

MUNDESLEY-ON-SEA PARISH COUNCIL
MINUTES OF THE FULL COUNCIL MEETING HELD ON
MONDAY 13th February 2017 IN THE METHODIST CHURCH, MUNDESLEY

Present: Cllr C West (Chairman)
Cllrs D Harding, J Holliman, D Revell, L Stango, C Payne, P Keddell,
Cllr B Smith.

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

Cllr D Smith – Work Cllr Ian F – Work Cllr K Cheetham – Away Cllr Gray-Unwell
Cllr Parke - Work
Cllr B Smith noted he had a prior Council meeting and would attend after.

02 Declarations of Interest and requests for Dispensations

Cllr Stango noted her interest in Agenda Item 21
The Chair noted the interest and Council gave the member a dispensation to comment.

03 Minutes of Previous Meetings

3.1 To agree and sign Minutes of the Full Council Meeting held on Monday 30th January 2017.
Members **AGREED** the minutes and the Cllr West, the Chair signed them.

04 Chairman's Announcements

None to report

05 Police Report

5.1 To receive the crime figures for 1st-31st January 2017.

The PCSO was not in attendance at this time. The Clerk reported there were clichés with the new system and hopefully by the next Full Council Meeting there should be some comprehensive figures.

5.2 To receive an update on meeting with the Inspector at North Walsham.

Cllrs Stango, Harding and Holliman volunteered to meet with the police on 1st March 2017 to discuss vandalism in the village and ways to combat this. The Acting Clerk will arrange this meeting.

06 County & District Councillor Reports

6.1 To receive County Councillor's Report

Cllr Wyndham Northam not in attendance

6.2 To receive District Councillor's Report

Cllr B. Smith was not in attendance at this time but handed the following report to the Acting Clerk.
Council Tax freeze for the 7th year in succession. The Council is Debt free and in a good stable position. This is down to the hard work of our finance team.

The budget assumes a Council Tax freeze for the District element of Council Tax 2017/2018. Based on the tax base of 38.748 as approved in December 2016. This means that the District element of the Council Tax remains at £138.87 for 2017/18.

Weekend 3rd-5th March is the Great British Clean Up.

1st April 2017 Norfolk Vanguard (Vattenfall) off shore wind farm will be hosting drop in sessions at Happisburgh – 23rd March, N.Walsham – 25th March and Bacton – 1st April 2017

07 MPC Communications

7.1 To receive a presentation from Josh Biz for the Council Website.

Joshua Dyball from Josh.Biz website did a small presentation on what his company can offer Mundesley Parish Council for the renewal of the current website.



08 Policies

8.1 To consider and agree adopting updated Grant Application Policy and application form.

The Acting Clerk noted changes to the closing date and contact information.

Cllr Harding Proposed to move the motion and Cllr Stango Seconded the proposal.

Members **AGREED** unanimously to adopt the updated Policy and form.

8.2 To consider and agree adopting the Equal Opportunities Policy in order for Council to be in compliance to the Equalities Act 2010.

The Acting Clerk noted that this policy is a legal requirement.

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

Members **AGREED** unanimously to adopt the Equal Opportunities Policy.

09 Events Working Group

9.1 Update on the Events Working Group.

Cllr Stango reported that the Events working Group have numerous events in the pipeline for 2017 starting with an Easter Bunny Hunt.

10 Annual Parish Meeting

10.1 To receive an update on the preparations for the Annual Parish Meeting.

The Acting Clerk reported that she would like to make this more of a Village Event. To invite Village Groups to have a table at the Parish Meeting along with Mundesley Parish Council to showcase the village what they do. Also to invite Saffra and Tole Barn Vets to do a talk. Along with drinks and food.

Members **AGREED** unanimously for the Acting Clerk to go ahead and make the arrangements.

11 Minutes

11.1 To consider and agree binding the old minutes that are falling apart

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

Members **AGREED** unanimously to rebinding old minutes.

12 MPC Office

12.1 To receive an update on the front of the MPC Office refurbishment

The Acting Clerk reported that she is still waiting on quotes.

13 Planning, Building & Environment Committee

13.1 To receive an update on benches being fitted.

The Acting Clerk reported that the benches had been fitted. One by the Museum and one in the Memorial Gardens.

13.2 To receive an update on bin at Tazmin Drive.

The Acting Clerk reported that the concrete base has been placed ready for the bin.

13.3 **Planning Applications**

To consider and agree:

PF/16/1750 Erection of 12 two bedroomed units of holiday accommodation

Mundesley Holiday Village, Paston Road, Mundesley, Norwich, NR11 8BT.

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

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

13.4 **Planning Decisions**

PF/17/0040 Trafalgar Court, 42 Cromer Road, Mundesley, Norwich, NR11 8DB - PERMIT

Erection of refuse and recycling bin closure

PF/17/0024 22 Beach Road, Mundesley, Norwich, NR11 8BQ – PERMIT

First floor rear extension, cladding to existing first floor rear elevation and alterations to roof.

PF/16/1678 Mundesley Hospital, Gimmingham Road, Mundesley, Norwich, NR11 8ET - PERMIT

Alterations and extensions to form six additional bedrooms.

PF/16/1500 12 Gunner Close, Mundesley, Norwich, NR11 8FE– PERMIT

Formation of balcony and insertion of patio doors at the first floor to side of dwelling



Gold Park

- 13.5 To consider and agree the placement of Goal Posts in Gold Park
Cllr Harding Proposed to move motion and Cllr West Seconded the proposal.
Members **AGREED** unanimously to the Goal Posts being positions from East to West by the Childrens playground that was originally Agreed
- 13.6 To consider and agree bench at Beach Road in light of new information.
The Clerk referred to an email from a member of the public who had recommended placing a small seat to the side of the path. Permission from the owners that this area have given their permission in writing to allow this.
Cllr Keddall Proposed to move motion and Cllr Revell Seconded the proposal.
Members **AGREED** unanimously to look into placing a bench at said location. The Acting Clerk will report back to Council.
- 13.7 To receive an update on broken chicane.
The Acting Clerk noted that she had instructed PBL Builders to remove this and would follow up on getting this replaced.
- 13.8 To consider and agree changing Water supplier
Cllr Payne Proposed to move motion and Cllr Keddall Seconded the proposal.
Members **AGREED** unanimously to stay with Anglian Water
- 13.9 To receive an update on the new Parish Noticeboards and agree new location for second board.
Cllr Harding Proposed to move motion and Cllr Keddall Seconded the proposal.
Members **AGREED** unanimously to place the second notice board, as permitted by County Council, by the Bus Stop at Cromer Road/Seaview Road Junction parallel with the Bus Stop. The Acting Clerk to write a letter of intention to the resident nearest to this location.
- 13.10 Road Closure of C634 Beach Road from 20th February to 22nd February due to water pipe repair.
The Acting Clerk reported that the road closure notice had been placed on the Council website and displayed in the window at the Parish Office.

Woodhurst

- 13.11 To receive an update on works at Woodhurst
The Acting Clerk in forms Council that she was waiting on quotes and would inform Council as soon as these were received.
- 13.12 To receive an update on tenants
The Clerk reported that Acorn had a tenant who had passed all the checks and was looking to move in the end of February 2017.
- 13.13 To consider and agree allowing tenants to move in before the works are completed
Cllr West Proposed to move motion and Cllr B.Smith Seconded the proposal.
Members **AGREED** unanimously to form a committee under Standing Orders section 4(x) for the purpose of progressing and authorising the works at Woodhurst and to call a meeting as and when needs to consider and agree actions. This committee will consist of Cllr Payne, Cllr B Smith, Cllr Holliman, Cllr Stango and Cllr Revell.
Cllr West Proposed to move motion and Cllr B.Smith Seconded the proposal.
Members **AGREED** for the Clerk to inform Acorn that the tenant may move in before work has been completed and for said tenant to agree to this in writing.

Highways

- 13.14 To review and agree an action to the over grown footpath at the Millpond.
Cllr West Proposed to move motion and Cllr B.Smith Seconded the proposal.
Members **AGREED** for the Clerk to contact County and ask them to cut the hedges that are on the side of the pond as the foot path was clear.
- 13.15 Update on replaced lamppost No : 9049
The Acting Clerk reported that the insurance company has confirmed the lamps posts were covered under the current insurance policy and that Cllr Holliman had suggested putting in a claim for reimbursement of invoice paid. Members were informed that this claim had been successful and Council had been reimbursed £4008.09.



14 Finance & General Purposes Committee

14.1 To consider and agree the monthly reconciliations of accounts with bank statements.

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

Members **AGREED** January's reconciliations

14.2 To consider payments for approval.

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

Members **AGREED** February's payments.

14.3 To receive an update on new Audit procedure for 2017/2018.

The Acting Clerk reported that SAAA had confirmed that Council had not opted out of the new Audit System for 2017/2018.

15 Reports from Outside Bodies

15.1 To receive Reports from Member representatives on Outside Bodies

- Coronation Hall - Nothing to report

- Citizens Advice Bureau - Nothing to report

- MADRA – Cllr Gray not present to report.

- Mundesley Youth & Community. MY& C are in the Tesco token Scheme to raise funds for Watson Watt Garden.

- Inshore Lifeboat - Nothing to report

- Visitors Centre – Cllr D.Smith not present to report.

- Maritime Museum - Nothing to report

- North Norfolk Tourism Overview and Management Forum – Cllr Parke not present to report.

- Overstrand Partnership Forum - Nothing to report

16 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 noted about the NNDC about banning Chinese lanterns and balloons launches from their property. This will be put on a future Agenda by the Acting Clerk.

Cllr Payne noted about a tree down on Fourways.

17 Correspondence

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

- Letter from Derek Kirk Thanking the Council for all their support for the Mundesley Festival.

- Letter from Mr Watts Thanking the Council and the Acting Clerk for all their help with the overhanging tree.

- Email from Age Wise Asking if Council can advertise their Event on the 5th April

Members **AGREED** to do this.

18 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.

None

19 Date of Next Meeting

19.1 To confirm that the date of the next Meeting of the Parish Council will be held on 27th March 2017 in the Jubilee Rooms at 7:00pm.

Meeting Closed :8:45pm

20 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

21 Hayes and Storrs

To receive clarification on the Hayes and Storrs bill

Cllr Kedell Proposed to move motion and Cllr Payne Seconded the proposal.

Members **AGREED** for the Acting Clerk to obtain a detailed breakdown and a copy of the letter of instruction from Council, along with the agreed terms of engagement.

Cllr Holliman Proposed to move motion and Cllr Payne Seconded the proposal.

Members **AGREED** for Cllr Harding to update relevant authorities.

Meeting Closed : 9:23pm

CHAIRMAN.....

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to Data
Protection

DATE:.....27/3/17.....

LATE MARCH

COUNTY COUNCIL REPORT THIS WILL BE MY LAST COUNTY REPORT FOR THE FIRST TIME IN SEVERAL YEARS THE COUNCIL HAS HAD TO INCREASE COUNCIL TAX BY 4.8% THIS IS MAINLY TO COVER THE SOARING COSTS OF ADULT SOCIAL CARE

WITH THE HELP OF SPECIALLY TRAINED TOBACCO SNIFFING DOGS THE TRADING STANDARDS TEAM HAVE CARRIED OUT SUCCESSFUL RAIDS ON BUSINESSES IN GREAT YARMOUTH AND AMSFORD SEIZING ILLEGAL CIGARETTES, HAND ROLLING TOBACCO AND SPIRITS. 38,700 CIGARETTES, 16.6 KILOGRAMS OF HAND ROLLING TOBACCO AND 1,199 LITRES OF SPIRITS WERE SEIZED IN THE GREAT YARMOUTH AREA. AROUND £13,500 OF DUTY PAYABLE WOULD HAVE BEEN EVASIED. SO FAR IN THIS SERVICE YEAR 183,820 ILLEGAL CIGARETTES AND 40.6 KILOGRAMS OF HAND ROLLING TOBACCO HAS BEEN SEIZED. SYRIAN REFUGEES FIVE FAMILIES WERE SUCCESSFULLY RE-HOUSED IN NORWICH IN FEBRUARY.

STORM DORIS DURING THE RECENT STORM 28 HIGHWAY TEAMS WERE SENT OUT TO 128 INCIDENTS. THANKFULLY THERE WERE NO CASUALTIES, MAINLY TREES WHICH HAD FALLEN OR WERE IN A DANGEROUS STATE.

FELSKING ROUNDABOUT. WORK IS NOW STARTING ON THE MUCK NEEDED £600,000 ROUNDABOUT.

DISTRICT COUNCIL REPORT AT MY CABINET PORTFOLIO IS REVENUE AND RESOURCES. THROUGHOUT THE FINANCIAL YEAR I GAVE QUARTERLY REPORTS WHICH INDICATE WHETHER OR NOT WE ARE LIVING WITHIN OUR BUDGET. AT THE CABINET MEETING ON 6TH MARCH I WAS ABLE TO REPORT WE WERE LIVING WITHIN OUR BUDGET AND AN UNDERSPEND OF £105,000 WAS FORECAST FOR THE END OF THE FINANCIAL YEAR. AT THE MEETING I ANNOUNCED THAT IN FEBRUARY I REPORTED POSSIBLE ANNUAL SAVINGS OF £200,000 - THE SALAR WE WOULD HAVE PAID IF WE HAD REVERTED NEW MANAGEMENT HEADS. WE HAVE A CONTRACT WITH K. L AND LN BOROUGHS FOR CAR PARKING ENFORCEMENT. WE RECENTLY NEGOTIATED A NEW CONTRACT SAVING £40,000

MONDAY 27TH MARCH 2017.

I am pleased to report that all our blue flag award beaches have retained their blue flag status. These are Sheringham, Cromer Mundesley and Sea palling. Also we have retained our green flag status at Holt Country Park, Pretty Corner and Sadlers wood. All these achievements should help to boost our tourist industry here in North Norfolk.

There has been a change of command in the police in our region with Inspector John Burk being replaced by Inspector Teresa Futter who as previously spent time as the inspector within the Fakenham area. Inspector Futter will be responsible for the areas of North Walsham, Sheringham, Cromer and Stalham. Contact details are;

01692 401083

Fax 01692 101046.

The work to the Main shelter on the Lee's is currently underway. Of the remaining two shelters both have been put out to contract, with a request that the work be completed before Easter.

It was announced at Full Council on the evening of the 22nd March that N.N.D.C. is to apply to the High Court in a bid to quash a decision of the planning Inspectorate to allow two wind turbines to be built in North Norfolk. There have been several battles over the years to prevent these Turbines from being built and as seen a number of decisions over the years. These two schemes one at Pond Farm, Bodham, By Genatec for a turbine with a height of 66m and the Sellbrigg application for a turbine with a height of 78m at Sellbrigg Farm Hempstead. There was an earlier application by Genatec (Bodham) for a 86.5m tall turbine was rejected by N.N.D.C. IN 2012, Approved by a Planning Inspector on appeal but that decision was overturned in the High Court in February 2014.

B. SMITH. DISTRICT CLERK.

*Redacted
due to Data
Protection*

**Bank Reconciliation Statement as at 27-02-2017
for Cashbook 5 - Lloyds Bus Banking Extra A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Bank - 24793068	27-02-2017	56	231,146.25
			<u>231,146.25</u>
<u>Unpresented Cheques (Minus)</u>			<u>Amount</u>
18-11-2015 000318	Mr & Mrs Drake	10.00	
24-06-2016 000445	All Saints Parish Church	250.00	
07-09-2016 000493	URM (UK) Ltd	43.20	
28-12-2016 000551	WOODPECKER TREE SERVICES	380.00	
03-01-2017 D/D	British Telecom	83.17	
15-01-2017 D/D	Anglian Water	16.13	
22-01-2017 D/D	EON	10.51	
26-01-2017 000567	LUMINATI	130.09	
26-01-2017 000580	Coronation Hall	550.00	
09-02-2017 000583	TT Jones	315.36	
			<u>1,788.46</u>
			229,357.79
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			229,357.79
		Balance per Cash Book is :-	229,327.04
		Difference Excluding Adjustments is :-	30.75
<u>Adjustments to Reconciliation</u>			
09-01-2017 00536	Wrong Amount Entered	-7.67	
10-01-2017 00528 EW	Cheque Amount entered incorrec	-0.58	
10-01-2017 00528	Entered wrong amount	1.16	
09-02-2017 EON	ENTERED TWICE	18.92	
09-02-2017 EON	ENTERED TWICE	18.92	
			<u>30.75</u>
		Unreconciled Difference is :-	<u>0.00</u>

**Bank Reconciliation Statement as at 23/03/2017
for Cashbook 6 - Lloyds Bus Bank No 2 A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Bank No.2 - 24793760	20/02/2017	31	1,682.26
			<u>1,682.26</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
10/10/2016 BGC JARROLDS		80.00	
			<u>80.00</u>
			1,602.26
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,602.26
		Balance per Cash Book is :-	1,602.26
		Difference is :-	0.00

Februarys Payments						
Payable to	Payment Method	Description	Amount	Name	Sign 1	Sign 2
Rainbow Office Supplies	Cheque	HP Printer	£84.61			
Rainbow Office Supplies	Cheque	Stationary Supplies	£54.83			
Rainbow Office Supplies	Cheque	Stationary Supplies	£24.99			
T Rivett	Cheque	Maintenance - January 2017	£210.00			
Mayday	Cheque	Black & White Copies - Nov - Jan	£25.49			
Mayday	Cheque	Colour Copies - Nov - Jan	£203.80			
BT	D/D	Januarys Bill	£71.42			
EON	D/D	Feeder Pillar - Jan	£10.51			
SAGE	D/D	Payroll Subscription	£6.00			
TT Jones	Cheque	Maintenance - January 2017	£316.36			
Anglian Water	Cheque	Water Bill Nov - Jan	£16.13			
SLCC	Cheque	Practitioners Conference 2017	£327.40			
HMRC	D/D	Outstanding PAYE up to Jan 2017	£649.83			
Rainbow Office Supplies	Cheque	Stationary Supplies	£33.05			
Rainbow Office Supplies	Cheque	Paper	£32.40			
Rainbow Office Supplies	Cheque	Paper	£32.41			
EON	D/D	Street Lightening	526.19			

Agreed at Full Council 13.2.16 RFO Signed:

Clerk Signed: