by the Clerk.

06 Apologies

Cllr Keddell sent his apologies (on holiday)

07 Declarations of Interests and requests for Dispensations

Cllr Revell declared an interest in item 18 on the agenda and was given a dispensation to speak.

08 To Agree Minutes

- 8.1 The Minutes of the Full Council Meeting held on Monday 21 March 2016 were agreed by the majority of Members and signed by the Chairman.
- 8.2 The Minutes of the Extraordinary Meeting held on Wednesday 13 April 2016 were agreed by all Members and signed by the Chairman.
- 8.3 The Minutes of the Extraordinary Meeting held on Monday 25 April 2016 were agreed by all Members and signed by the Chairman.

09 Chairman's Announcements

The Chairman welcomed the new Members to the Council and announced the resignations of Mrs Greer and Mr Caudwell.

10 County & District Councillor Reports

10.1 Cllr W Northam reported the following:

- Due to the mild weather, there has been an under spend on winter gritting of £365,000, which will be carried forward to the next year.
- Proposals to close Fire Stations, Libraries, Recycling Centres and Museums and to reduce road maintenance did not go through.
- Work has started on the Norwich Northern Distributor Road and it is hoped to be completed by Christmas 2017. Six bridges to be erected, all using British Steel.
- It is proposed to create a combined Authority of Norfolk, Suffolk and Cambridge with the introduction of a Mayor.
- Council Tax has increased with the following: Police 2%, Adult Social Care of 2%, to cover a reduction in government grant 1.99%.

10.2 Cllr B Smith reported the following:

- NNDC has agreed to continue with the North Norfolk Big Society Fund for a further year with present funding of £250K. It has helped 67 parishes to date.
- NNDC are writing to the Government to inform them they do not support the concept of a mayor or a mayoral authority in East Anglia but accepts the benefits of devolution.
- The electoral boundaries are being reviewed and it is proposed to reduce the number of Councillors from 48 to 40.
- Complaints have been received re rubbish blowing across the cliffs from the holiday camp and regarding fires they have been having, which is being investigated by the NNDC Environmental Team.

11 Police Report

The Clerk reported the following crimes from 17/03/16 to 08/05/16:

- Fraud by false representation – financial abuse
- Assault occasioning actual body (ABH) – domestic abuse
- Theft of a scooter
- Harassment – without violence (course of conduct) – domestic abuse
- Other criminal damage to a dwelling (under £5,000) – domestic abuse
- Dog attack on another dog and person

12 Planning, Building & Environment Committee

12.1 The minutes of the PBE meeting held on 5 April 2016 were agreed and approved.

12.2 The Clerk confirmed that she had contacted Tesco's again regarding the parking issues and is waiting for the Manager to get back to her to arrange a meeting with Council.

12.3 The following Planning Applications were considered and agreed as follows:

PF/16/0329 - Erection of two dormers to rear elevation roof
Bay Tree Cottage, 56 High Street, Mundesley, NR11 8JL

Members **supported** this application.

PF/16/0355 Removal of condition 4 of 12/1193 to allow construction without compliance with Code Level 3

Land adjacent 5 Church Lane, Mundesley

Members **supported** this application.

PF/16/0539 External alterations to allow for relocation of entrance door and window
Flat 6, Oakdene, Cromer Road, Mundesley, NR11 8DU

Members **supported** this application

12.4 To consider Planning Appeal:

PF/15/1043 Siting of 5 holiday-let caravans
Land adj to the Ship Inn, Cromer Road, Mundesley, NR11 8BQ

Members previously opposed this application and their comments will be forwarded to the Planning Inspectorate. Members agreed not to add to their original comments.

12.5 Members considered the North Norfolk Local Plan 2016-2036 and agreed to register the site at Cromer Road for future development.

12.6 Cllr Parke and Smith reported that the repairs to the damaged monkey bars at the play park are in hand and the monkey bars have been made safe.

13 Finance & General Purposes Committee

13.1 Members agreed to take the Draft Accounts for Year Ending 31/03/16 away to consider and agree at a future meeting. The Clerk reported that the internal auditor was unable to do the audit due to ill health and it was agreed that the Clerk could contact other Clerks in the area to find an alternative internal auditor.

13.2 Invoice payments for February and March were agreed with the exception of cheque no 000383 to Sports Courts UK, because Members felt there should be no charge for rectifying the MUGA fencing as the damage was due to faulty fencing used when constructed.

13.3 Members agreed to purchase a printer cabinet for the office at a cost of £83.23+VAT.

13.4 Members agreed to appoint Norfolk Prestige Fencing to erect the new oak knee rail fencing to enclose the skate park area at a cost of £898.44 + VAT.

13.5 Members ratified to appoint Renosteel to put in the footpath at the Memorial Garden at a cost of £2,500 + VAT.

13.6 Members agreed to consider purchasing a voice recorder to record meetings. **Action:** Clerk to obtain quotes etc. to report back to Council

13.7 Members agreed to pay £99 + VAT to obtain an ISBN No: in order for the printing of "Muleslai to Mundesley" to commence.

13.8 Members agreed to pay for SLCC Membership for the Assistant Clerk.

14 Woodhurst

14.1 Cllr Gray reported that all Insurance works had now been completed. He asked Members to consider the list of works that need to be carried out in order to make the property ready for rental. Members agreed that the Clerk could acquire quotes to carry out the works and hire a skip. Cllr West suggested bricking up the back of the garage to make a secure storage area for the Council to use. **Action:** Clerk to put on next PBE Agenda.

14.2 Mr Watts from 3 High Street reported a problem to the Clerk regarding wild garlic going into his garden from Woodhurst and asked the Council to look into solving the problem. Members did not agree to go with the options presented to them of netting etc. but did agree that if Mr Watts wanted to put netting up along the fence on his side they would have no objections to that.

14.3 Members agreed to get quotes from Abbots Estate Agents and Acorn Estate Agents to provide a fully managed service of the tenancy at Woodhurst or to provide a Let only Service. **Action:** Clerk to put on next Agenda

15 Insurance

All Members agreed to renew the Parish Council Insurance through AON for a further year with an increase from £4,675.89 to £4,830.29.

16 Training

- 16.1 The Clerk reminded Members that a training session had been arranged for Wednesday 8 June at 7 pm in the Coronation Hall for all Councillors and urged Members to attend if possible.
- 16.2 Members agreed to the purchase of the "Good Councillor Guide" to be given to all Councillors and new Members as necessary.
- 16.3 Members agreed to the Assistant Clerk doing the CiLCA training course to commence in September.

17 War Memorial

- 17.1 The Clerk read out a letter received from the Royal British Legion which said a new War Memorial is not something they could support.
- 17.2 The Clerk reported that the Council did not have any powers to purchase a War Memorial. Cllr Stango said she was aware of this and agreed to set up a working group to raise funds for this and reported that she was going to look into grant funding.

18 Coastwatch

- 18.1 The Clerk reported that Coastwatch were purchasing a defibrillator and would like to mount it on the Museum. Coastwatch have said they will maintain and look after the defibrillator. Members agreed that they could mount it on the Museum. **Action:** Clerk to let Coastwatch know and to arrange for them to meet with Cllr West or Gray to agree on the best position.
- 18.2 The Clerk reported that Coastwatch were not happy with the new lease agreement in respect of the electricity payments and the cost to repairs of the Museum. **Action:** Members agreed that a further meeting should be arranged, as before, to discuss the issues and the Clerk to arrange.

19 DBS Checks

- 19.1 The Assistant Clerk reported that Members aren't eligible for DBS checks; therefore she is having difficulty arranging this. Members suggested seeing if this can be done on line.

20 Minutes

- 20.1 All Members agreed to have the previous Minutes bound.

21 Trafalgar Court

Cllr Revell and West reported back to Members on their meeting at NNDC. Members agreed that the transfer of land would be a liability for the Council and therefore were not prepared to take this land on.

22 Queen's Birthday Celebrations

Members agreed to appoint a Consultant to do the risk assessment for the Picnic in the Park event. **Action:** Clerk to obtain quotes and report back

23 Reports from Outside Bodies

To receive Reports from Member representatives on Outside Bodies

- (i) **Coronation Hall** – In Cllr Keddell's absence there was nothing to report.
- (ii) **Citizens Advice Bureau** – Cllr Stango had nothing to report.
- (iii) **MADRA**- Cllr Gray had nothing to report.
- (iv) **Inshore Lifeboat** – Cllr Payne reported they are in the process of repairing the revetments.
- (v) **Visitors Centre** – Cllr Smith reported that visitors to the website are up by 20%. The Visitors Centre is looking for volunteers.
- (vi) **Maritime Museum** – Cllr West reported that they are looking to open the Museum in the 2nd week of June.

- (vii) **North Norfolk Tourism Overview & Management Forum** – Cllr Parke had nothing to report.
- (viii) **Overstrand Partnership Forum** – Cllr Revell reported that the group is looking at various issues. Cllr Stango asked the Clerk to let Overstrand know that she and Cllr Revell will be attending their meetings on behalf of Mundesley Parish Council.

24 Correspondence

To consider correspondence and agree action:

- An email from NNDC justifying the increase in beach hut rents
- An email from Kathryn Moore requesting the Council obtain Wheelie bin speed signs. Members agreed to this.
- Verbal correspondence from Kathryn Moore asking the Council to consider purchasing an SAM2 speed sign. Cllr Stango to bring up speeding issues at SNAP.
- Letter from NCC to say they will no longer send out paper copies of planning applications.
- Notification from Janet Munroe regarding the MUGA light staying on all the time. Cllr West to investigate and report back.

25 Public Participation Time

- Mrs Reynolds asked if Council knew who owned the notice board by Coronation Hall.
- Mrs Reynolds reported on the action to be taken by the Cardiac Hill Action Group and thanked the Council for the work they had done.
- Mr Stango queried why some Members were reluctant to have DBS checks.

26 Date of Next Meeting

The date of the next Meeting of the Parish Council will be held on Monday 20 June 2016 in Coronation Hall, Mundesley at 7.00pm.

There being no further business the Chairman closed the meeting at 9.27 pm.

CHAIRMAN: DATE: