

**Minutes of the Mundford Parish Council Meeting  
Held at The Cricket Club, Mundford  
on Thursday 5<sup>th</sup> April 2018**

**PRESENT:**

Councillors S. Eyres Chairman, T. Fox Vice Chairman, D. Goodrham, J. Marston, A. Shepherd, C. Angus, K. Weight, D. Frost, District Cllr M. Nairn, County Cllr F. Eagle and Mrs P. Angus Clerk to the Council.

There were 6 members of the public.

**1. THE CHAIRMAN'S OPENING REMARKS**

The Chair welcomed everyone to the meeting

**2. APOLOGIES OF ABSENCE**

Cllr Musgrove

**3. ACCEPT AND SIGN THE MINUTES**

The minutes of the meeting held on 1<sup>st</sup> March 2018 were accepted as a true and accurate record, this was proposed by Cllr Angus, seconded by Cllr Fox and 7 agreed. The Chair signed the minutes.

**4. TO RECEIVE DECLARATIONS OF INTEREST**

Cllr Goodrham and Cllr Frost item 8.6 Church lawn mower

**5. MEETING SUSPENDED FOR PUBLIC PARTICIPATION**

A member of the public spoke about his letter that he had previously sent to the Parish Council regarding an alternative aspect to the village green and also an alternative arrangement for parking facilities. As this is a Highway matter District Cllr Eagle asked for a copy of the letter so that he can discuss this with the Highways department.

**6. MATTERS ARISING**

**6.1 Outstanding Highway Matters**

- Crown Road – Flooding – e-mail from Highways on 22<sup>nd</sup> March 2018 -“This issue is not a straight forward 'clean gullies' as the outfall is damaged due to a suspected gas pipe severing the drainage pipe. This will take programmed works to repair the damaged pipe. Currently our resources are focusing on repairing potholes, but we will aim to carry out repairs to this system as soon as possible”.
- Swaffham Road – Parish Office – Flooding – Gullies flushed on the 28/3/18, however it flooded again that day – reported again to Highways with photos of the flooding on 29<sup>th</sup> March – the following e-mail was received from Highways on the 30<sup>th</sup> March –“ We are investigating the problem - Defects are investigated by local teams as soon as possible and, if action is required, prioritised for repair taking into account the defect size, location and usage of the road or path in question”
- Lynford Road – Chased up with Highways 13<sup>th</sup> March and again on the 4<sup>th</sup> April and received the following e-mail – “The works to clear this have been programmed, although due to the pothole situation we have been experiencing lately these types of works will take some time to deliver as our resources have been stretched”.
- Crown Road by East Hall - Pot hole reported on 7<sup>th</sup> February – repaired 30<sup>th</sup> March.
- Crown Road by The Crown – Pot hole reported on 8<sup>th</sup> March due for repair by approximately 19<sup>th</sup> April.
- Impson Way – Pot hole reported on 6<sup>th</sup> February – repaired 30<sup>th</sup> March
- West Hall Road outside number 9 – Pot hole reported on the 13<sup>th</sup> March – due for repair by approximately 24<sup>th</sup> April.
- The Lammas outside number 64 – Pot hole reported on the 28<sup>th</sup> March – e-mail received from Highways on the 3<sup>rd</sup> April “Highways inspected the damage around this cover on 29<sup>th</sup> March and I have passed this across to our Street works Inspector to see if he can ask Anglian Water to repair it as it seems to be an Anglian Water cover upon examining the utility plans. If there are any problems and Anglian Water doesn't think it's their responsibility, Highways will arrange a repair.” It was agreed that the Clerk would talk to Anglian Water direct if no progress is made regarding the repair.

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**6.2 Allotments – to discuss (if any) any outstanding or future matters**

There is a new tenant for plot number 6 and plot number 9 may be available shortly as the tenant may be moving away from Mundford.

The Chair and Cllr Shepherd apologised to Cllr Musgrove for not turning up for the inspection due on the 31<sup>st</sup> March. The Chair said that he had a request from a tenant regarding fencing off an area for tenants to put their dogs into whilst they were working on their allotments and following a discussion it was agreed that this would not be practical.

**6.3 Handyman/Gardener – update on outstanding and future projects**

The larger Plaque for the bench in Crown road will cost £55.00 and it was agreed that this would be ok. The Village Green flowerbed is due to be edged with small kerb stones. There is a Post that has been knocked over and will be put back asap. The strimmer needs replacing at a cost of £305 + VAT and following a discussion it was agreed to proceed with this purchase, this was proposed by Cllr Shepherd seconded by Cllr Fox and all agreed.

**6.4 Customized signs into Village – Progress report**

The Parish Council has received the grant of £2,740 for half the payment towards the cost of the new signs coming in to the Village, The Cheque for the balance has been sent to Norfolk County Council and Highways will be in touch with the Clerk to update her on the progress of the works.

**6.5 New Benches – update if any of any new donations for the last bench**

The last bench in Crown Road has been taken – only one plaque was required instead of two that was previously requested by the sponsor.

**6.6 Wild Flower area by the War Memorial – progress report**

We have another box of wild flower seeds to plant – free of charge from Grow Wild Seed Kits, the Clerk will give these to the handyman to plant by the War Memorial

**6.7 Mundford Post Box – update**

The Post Office contractor met with the Clerk and Cllr Musgrove in March and he suggested that the only suitable place to put the post box would be behind the bench on the Village Green, the other sites that were suggested were not suitable for the following reasons – outside Cost Cutters - this is private property, opposite the old Post Office on the edge of the Village Hall play ground – electricity services detected underground. Following a discussion it was agreed that the Village Green is not an acceptable spot and that the Clerk will contact the Post Office contractor to arrange another meeting with Cllr Eyres to look at other sites in the village.

**6.8 Planning Protocol – to formally adopt a Planning Protocol for Mundford Parish Council**

The template for a Planning Protocol had been circulated to the Cllrs prior to the meeting– this is to clearly define to the public how the Parish Council deal with Planning applications as and when they come in. It was proposed by Cllr Fox to formally adopt this policy, this was seconded by Cllr Angus and all agreed.

**6.9 General Data Protection Regulations (GDPR) – to discuss and appoint a Data Protection Officer (DPO) – this can be the Clerk or this service can be offered from an outside company such as the Local Council Public Advisory Service – fees will apply.**

It was agreed that the Clerk will be appointed as the DPO, this was proposed by Cllr Fox, seconded by Cllr Frost and all agreed.

**7. CORRESPONDENCE – The Clerk / Chair will read out any outstanding correspondence that has not been previously circulated**

A letter had been received from a resident who was upset regarding the price increase for the fortnightly bus service that is subsidised by the Parish Council, a copy of this had been circulated to the Cllrs prior to the meeting, Cllr Shepherd said that the Parish Council should provide the service at the same cost as before (£6.00 per journey) and Cllr Weight said that the Council should continue to offer

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this service. District Cllr Eagle suggested that to keep costs down to Mundford he would speak to the Parish Council at Hilborough to see if any of their residents would be interested in using the service. Following a discussion it was agreed that the service will continue at £8.00 a ticket and this would be reviewed in June whereby the price may or may not be reduced, the Clerk will write to the resident to clarify the situation with her. West Norfolk Community Transport had also expressed concern regarding the price increase stating that some of the regular passengers will stop using the service. Cllr Eagle thanked the Parish Council for providing this service.

**8. FINANCE**

**8.1 Payments and Cheques for the March invoices**

The following payments were authorised on Thursday the 5th April 2018 the cheques were signed by Cllr A. Shepherd and Cllr T. Fox

This was proposed by Cllr Fox, seconded by Cllr Shepherd and all agreed

<b>Balance for March 2018</b>	<b>£3,506.75</b>
<b>Minus the following direct debits</b>	
E-On Street Lighting	£106.18
Telephone Wi/Fi	£42.12
Parish Office Electricity	£26.44
<b>Total Direct Debits</b>	<b>£174.74</b>
<b>Plus the following receipts</b>	
Deposit for bench Mr Hatcher	£85.00
Weeting payment for GDPR training	£20.00
Transfer from Savings to Current Account	£3,000.00
<b>Total Income</b>	<b>£3,105.00</b>
<b>Balance after Direct Debits and Income</b>	<b>£6,437.01</b>

<b>Cheques</b>	<b>Description</b>	<b>Total</b>
102214	Norfolk County Council - Parish Partnership Scheme for new Signs into the village (cheque signed by Cllrs Eyres and Shepherd)	£2,710.00
102215	HMRC Payments	£187.79
102216	Mrs P Angus Salary	£695.09
102217	Mr B McIsaac - Salary £180.00/ Mileage .045p/ Village Green Post supplies £24.54	£205.54
102218	E-On Christmas Lights Energy supply	£3.76
102219	Didlington Nurseries - Flowerbed supplies	£540.00
102220	K&M Lighting - March and April Street Light Maintenance and New light column for Malsters	£1,552.44
102221	Mundford Cricket Club - 6 months use for meetings from November to April @ £15.00 a month	£90.00
102222	Mrs A Shepherd - CCS	£300.00
<b>Total Cheques paid</b>		<b>£6,284.62</b>
<b>Balance in Community Account for April 2018</b>		<b>£152.39</b>
<b>Balance in Savings Account</b>		<b>£15,813.68</b>
<b>(Ring Fenced moneys Chilzone £1592.96 and Outdoor Sport and Play £996.50)</b>		

**8.2 Internal audit 2017/2018**

It was agreed that Serena Barnes will carry out the internal audit of the Parish Councils accounts in preparation for the external audit for 2017/2018

**8.3 Parish Council Financial Regulations – to adopt updated financial regulations**

Copies of the updated pages for the Parish Council financial regulations had been circulated to the Cllrs prior to the meeting, these were accepted by the Parish Council, this was proposed by Cllr Goodrham, seconded by Cllr Shepherd and all agreed.

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**8.4 Web report from Mrs Godfrey for March**

The following report was received from Rosemary Godfrey

Uploaded notices from the Connect, local clubs and organizations, there were 190 visitors in March

**8.5 Bus Service – March Passenger Figures**

3<sup>rd</sup> March- 3 passengers and 17<sup>th</sup> March 4 passengers = cost to the Council £108.00

**8.6 Church Mower – Service charge - to discuss agreement made on 6<sup>th</sup> July 2017  
minute number 8.2**

In July 2017 it was agreed that the Council would ring-fence £600 to pay towards the cost of maintaining the Church Lawn Mower, following a discussion it was agreed to add a further £300 to this so that a total of £900 is put by to pay for 2018, 2019 and 2020 maintenance charges, this was proposed by Cllr Fox, seconded by Cllr Angus and 6 agreed..

**9. PLANNING APPLICATIONS**

**3PL/2014/0970/A Browns Kitchens Swaffham road IP26 5EH**

Business signs, 1 fascia sign, 1 projecting sign and 3 hoardings (retrospective) dated 29<sup>th</sup> October  
Split decision has been made as follows – **Planning approval granted for the Mundford Gift Shop signs that are located outside the shop and on the fascia. Planning is not approved for all the car wash signs on the Browns site and the Mundford gift shop sign that is mounted on the fence alongside the car wash signs.**

**Enforcement notice issued 16<sup>th</sup> August 2016 – Complaint letter has been sent to District Cllr Nairn regarding the lack of response to this issue.**

**3PL/2017/1458 variation to 3PL/2016/1209/VAR**

2 residential Dwellings St Leonards Street IP26 5DW

To remove conditions 7&8 (copy of conditions attached) as the Highway Department has confirmed that this work is not necessary

Dated 24<sup>th</sup> November 2017

**Variation of conditions refused**

**ENF/289/17/CAS Land at Lynford Road**

Breach of planning control

Notice took effect from 27<sup>th</sup> November 2017 and owners have 9 calendar months (27<sup>th</sup> August 2018) to comply with the following order

Permanently cease the use of land for residential purposes

Permanently remove all caravans and associated residential items and infrastructure

Reinstate the land to its condition prior to commencement of residential use

**17<sup>th</sup> January 2018 Planning enforcement has been informed of more debris and another caravan being put on this site.**

**7<sup>th</sup> March 2018 – Planning enforcement informed of more machinery and debris being put on this site.**

It was noted that more vehicles and various objects has been added to the site and that the Clerk would report this to Planning Enforcement department.

**3PL/2018/0168/F Development at 4 & 6 Lynford Road, Mundford**

Erection of New Dwelling House and Garage

Dated 8<sup>th</sup> February 2018

**No Objections**

**3PL/2018/0202/HOU 14 Malsters Close Mundford**

Two Storey rear extension to make a larger kitchen diner and new bedroom and ensuite

Dated 8<sup>th</sup> March 2018

8 Objections and 1 No Objections

**Comments :- Plan seems to be incorrect as it refers to 18 Malsters Close**

**This would reduce sunlight to No 16 which is already next door to No 18 which had a similar extension built many years ago and No 16 will be hemmed in completely with little sunlight from September to March.**

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**3PL/2018/0247/F 34 Swaffham Road Mundford**

Change of use garage to dwelling and extension

Dated 19<sup>th</sup> March 2018

**6 objections – 3 no objections**

**Comments:- The original planning application for a house was refused, then a garage is built and now applying for a change of use**

**3PL/2018/0292 1 The Grove Mundford**

Remove existing porch and replace with a new porch

Dated 13<sup>th</sup> March 2018

**No objections**

**10. STREET LIGHTING**

Street light 21 quote for connection was received today (5<sup>th</sup> April) from UK Power Networks, K&M have confirmed that they have ordered the new column for this light and the lantern on street light 20 has now been replaced.

**11. REPORTS**

**11.1 District Cllr Mike Nairn**

Cllr Nairn read out extracts from the attached report.

**11.2 County Cllr Fabian Eagle**

Cllr Eagle said that on behalf of Norfolk County Council he would like to thank all the volunteers for carrying out the gritting during the snow in February. Highways have carried out 120 gritting actions this winter and have been working 12 hour shifts. Council Tax has been increased by 5.9%, he pointed out that they still need to make more savings and cuts in the future. He had a meeting with the Police and Crime Commissioner and was informed that policing has changed and that there is more online crime and domestic abuse, he has a meeting on Monday to discuss having volunteer special constables put in place in the villages and he will update us at the next meeting regarding this matter. With regard to potholes, he was looking at a scheme whereby volunteers could fill in the small pot holes before they become big potholes. Mobile Libraries are on a decline and schemes were being looked at where by villages could go back to having a reading room perhaps installed in Village Halls. He asked the Councillors to let him know if they see any junctions that have become overgrown and therefore are dangerous as he is proposing to use some of his Highway budget to pay for any cutting that may be needed in between the usual Highway scheduled cuts. Cllr Fox asked Cllr Eagle if he would support an installation of a school crossing sign on the A1065 Swaffham Road as there are more and more children coming in to school from Ickborough and Swaffham Road that have to cross this very busy road and there is not a sign in place at the moment, Cllr Eagle said he would be happy to talk to Highways regarding this, Cllr Fox said that the sign would need to be put in place just past the Lynford Hall junction coming into Mundford.

**12. MEMBERS' MATTERS – items for agenda for next Month's meeting**

The Chair said that the Stanta Tour is on the 8th August 2018 and Eagles Coaches price this year is £230.00 (was £190 before) – price charged for tickets in 2016 was £5.00 – this year's tickets will be £6.00 for transport plus voluntary donations.

Cllr Goodrham – mentioned the 100<sup>th</sup> anniversary for the 1<sup>st</sup> World War and the Parish Council need to start thinking about the arrangements for this event.

With nothing more to discuss the meeting closed at 9.28pm

Chairman: \_\_\_\_\_ Date: \_\_\_\_\_