

MUNDESLEY-ON-SEA PARISH COUNCIL  
MINUTES OF THE FULL COUNCIL MEETING HELD ON  
MONDAY 12 DECEMBER 2016 IN THE 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  
District Cllr B Smith

**Members of Public:** – 7

**Clerk:** Ms D. Joy

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

**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.

The minutes were **AGREED** and signed by the Chair

3.2 To agree and sign Minutes of the Confidential Extraordinary Meeting held on Monday 12th September 2016.

The minutes were **AGREED** and signed by the Chair

3.3 To agree and sign Minutes of the Full Council Meeting held on Monday 26th September 2016

The minutes were **AGREED** and signed by the Chair

3.4 To agree and sign Minutes of the Full Council Meeting held on Monday 7th November 2016

The minutes were **AGREED** and signed by the Chair

**04 Chairman's Announcements**

The Chairman reported that Mr Peter Briggs had died.

It was noted that his funeral will be held at All Saints Church on the 14<sup>th</sup> December 2016 at 2:00pm

**05 Police Report**

- Sec 4a POA Causing intentional harassment, alarm or distress { neighbour dispute}
- Theft if not classified elsewhere { planks of timber}
- Interference with a motor vehicle & Theft from a motor vehicle { vehicle batteries} {this incident and the above one were in the same location}
- Assault without Injury - Common assault and battery{ Vulnerable Child/Young Person}
- Other criminal damage to a building other than a dwelling (Under £5,000){ Metal Door handle}
- Assault occasioning actual bodily harm (ABH){ Domestic Abuse Investigation}
- Assault without Injury - Common assault and battery {Vulnerable Child/Young Person}
- Sec 4a POA Causing intentional harassment, alarm or distress {road rage}
- Other criminal damage to a vehicle (Under £5,000){ wiper arm}
- Theft if not classified elsewhere { £100 from bank account}
- Assault occasioning actual bodily harm (ABH){ drugs related}

Same period last year:

- 1- Fraud by False Representation
- 2- 3 assaults
- 3- Criminal damage
- 4- 4 public order
- 5- 1 sexual offence
- 6- 2 road related offences
- 7- 3 thefts

Cllr Cheetham asked if it was possible to get information on the outcomes of these crimes. The Acting Clerk agreed to look into this for Council.

**06 County & District Councillor Reports**

6.1 To receive County Councillor's Report

Cllr Wyndham.Northam not in attendance District Cllr B Smith read the report regarding update on gritting the roads.

6.2 To receive District Councillor's Report

Cllr B Smith reported the villages where there will be free parking over the Christmas period.

**07 North Norfolk Parish and Town Councils Forum**

7.1 Second Homes Council Tax (Di Dann & Julie Chance)

The forum was set up to look into the 2<sup>nd</sup> homes tax.

Norfolk County Council and District share the second homes Council Tax 50/50.

County Council reported that they are spending their share of the Tax on faster broadband and the NDR (The Norwich Northern Distributor Road)

District Council have not replied as to where they are using their share.

The Forum is asking for a share of the % to go directly to the Town & Parish Councils, where they are better equipped to know what their community needs

There are 154 second homes in Mundesley. Therefore if Mundesley got their share it would be worth £56,000 approximately.

Norman Lamb MP is also supporting the efforts of the Forum.

The Forum would appreciate a letter of Support from Council.

Council **AGREED** to right a letter of support to the North Norfolk Parish and Town Councils Forum.

Members thanked Di Dann and Julie Chance for their efforts and time.

**08 Planning, Building & Environment Committee**

8.1 To agree the Minutes of the Planning, Building and Environment Meeting held on Wednesday 12th October 2016

The minutes were **AGREED** by Full Council

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

The minutes were **AGREED** by Full Council

**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

Members **AGREED** to support this application.

**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.  
Cllr Stango reported that she was unable to attend the last meeting due to illness and this item is still ongoing.
- 8.6 To receive an update on Highways putting a crossing on the Cromer Road by the Mace Store.  
The Acting Clerk referred Council to an email from Highways noting that there is no money in the budget to consider a crossing on the Cromer Road.
- 8.7 To consider putting in a bid for the Parish Partnership Scheme.  
Members **AGREED** to put in a bid for the SAM2 road safety signs.
- 8.8 To consider and agree an action on replacing and maintaining the play equipment at Watson Watt Gardens  
Cllr Revell noted that this was still ongoing.
- 8.9 Update on insurance requirements for contractors.  
The Acting Clerk clarified the requirements from Councils insurance company for using contractors and noted that they just require a copy of their Public Liability Insurance.
- 8.10 Update on Water leak at the Manor Hotel.  
The Acting Clerk noted that the water leak had now been fixed.
- 8.11 Update on the broken slats on bench in Children's Playground.  
The Acting Clerk noted that the bench had now been fixed.
- 8.12 To consider and agree an action for the BT Payphone Removal Consultation  
Members **AGREED** for BT to remove both the phone boxes
- 8.13 To consider expiration of the lease for the Putting Green  
Cllr West noted the date of the end of the lease and for Council to think about whether to renew the lease or if there are any other uses for this land.
- 8.14 Temporary Traffic Restriction Order  
The Acting Clerk noted that there would be a Temporary Traffic Restriction Order from 19th December 2016 to the 23<sup>rd</sup> December 2016. Prohibiting the use by vehicles of the C634 Cromer Road from a point 150m North West of Startling Rise (1P160/10) to a point 540m south east of U14294 Tower Lane in the Parish of Sidestrand for the purpose of a new electrical connection.
- 8.15 To consider and agree action for replacing Parish Notice Boards.  
Council **AGREED** to replace both noticeboards in the village and for the Acting Clerk to make all the arrangements.
- 8.16 To consider and agree action on putting internal notice boards for the office.  
Council **AGREED** to purchasing internal noticeboards in the parish office windows, subject to ensuring there is a wide enough gap to place these. The Acting Clerk is to make all the arrangements.

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

- 9.1 To agree the Minutes of the Finance and General Purposes Meeting held on Wednesday 23rd November 2016.  
The minutes were **AGREED** by Full Council
- 9.2 To consider and agree action on Annual Grant for £1000 the Churchyard up keep under LGA 1972 Sec.137  
Members **AGREED** to give the ANNUAL Grant to the Churchyard under Sec137 as this is an open churchyard and Council felt it is commensurate with the value it brings members of the village.
- 9.3 Update on purchasing a new bench for multiple plaques in Memorial Garden.  
The Acting Clerk noted that the bench had been delivered and was waiting on PBL Builders to fit it which should be in the New Year.
- 9.4 Update on Budget.  
Cllr West noted that the budget would be put together early January 2017 and presents at the Full Council meeting on the 30th January 2017 for ratification. Then sent to NNDC.

## **10 Employment Committee**

- 10.1 To agree and sign Minutes of the Employment Committee Meeting held on Friday 25th November 2016.  
The minutes were **AGREED** by Full Council

## **11 Coronation Hall**

- 11.1 To consider and agree action on using the Jubilee Rooms for meetings in 2017.  
Members **AGREED** for Council to continue use the Jubilee Rooms for their meetings with exception of the Annual Parish Meeting and the Annual Meeting.

## **12 Policies**

- 12.1 To consider and agree an action to changing the TOR (Terms of Reference) for Committee numbers.  
Member **AGREED** to look at Committee membership at the next Annual Meeting.
- 12.2 To consider and agree an action on revising Council Meeting dates for 2017.  
Members **AGREED** to the revised meeting dates for 2017
- 12.3 To consider and agree an action on revising the Agenda order  
Member **AGREED** to leave the Agenda order as it is now.

## **13 Coast Watch**

- 13.1 Update on Electrical work at Coast Watch  
The Acting Clerk reported that the work in Coast Watch had been completed.

## **14 Christmas Event**

- 14.1 Update on the Christmas Event  
Cllr Stango noted that the event was a huge success and that the day was enjoyed by all. Cllr Cheetham asked for Cllr Stango to pass on the Councils thanks to everyone involved.

## **15 Gold Park**

- 15.1 To consider and agree an action to changing the door handle on the pavilion to avoid further damage  
Members **AGREED** to change the handle to a round fitting and monitor any damage.
- 15.2 To consider moving the goal posts in Gold Park to near the Children's playground area  
Member **AGREED** to move the Goal Posts in Gold Park and monitor the change.

## **16 WOODHURST**

- 16.1 To consider and agree an action on advertising Woodhurst with multiple agencies.  
Members **AGREED** to use another agency, subject to viewing their contract.
- 16.2 Update on Tenancy Agreement from Acorn.  
Members **AGREED** to Acorns Tenancy Agreement subject to placing a clause in regarding the noise from Gold Park.
- 16.3 Update date on tree at Woodhurst.  
Cllr Gray noted that the tree had now been removed.

## **17 Overstrand Partnership Forum**

- 17.1 To update on joining the Overstrand Partnership Forum.  
The Acting Clerk reported that an email had been sent to the Clerk at Overstrand requesting the Mundesley Parish Council was a part of this forum.

## 18 FINANCIAL

### 18.1 To consider the monthly reconciliations of accounts with back statements.

The Acting Clerk noted to Council how to read the report.

Members **AGREED** the reconciliations from July to November.

### 18.2 To consider payments for approval.

Members **AGREED** all December's payments

## 19 Reports from Outside Bodies

### 19.1 To receive Reports from Member representatives on Outside Bodies

- Coronation Hall (PK) – Nothing to report
- Citizens Advice Bureau (LS) Nothing to report
- MADRA (PG) Nothing to report
- Mundesley Youth & Community (LS) Nothing to report
- Inshore Lifeboat (CP) A reminder for the Boxing Day Dip
- Visitors Centre (DS) Nothing to report
- Maritime Museum (CW) Jarolds had bought 10 more books and Peter Brice sold 21 books at the Christmas Fair.
- North Norfolk Tourism Overview and Management Forum Nothing to report
- Overstrand Partnership Forum Nothing to report

## 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

It was noted that there will be no Front of House at NNDC Planning from 12<sup>th</sup> December to the 8<sup>th</sup> January 2017.

## 21 Correspondence

### 21.1 To consider correspondence received by the Council and agree responses thereto

- Email from Kathryn Moore asking Council to re consider locating a bus shelter and place it outside the Crazy Golf. Members **AGREED** to put this on a future agenda and to notify Kathryn Moore.
- Letter from Mundesley Infant School thanking Council for the grant for the Rapid Reading Intervention Programme.
- Letter from Ambulance Service thanking Council for their Grant.
- North Norfolk Community Transport requesting a grant to help continue the work they do in the community. Members **AGREED** for the Clerk to send them a grant application form for next year's grants.
- NALC asking Councillors if they would like their own login to their website.
- An email from Kathryn Moore commenting on the success of the Christmas Fair.

## 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.***

A member of the public noted that the cascade on Marina Road needs looking into and how well run and nice the meeting was.

## 23 Date of Next Meeting

### 23.1 To confirm that the date of the next Meeting of the Parish Council will be held on the 30<sup>th</sup> January 2017 in the Jubilee Room at Coronation Hall at 7:00pm.

The meeting was closed at 9:06pm.

**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.

**PART 2 MEETING AGENDA**

**25 EMPLOYMENT ISSUES**

- 25.1 To ratify the NALC Model Document for the Acting Clerks contract.  
Members **AGREED** using the NALC Model Document for the Acting Clerks contract.
- 25.2 To ratify the NALC Model Document for the Acting Clerks job description.  
Members **AGREED** using the NALC Model Document for the Acting Clerks job description.
- 25.3 To ratify the Acting Clerks remuneration for full filling the Clerks role while previous Clerk was off sick for 2 months  
Members **AGREED** to give the Acting Clerk remuneration for full filling the Clerks' role while previous Clerk was off sick for 2 months
- 25.4 To ratify the competencies sheet to assist in future clerk appraisals.  
Members **AGREED** the competencies sheet to assist in future clerks' appraisals.
- 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.  
Members **AGREED** to increase the Acting Clerks pay to previous Clerks hourly rate and back dated to when Council agreed for the assistant Clerk to become the acting Clerk.
- 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  
Members **AGREED** to the Acting Clerk becoming the RFO on completion of a 3 month probationary as Acting Clerk and completing RBS Training and her hourly pay rate increased accordingly
- 25.7 To ratify Acting Clerk becoming the Clerk after 6 months' probation period.  
The Acting Clerk noted that the job would need to be advertised in compliance with Employment law.  
Members **AGREED** to take note of this.
- 25.8 Usage of Council Laptop.  
Cllr Harding noted the regulations involved with the use of Council Laptops  
Council **AGREED** to take action on the reports mentioned and involve the relevant authorities..

**26 VOTING**

- 26.1 Clarification on the Confidence Voting  
The Acting Clerk outlined the clarification of this and Council **AGREED** unanimously that it regretted this action and Council **AGREED** that the Chair would apologise the person involved in writing.

The Meeting was closed at 9:55pm

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CHAIRMAN

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DATE

DRAFT