

MUNDESLEY-ON-SEA PARISH COUNCIL
MINUTES OF THE FULL COUNCIL MEETING HELD ON
MONDAY 27th March 2017 IN THE JUBILEE ROOM, CORONATION HALL, MUNDESLEY.

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

AGENDA

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 13th February 2017.
Members **AGREED** the minutes and Cllr West, the Chair signed them.

3.2 To agree the minutes of the Woodhurst Working Group meeting held on Thursday 16th February 2017.
Members **AGREED** the minutes and Cllr West, the Chair signed them.

04 Chairman's Announcements

The Chair noted that Cllr Wyndham Northam would not be standing in the forthcoming election and welcomed Fiona Turner, the Mundesley Ward Candidate for the up and coming May elections.

05 Police Report

5.1 To receive an update on incidents in January.

- 3 Thefts
- 15 Violence and Sexual Assaults
- 5 Anti-Social Behaviour
- 2 Criminal Damage
- 2 Public Order Offences

Total of 27 incidents in January 2017.

The Acting Clerk noted that the 15 Violence and Sexual Assault also include common assault and GBH.

5.2 To receive and update on the meeting with the police.

Cllr Stango noted that members of the Council had met with the local Police and discussed issues in the village. Mundesley has a new PCSO Alex Spinks and Mundesley is the priority area for the next 10 weeks as decided by the SNAP Committee.

5.3 Police Newsletter for March 2017.

The Police newsletter is for Mundesley and Happisburgh Ward.

06 County & District Councillor Reports

6.1 To receive County Councillor's Report

County Council Tax increased by 4.8% to cover the costs of adult social care.

Specially trained dogs helping catch illegal cigarettes.

Syrian refugees successfully rehomed

Storm Doris caused 128 incidents.

Felbrig roundabout has commenced costing £600,000.

- 6.2 To receive District Councillor's Report
 Sheringham, Cromer, Mundesley and Sea Paling awarded Blue Flag Status.
 Holt Country Park, Pretty Corner and Sadlers Wood retained Green Flag status.
 Police change of command. Inspector John Burk replaced by Inspector Teresa Futter.
 Inspector Futter will be responsible for North Walsham, Sheringham, Cromer and Stalham,.
- 07 Norfolk Parish Training and Support.**
- 7.1 To consider and agree joining the Norfolk Parish Training and Support.
 Council **AGREED** to check if Norfolk Parish Training and Support have liability insurance and if the legal and HR advice will be an extra cost to the subscription.
- 08 Planning, Building & Environment Committee**
- 8.1 Planning Applications**
- To consider and agree:
- PF/17/0285 Variation of condition 2 (approved plans) of planning permission PF/14/1505 to allow for changes to design of the dwelling
 Munbeck, 19 Marina Road, Mundesley, Norwich, NR11 8BJ.
 Council **AGREED** to have no objection or comment.
- 8.2 Planning Decisions**
- PF/17/0033 The Grange, High Street, Mundesley, Norwich, NR11 8AT.- **PERMIT**
- 8.3 To agree the Minutes of the Planning, Building and Environment Meeting held on Wednesday 15th March 2017.
 Members **AGREED** the minutes.
- 8.4 To consider and agree an action for people flyposting around the village.
 Members noted that it strongly disapproves of all forms of fly posting, which it considers can have a significant adverse impact on the local environment. Therefore these should be removed.
- 8.5 To consider and agree an action for the Seafront Benches and picnic tables.
 Cllr Parke Proposed to move the motion and Cllr Holliman Seconded the proposal.
 Members **AGREED** for the Acting Clerk to contact NNDC to see if they will refurbish the benches.
- 8.6 Mundesley Parish Council Community Housing Strategies.
 Cllr Harding requested the Acting Clerk to follow up on the Second Homes Tax update.
- 09 Finance & General Purposes Committee**
- 9.1 To consider and agree the monthly reconciliations of accounts with bank statements.
 Cllr Keddell Proposed to move the motion and Cllr Gray Seconded the proposal.
 Members **AGREED** the bank reconciliation for February on both accounts.
- 9.2 To consider payments for approval.
 Cllr Gray Proposed to move the motion and Cllr Frederick Seconded the proposal.
 Members **AGREED** the payments for March.
- 9.3 To consider and agree applying for rate exemption for the Parish Office.
 Cllr Gray Proposed to move the motion and Cllr Keddell Seconded the proposal.
 Members **AGREED** for the Acting Clerk to enquire about moving the rates from the museum to the office.
- 10 HIGHWAYS**
- 10.1 Update on Parish Partnership Scheme
 The Clerk reported that Council had been successful in their bid to the Parish Partnership Scheme for the SAM2 signs.
- 10.2 To sign acceptance agreement
 Cllr Fredericks Proposed to move the motion and Cllr Stango Seconded the proposal.
 Members **AGREED** to sign the Parish Partnership Acceptance Agreement

- 10.3 To consider and agree sites for the SAM2s to be rotated on.
Cllr West Proposed to move the motion and Cllr Cheetham Seconded the proposal.
Members **AGREED** for Paston Road, Cromer Road, Knapton Road and Trunch Road to be put forward to the Parish Partnership Scheme for sites for the SAM2 signs.
- 10.4 To sign Memorandum of Understanding.
Members **AGREED** to sign Memorandum of Understanding.
- 10.5 To consider and agree who will be responsible for moving and mounting the equipment.
Cllr Cheetham volunteered to be part of the team to move the signs and a team will be formed after the initial training.

11 Policies

- 11.1 To adopt the revised the Council Standing Orders.
Cllr Harding Proposed to move the motion and Cllr Stango Seconded the proposal.
Members **AGREED** to adopt the revised Council Standing orders.
- 11.2 To consider and adopt Co-Option Application Form
It was suggested that the word 'and' be replace by the word 'or' to be in line with the LGA 1972 Sec.79 (1) and Parish and Community Council Elections in England and Wales , Guidance for candidates and agents, then refer back to Council on a future agenda.

12 Events

- 12.1 Update on upcoming events.
Cllr Stango updated Council on the Easter Bunny Hunt and noted that the Event Working Committee have a meeting on the 29th March 2017.

13 Gold Park

- 13.1 To receive an update on selling the lawn mower.
Cllr Gray noted that the mower had been sold as it was no longer in working order
- 13.2 To consider and agree asking NNDC if Gold Park can be included in their Chinese Lanterns ban proposals.
Cllr West Proposed to move the motion and Cllr Cheetham Seconded the proposal.
Members **AGREED** for the Acting Clerk to contact NNDC to see if all Parish Council open areas can be included in this proposal.
- 13.3 To consider and agree persons to open the Barrier to Gold Park in the summer.
Cllr West Proposed to move the motion and Cllr Cheetham Seconded the proposal.
Members **AGREED** for the owners of the amusement arcade on Beach Road to have a key and Cllr Gray to provide them a key.

14 WOODHURST

- 14.1 To consider and agree quote for the tree at Woodhurst.
Cllr West Proposed to move the motion and Cllr Cheetham Seconded the proposal.
Members **AGREED** on a quote for the tree at Woodhurst.
- 14.2 Update on works at Woodhurst.
The Acting Clerk reported that the painting had been done and the building work will be started within the next two weeks and that she was waiting on a quote for the wet room works.
- 14.3 To consider and sign Tenancy Agreement for Woodhurst
Cllr Revell Proposed to move the motion and Cllr Payne Seconded the proposal.
Members **AGREED** for Cllr Stango and Cllr Holliman to sign the Tenancy Agreement for Woodhurst.

15 Annual Parish Meeting

15.1 To receive an update on the Annual Parish Meeting.

The Acting Clerk updated Council on the organisations attending the meeting.

15.2 To consider and agree who to do the refreshments at the Annual Parish Meeting.

Cllr West volunteered to arrange people to do the catering.

15.3 Grants Poster.

The Acting Clerk produced to Council the poster for the Grant Applications.

16 MPC Communications

16.1 Presentation from Many Hats Digital for new MPC Website

Due to Many Hats Digital not being able to attend Wayne Beauchamp came to do his presentation on the website to Council. Wayne Beauchamp agreed to email the Acting Clerk examples of his work with the costs involved.

17 MUSEUM

17.1 Amendments to Collection Policy.

Cllr West Proposed to move the motion and Cllr Gray Seconded the proposal.

Members **AGREED** to the amendments.

17.2 Appointment of Museum Mentor.

Due to a meeting being cancelled in regards to the Museum Mentor Council **AGREED** to defer this agenda item till the next appropriate meeting.

17.3 To discuss possible extension to the Museum.

Cllr West reported comments that had been made to extending the museum and to give Council food for thought.

17.4 To consider and agree a cleaner to clean the museum before the season starts.

Members **AGREED** to have a detail clean of the Museum before it reopens. Cllr West said he would arrange this.

17.5 To consider and agree fixing/replacing lights in the museum.

Members **AGREED** to fixing/replacing lights in the museum.

18 Reports from Outside Bodies

18.1 To receive Reports from Member representatives on Outside Bodies

- Coronation Hall – Nothing to report
- Citizens Advice Bureau – Nothing to report
- MADRA – will be sponsoring the Trunchonbury Festival this year.
- Mundesley Youth & Community – Tesco grant subject to NNDC signing the land owners permission form for Watson Watt Gardens play area.
- Inshore Lifeboat – Nothing to report
- Visitors Centre – The Visitors Centre has extra volunteers and will re-open on the 1st April 2017
- Maritime Museum – Waiting on the Accreditation and will re-open 1st June 2017.
- North Norfolk Tourism Overview and Management Forum – Second Homes Tax
- Overstrand Partnership Forum – Nothing to report

19 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

- Cllr West to look into the wall at the side of the museum
- Car boots should be starting at the end of April dependant on the weather.

20 Correspondence

20.1 To consider correspondence received by the Council and agree responses thereto

A. Email from Carlton Lodge Dentistry

Members **AGREED** to place the poster on the Council Website.

Cllr Keddell left the meeting

B. Email in regards to the Goal Posts

Members **AGREED** in light of new information to return the Goal Posts to their original position.

C. Email about Charity Bike Ride

The Clerk made members aware of the Bike ride happening on the 5-7th May 2017 coming through the village.

D. Letter from CPRE Norfolk

The Acting Clerk asked for Council to read through the letter from CPRE and for this to be considered on a future agenda.

E. Letter on Footpath on High Street

Council noted the comments made in regards to this issue.

21 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.

Cllr West Proposed to move the motion and Cllr D.Smith Seconded the proposal.

Members **AGREED** to the Resolution to allow Members of the Public and any Councillors with prejudicial interests to speak

- A member of the public noted that the Visitors Centre will be opened on 1st April 2017.

22 Date of Next Meeting

22.1 To confirm that the date of the next Meeting of the Parish Council will be held on 24th April 2017 in the Jubilee Room, Coronation Hall at 7:00pm.

23 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

24 EMPLOYMENT

24.1 Update on the Acting Clerks annual appraisal.

Cllr Harding reported to Council the monthly appraisals of the Acting Clerk to be a score of 5 on a scale of 1-5

24.2 To ratify the Acting Clerks pay rise.

Cllr Harding reported to Council the Annual appraisal of the Acting Clerk to be a score of 5 on a scale of 1-5. As AGREED by the Employment committee to implement an annual pay review. Cllr Harding Proposed to move the motion and Cllr West Seconded the proposal.

Members **AGREED** to ratify the Annual pay rise as agreed by the Employment Committee

24.3 Update on advertising for a Clerk.

Cllr Harding noted there was no legal requirement to advertise for a Clerk. Therefore members **AGREED** not to proceed with this course of action.

24.4 To consider appointing the Acting Clerk to Clerk.

Cllr D.Smith Proposed to move the motion and Cllr B.Smith Seconded the proposal.

Members **AGREED** to appoint the Acting Clerk to Clerk.

24.5 Update on Acting Clerks pension.

Cllr Harding noted that this was now in place.

24.6 Update on Hayes and Storrs.

The Clerk reported that she was still waiting on the requested documents.

25 LINKS CHALET PARK

25.1 To receive and update on the Links Chalet Park lease and agree a course of action.
Cllr West Proposed to move the motion and Cllr Gray Seconded the proposal.
Members **AGREED** to the rent.

26 Woodhurst

26.1 Update on Tenancy
The Clerk updated Council and members **AGREED** to address the issue.

The Meeting was Closed : 9:58pm

CHAIRMAN.....

DATE.....