

Minutes of the Mundford Parish Council Meeting Held at The Crown, Mundford on Thursday 5th July 2018

PRESENT:

Councillors J. Musgrove Chairman, T. Fox Vice Chairman, S. Eyres, D. Goodrham, J. Marston, D. Frost K. Weight, District Cllr M. Nairn, County Cllr F. Eagle and Mrs P. Angus Clerk to the Council.
There were 4 members of the public

1. THE CHAIRMAN'S OPENING REMARKS

The Chair welcomed everyone to the meeting and explained that he had had a busy month, he had attended a training course for new Parish Chairpersons which was very interesting, also met with the new lighting contractor along with the Clerk and Cllr Eyres regarding a new light in St Leonards. Cllr Goodrham and the Chair met with the camp liaison officer of West Tofts camp and the representative of Feltwell British Legion which is now includes Mundford to discuss arrangements for November 11th.

2. APOLOGIES OF ABSENCE

Cllrs C. Angus, A. Shepherd and County Cllr M. Nairn.

3. ACCEPT AND SIGN THE MINUTES

The minutes of the meeting held on 7th June 2018 were accepted as a true and accurate record, this was proposed by Cllr Weight, seconded by Cllr Fox and 6 agreed. The Chair signed the minutes.

4. TO RECEIVE DECLARATIONS OF INTEREST

Cllr Marston 8.3 village hall

5. MEETING SUSPENDED FOR PUBLIC PARTICIPATION

(The Chair pointed out that it is no longer a requirement that the meeting should be suspended for public participation)

A member of the public said that she was trying to arrange a speed watch group for Swaffham Road and she said a minimum of 6 people were needed, she has 3 people including herself on the list so far, she also said that there is a lot of trees and bushes from properties along the road that are overgrown onto the footpath that is forcing her and other residents to walk closer to the road, the Chair said that the Parish Council would write to all residents to ask that they trim these back, Another member of the public said that the speed limit in Lynford Road that is still 60 mph will need to be reduced if the holiday lets are built up by Lynford Hall. County Cllr Eagle asked if anyone could give him any information about an accident that he passed on the Swaffham road where by there was car overturned on its side and it had decapitated a telegraph pole, if information about this is collated it will help towards the cause of getting something done about the speed. A member of the public asked Cllr Eagle if he had any news on the correspondence that he had given him regarding the parking improvements around the Village Green, at this point the Chair asked the gentleman to put this to the Council and the member of the public went on to explain that he was willing to fund the improvements himself, the Chair explained that this matter was not that simple, this would have to go through various legal channels and the changes were not supported by the Parish Council, this would need to go on the next Agenda for further discussion.

6. MATTERS ARISING

6.1 Outstanding Highway Matters

- Crown Road, Parish Office, Swaffham Road, and outside 33 Fir Close – Flooding – all pending with Highways who have said this is not a priority.
- Swaffham Road – speeding – ongoing as discussed in item 5 of the agenda and County Cllr Eagles report.
- Customized signs into the village – estimated start of installation is now 16th July 2018.
- Raised road outside 42 Brecklands – reported to Highways and they will take a look when the next inspection is due.
- Overhanging bushes /trees on Cranwich Road speed signs – reported to Highways who have said no action will be taken at the moment but they will continue to monitor it, they also said that it is probably down to the land owners to trim back the bushes.

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- Missing lamp post Cranwich Road – Amey waiting for a permit from Highways to close the road whilst a new post is installed – the Clerk contacted Highways and was informed that Amey had applied for the wrong type of permit and have not re-applied since, the Clerk has now gone back to Amey to ask for further updates.
- Pig Sty Lane – footbridge – reported to Highways who will investigate and report back – Cllr Eyres said that the handyman had another look at the bridge and it needs replacing – the supports are rotting and he doesn't think repairing it will make economic sense, the Clerk will report it stating that a survey has been carried out and it is now a health hazard.
- St Leonards Road – footpath repair – Highways have inspected and are going to resolve the problem.
- Fir Close - hole in footpath – Highways have inspected and are going to repair.
- Pig Sty lane footpath signs – The Clerk contacted Norfolk Trails who have passed this to Highways, Clerk has also since reported this on the Highways website.
- Cllr Goodrham said that the driveway to the house next to the village shop is crumbling, the Clerk will report this to Highways.

6.2 Village Footpaths and Verges – to discuss outstanding matters and actions taken

- The Lammas – overhanging trees obstructing the footpath – the letters and emails that have been sent to the resident and owner have been ignored, the Chair said he will mention this again to the owner when he sees him.
- St Leonards – overhanging trees obstructing the street light – Lighting contractor will trim these back when in area and there will be no charge, Clerk to inform residents when this will be happening once lighting contractor has informed her of a date.
- St Leonards – Rockery on the footpath - Letter sent and weeds have been cleared but rockery is still over the footpath.
- West Hall Road – overhanging bushes obstructing the footpath -The Chair and Cllr Eyres have been to see the resident who has agreed to have the bushes cut back later in the year when the birds have finished nesting.
- 2 Malsters Close – Hedges need trimming back on the Swaffham Road end, the Clerk will contact the residents to ask that this is carried out.

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

The Clerk was asked by the tenants of number 3 to ask the tenant of 2a to clear the weeds away. Cllr Eyres said that the allotment shed roof needs repair and following a discussion the Chair said he would get some costs for the materials needed for the job and this can be discussed at the next meeting. Allotment 6 is overgrown with weeds – the Clerk will contact them to ask that they clear the weeds away. The Chair said that the tenants on plot number 9 which is a large plot will be giving up half of that plot.

6.4 Handyman/Gardener – update on outstanding and future projects

The Chair thanked Cllr Eyres and the handyman for work on the Rose Garden on the village green which is looking really good. The Chair said that the weeds at the Bowls Club end of Pig Sty Lane need clearing, Cllr Eyres said that he usually sprays the area and will carry this out as soon as possible. Cllr Eyres said he has been watering the flower tubs and beds whilst the handyman was on holiday and he asked if he can have help with this from other Cllrs in the future. He said that the handyman could do with a pump to pump the water from the containers to the beds/tubs and following a discussion it was agreed that the costs would be investigated by the handyman before the next meeting.

6.5 Mundford Post Box – update

This is still on for installation in West Hall road at the end of July, however the Post Office will not guarantee a date.

6.6 STANTA 2018 – progress report for the tour on the 8th August 2018

The Clerk said that one coach now full (57 seats) and has 19 more applicants and has sent out emails to all who have applied to say that she will need to fill up the second coach (51 seats) before it can be booked, Cllr Fox suggested investigating a smaller coach in this instance.

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6.7 Remembrance Day Service at the War Memorable Sunday 11th November 2018 – to discuss arrangements for this year.

Two “Tommy” statuettes have been purchased to display on the day at the memorial, the Clerk said that there are special Poppy Wreaths commemorating the 100 years and also large Poppies that can be displayed around the village, following a discussion it was agreed that the large Poppies would be purchased to display on the benches and 2 of the light standards by the War Memorial this was proposed by Cllr Eyres, seconded by Cllr Fox and all agreed. The Circle of Friends have sent an invitation to the Parish Council to attend afternoon tea in the Bowls Club on the 10th November, the Chair said that he will be able to attend this. Cllr Goodrham and the Chair met with the West Tofts liaison officer and the secretary of the Feltwell British Legion which also covers Mundford, Cllr Goodrham said that the camp liaison officer remarked how brilliant the flowers look around the War Memorial and that they were some of best he had seen, Cllr Goodrham had also shown a copy of a folder with details of the Soldiers who fell during WW1 to the Feltwell British Legion secretary and he said that it was the most comprehensive detailed research he had ever seen and said that if we can get the information for all of the soldiers names on the memorial copied and laminated he will supply boards for these to be displayed on the day of the service under the tree by the bench. The Camp liaison officer said that there could be around 8 - 10 personal in attendance on the day. H Brett stonemasons are coming to take a look at the damaged memorial stone for William Houchen and will get back with a price for repair as soon as possible. Cllr Eyres said that the flowers by the War memorial will need protection from frost leading up to the service.

6.8 History of Mundford Book – update

The Book launch was very successful selling a total of 29 and a total of 66 have been sold so far.

6.9 Connect Newsletter

The Chair said he had spoken to the editor and she apologised for the ups and downs over the last few months, she said that 200 – 250 hard copies will be printed this month to distribute to places in the village such as the hair dressers and the shop.

6.10 Circle of Friends Open Gardens

The Circle of friends will be holding a prize draw for the Children on Monday 13th August at 6pm in West Hall Road the Chair said that he will be able to attend.

6.11 Village Green Sign

Cllr Goodrham suggested that the Village Green sign is changed to include a coat of arms that is mentioned in the Mundford book, following a discussion it was agreed that before this can proceed it would need to be confirmed whether the Coat of Arms is related to a person or the village.

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

A letter had been circulated to the Cllrs prior to the meeting that was from a resident that used the subsidised bus service expressing her disappointment that it has been discontinued.

8. FINANCE

8.1 Payments and Cheques for the June invoices – to agree and sign the payments

The following payments were authorised on Thursday the 5th July 2018 the cheques were signed by Cllr T Fox and Cllr Eyres. This was proposed by Cllr Fox, seconded by Cllr Goodrham and all agreed

Balance for June 2018	£6,303.03
Minus the following direct debits	
E-On Street Lights	£125.96
XLN Office Telephone	£43.55
Opus Energy - Office Electricity	£26.01
Anglian Water - final bill March to June	£47.01
Everflow - New Water supplier from June to August	£22.25

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Total Direct Debits	£264.78	
 Plus the following receipts		
33 books - @ £20.00	£660.00	
Vat Refund	£1,484.11	
33 books - @ £20.00	£660.00	
 Total Income	 £2,804.11	
Balance after Direct Debits and Income	£8,842.36	
Cheques	Description	Total
102245	Mrs P. Angus - Salary @ £11.275 an hour - 15 hours a week Tommy Statues £65.98	£795.16
102246	k&M Lighting Services - new street light 21 Malsters	£1,423.96
102247	Mr Bruce McIsaac 31.5 hours @£10.50 an hour, Mileage 32 miles £14.40, Soil and Bark for village green £28.33	£307.48
102248	HMRC	£57.92
102249	Rosemary Godfrey 6 months web site maintenance £40.00 a month	£240.00
102250	Mrs Ann Shepherd - CCS	£350.00
102251	West Norfolk Community Transport - Passengers for June 2/6 - 3, 16/6 - 3 and 30/6 - 4	£145.00
 Total Cheques paid		 £3,319.52
Balance in Community Account for July 2018		£5,522.84
Balance in Savings Account		£15,821.96
(Ring Fenced moneys Chilzone £1592.96 and £996.50 for outdoor sports and Play)		

8.2 Web report from Mrs Godfrey for June

Uploaded and updated various Parish Council and Village events, there were 217 visitors in June. The Chair suggested that the minutes that are on the website before 2017 are taken off, following a discussion it was agreed that these would remain on the site.

8.3 Village Hall application for a grant towards their changing rooms and shower refurbishment (pending 2017/2018 accounts)

The Village Hall has since withdrawn their application. The Chair said that the money that was received from Breckland County Council for Outdoor Sports and Play projects (£996.50) could be given to the Village Hall as payment towards this project without any paper work, following a discussion it was agreed that the Chair will talk to the Village Hall committee to confirm if this work is taking place or not and this will then go on the August agenda for further discussion.

8.4 Change of bank signatories – progress report

The Clerk delivered by hand the change of signature forms to Barclays on 28th June – this can take a few weeks to finalise this.

8.5 Annual pay review for Parish Employees Clerk and Handyman – Employees and public to be excluded from the meeting whilst this is discussed

The Chair explained that he and the vice chair will be carrying and an appraisal with the Clerk sometime before the next meeting and following that the Councillors will hold a brief meeting to review the Clerks and the Handyman's Salary, the Chair gave all Cllrs a form to fill out before that meeting to score the Clerks performance. The Chair also mentioned that the handyman is entitled to holiday pay and he suggested that the handyman should also go on the NALC pay scales for part time workers for Parish Councils.

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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 29th 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 16th August 2016 – Complaint letter has been sent to District Cllr Nairn regarding the lack of response to this issue.

ENF/289/17/CAS Land at Lynford Road and Appeal ref APP/F2605/C/17/3190030

Breach of planning control

Notice took effect from 27th November 2017 and owners have 9 calendar months (27th 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

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

7th March 2018 – Planning enforcement informed of more machinery and debris being put on this site.

16th May 2018 – Planning enforcement informed of more debris and vehicles being put on this site.

17th May 2018 – Appeal received from person residing on the land

14th June 2018 – Letter sent on behalf of Mundford Parish Council to the Planning Appeals department

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

Change of use garage to dwelling and extension

Dated 19th March 2018

6 objections – 3 no objections

The original planning application for a house was refused, a garage has been built and the owner is now applying for a change of use

3PL/2017/1597/VAR Mundford Fish Bar

Variation of condition 4 of 3PL/2017/1219/VAR - noise attenuation scheme

Dated 1st May 2018

7 objections – in the acoustic report page 11 item 6.4 it states double attenuation should be installed, item 6.8 page 12 states anti vibration brackets should also be installed to meet the planning requirements item 4

Planning approved June 2018

Clerk has written to Breckland Environmental Services regarding this decision

3PL/2018/0474/F 2 St Leonards Street

Conversion of and Extension to Existing Barn to form residential annexe

Dated 2nd May 2018

8 no objections

10. STREET LIGHTING

The Clerk, Chair and Cllr Eyres met with the street lighting contractors to discuss the new light to be installed in St Leonards.

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11. REPORTS

11.1 District Cllr Mike Nairn

Not at meeting apologies sent.

11.2 County Cllr Fabian Eagle

County Cllr Eagle said he has organized for some signs to be installed on the Swaffham Road that says "Children Crossing" rather than "Pedestrians Crossing", he has also enquired on costs for a circle with a parent and child crossing to be painted on the road, also a pelican crossing and Sam 2 flashing signs however these will need to come through the Parish Partnership Scheme. He went on to give an idea of costs for some of these improvements– the painted sign on the road £960, coloured tarmac several thousands of pounds and extending the trod £40 m2 and all these again would need to be funded through the Parish Partnership scheme, the Chair pointed out that the outcome of the meeting with Elizabeth Truss was that there are things that can be done but they will need to be funded by the Parish Council and the Council do not have this sort of money. Cllr Eagle added to his report that the head of Norfolk County Council Cllr Cliff Jordan had passed away. Norfolk County Council is looking to try and save £94 million.

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

Parking around the Village Green to go on the agenda following comments from a resident earlier in the meeting. Cllr Eyres said that the road outside the school opposite the Cricket Club entrance is sinking –the Clerk will report to Highways and put on the next agenda. The Chair said that the Parish Partnership grant for money to go towards the signs etc. for Swaffham Road needs to go on to the August agenda for further discussion. A member of the public mentioned the trees that are on the land as you go into Lynford Road that are lifting the path.

With nothing more to discuss the meeting closed at 9.27pm

Chairman: _____ Date: _____