

MUNDESLEY-ON-SEA PARISH COUNCIL

7th December 2016

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 12th December 2016**, at 7pm for the purpose of transacting the business listed on the Agenda below.

Yours faithfully

Ms Doreen Joy – Assistant Clerk
The Old Fire Station
Back Street, Mundesley
Norfolk, NR11 8JJ
Tel: 01263 720603
E mail: doreenmundesley@gmail.com

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 Extraordinary Meeting held on Monday 22nd August 2016.
 - 3.2 To agree and sign Minutes of the Confidential Extraordinary Meeting held on Monday 12th September 2016.
 - 3.3 To agree and sign Minutes of the Full Council Meeting held on Monday 26th September 2016
 - 3.4 To agree and sign Minutes of the Full Council Meeting held on Monday 7th November 2016
- 04 Chairman's Announcements**
- 05 Police Report**
- 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 Second Homes Council Tax (Di Dann & Julie Chance)

08 Planning, Building & Environment Committee

- 8.1 To agree the Minutes of the Planning, Building and Environment Meeting held on Wednesday 12th October 2016
- 8.2 To agree the Minutes of the Planning, Building and Environment Meeting held on Wednesday 16th November 2016.

8.3 Planning Applications

To consider and agree:

- PF/16/1224 Installation of replacement UPVC windows to the first floor flat(Flat B)
90b Cromer Road, Mundesley, Norwich, NR11 8DD

8.4 Planning Decisions

- PF/16/1289 Installation of illuminated 2.41m high former telephone box.
Ardencaple, Church Lane, Mundesley, Norwich, NR11 8AU - **PERMIT**

- 8.5 To receive an update on Community Speed Watch and agree further action (LS)
- 8.6 To receive an update on Highways putting a crossing on the Cromer Road by the Mace Store. (AC)
- 8.7 To consider putting in a bid for the Parish Partnership Scheme.(AC)
- 8.8 To consider and agree an action on replacing and maintaining the play equipment at Watson Watt Gardens (DR)
- 8.9 Update on insurance requirements for contractors (AC)
- 8.10 Update on Water leak at the Manor Hotel (AC)
- 8.11 Update on the broken slats on bench in Childrens Playground (AC)
- 8.12 To consider and agree an action for the BT Payphone Removal Consultation
- 8.13 To consider expiration of the lease for the Putting Green (CW)
- 8.14 Temporary Traffic Restriction Order (AC)
- 8.15 To consider and agree action for replacing Parish Notice Boards.(AC)
- 8.16 To consider and agree action on putting internal notice boards for the office(AC)

09 Finance & General Purposes Committee

- 9.1 To agree the Minutes of the Finance and General Purposes Meeting held on Wednesday 23rd November 2016.
- 9.2 To consider and agree action on Annual Grant for £1000 the Churchyard up keep under LGA 1972 Sec.137(AC)
- 9.3 Update on purchasing a new bench for multiple plaques in Memorial Garden. (AC)
- 9.4 Update on Budget (CW)

10 Employment Committee

- 10.1 To agree and sign Minutes of the Employment Committee Meeting held on Friday 25th November 2016.

11 Coronation Hall

- 11.1 To consider and agree action on using the Jubilee Rooms for meetings in 2017.(AC)

12 Policies

- 12.1 To consider and agree an action to changing the TOR(Terms of Reference) for Committee numbers.
- 12.2 To consider and agree an action on revising Council Meeting dates for 2017 (AC)
- 12.3 To consider and agree an action on revising the Agenda order (KC)

13 Coast Watch

- 13.1 Update on Electrical work at Coast Watch (AC)

14 Christmas Event

- 14.1 Update on the Christmas Event (LS)

15 Gold Park

- 15.1 To consider and agree an action to changing the door handle on the pavilion to avoid further damage (AC)
- 15.2 To consider moving the goal posts in Gold Park to near the Childrens playground area (CP)

16 WOODHURST

- 16.1 To consider and agree an action on advertising Woodhurst with multiple agencies. (AC)
- 16.2 Update on Tenancy Agreement from Acorn (AC)
- 16.3 Update date on tree at Woodhurst. (AC)

17 Overstrand Partnership Forum

- 17.1 To update on joining the Overstrand Partnership Forum. (AC)

18 FINANCIAL

- 18.1 To consider the monthly reconciliations of accounts with back statements. (AC)
- 18.2 To consider payments for approval (AC)

19 Reports from Outside Bodies

- 19.1 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

20 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

21 Correspondence

- 21.1 To consider correspondence received by the Council and agree responses thereto
- Email from Kathryn Moore
 - Letter from Mundesley Infant School
 - Letter from Ambulance Service
 - North Norfolk Community Transport
 - NALC Website Access

22 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.

23 Date of Next Meeting

- 23.1 To confirm that the date of the next Meeting of the Parish Council will be held on TBA in the Jubilee Room at Coronation Hall at 7:00pm.

24 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

25 EMPLOYMENT ISSUES

- 25.1 To ratify the NALC Model Document for the Acting Clerks contract (DH)
- 25.2 To ratify the NALC Model Document for the Acting Clerks job description (DH)
- 25.3 To ratify the Acting Clerks remuneration for full filling the Clerks role while previous Clerk was off sick for 2 months (DH)
- 25.4 To ratify the competencies sheet to assist in future clerk appraisals. (DH)
- 25.5 To ratify the Acting Clerks pay is increased to previous Clerks hourly rate and back dated to when Council agreed for the assistant Clerk to become the acting Clerk.(DH)
- 25.6 To ratify the Acting Clerk becoming the RFO on completion of 3 month probationary as Acting Clerk and completing RBS Training and her hourly pay rate increased accordingly (DH)
- 25.7 To ratify Acting Clerk becoming the Clerk after 6 months' probation period.(DH)
- 25.8 Usage of Council Laptop (DH)

26 VOTING

- 26.1 Clarification on the Confidence Voting(AC)