

# **Minutes of the Mundford Parish Council Meeting Held at The Cricket Club, Mundford on Thursday 4<sup>th</sup> October 2018**

## **PRESENT:**

Councillors J. Musgrove Chairman, S. Eyres, D. Goodrham, J. Marston, D. Frost, K. Weight, B. Ellis.  
There were 3 members of the public

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

The Chair thanked everyone for coming to the meeting and confirmed that prior to the meeting the Council had voted Samantha King as the new Clerk following the interview process. The Council welcomed Samantha who was at the meeting as a member of the public.

The Chairman pointed out that the 2018-2019 budgets needed assessing and the application to the relevant authority for next year's Precept etc and that assistance would be required. See Finance 8.1.

The Chairman pointed out he had been told the Scouts had closed. This was not correct and having spoken with a senior member of the Scouts organisation had been assured it was purely temporary. The Mundford Scouts had lost their leader and were actively reorganising. They had a Health and Safety check done on the Scout Hut and would need to do some remedial electrical works. They would keep the Council informed.

The Chairman had also had various approaches regarding the Connect. This would be discussed further in future meetings.

### **2. APOLOGIES OF ABSENCE**

Cllrs T. Fox.

### **3. ACCEPT AND SIGN THE MINUTES**

The minutes of the meeting held on 6<sup>th</sup> September 2018 were accepted as a true and accurate record, this was proposed by Cllr Goodrham, seconded by Cllr Eyres and 7 agreed. The Chair signed the minutes.

### **4. TO RECEIVE DECLARATIONS OF INTEREST**

None.

### **5. PUBLIC PARTICIPATION**

Member of the public who had reported the drain problem in September meeting had now had a response from the Highways and the drains had been cleaned. There was some damage that Highways were going to attend to.

Cllr Eagles report was received at this point. See item 11.2. Cllr Eagles left the meeting.

### **6. MATTERS ARISING**

#### **6.1 Outstanding Highway Matters**

The Chairman went through the Highways matters from the September printed schedule as he had not been able to find the electronic copy.

- Flooding Crown Road Area/Fir Close etc Ongoing
- Swaffham Road – speeding/road crossing – Email received from police regarding seven day speeding check on the Swaffham Road during August. Total of 35,133 vehicles in one direction and 37,655 in the other during the seven days. A total of 4,532 of the vehicles were traveling at more than 5mph over the 40 mph speed limit. The Norfolk Safety Camera Team will now carry out speed enforcement on dates to be confirmed.  
The Chairman was due to meet with Highways Friday 5<sup>th</sup> October to discuss the cost of extending the footpath on the Swaffham Road.
- Cranwich Road Lamp Post now replaced.
- New Signs into Village – complete.
- Hedges overgrowing road signs – Subsequent to meeting Highways informed the Council that a contract had been let to cut back hedges and clean all road signs in the very near future.
- Footbridge Pig Sty Lane – ongoing.
- Fir Close \_ Footpath repaired.
- Footpath Sign to Pig Sty Lane – One installed Crown Road end.

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- St Leonards – crumbling footpath by the shop – reported to Highways 10<sup>th</sup> July and will be resolved by the 21<sup>st</sup> August. Email from Highways delaying further.
- St Leonards – opposite entrance to Cricket Club – road sinking – reported to Highways 10<sup>th</sup> July who have now repaired this section but it seems to be in the wrong area, Chairman will endeavour to contact Highways to query this item.
- Lynford Road – Roots lifting pavement. Reported as complete but needs checking.
- Footpath outside new Post Office / Cost Cutter Shop. Still not done.
- Pig Sty Lane clogged dyke – Due 17<sup>th</sup> September still not done.
- Mundford Roundabout flooding – no action required at this stage as not repeated.

No further chasing will be carried out at this stage until necessary.

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

- 44 The Lammas – Bushes overhanging the path – Chairman spoken with owner of property and still insisting tenant is responsible. Letter to be sent to owner.

No further chasing will be carried out at this stage until necessary.

## **6.3 Allotments**

The shed roof gutter to complete.

Two allotments now available. Advert to be put on village notice board.

Unused allotments to be sprayed off asap.

It was noted there had been a problem recently with children on the allotments. New signs now fitted.

## **6.4 Handyman/Gardener**

Village Notice Board to be re-varnished.

School hedge on Lynn Road to be trimmed.

## **6.5 Mundford Post Box – update**

The Post Box has been installed adjacent to the Bowling Green. No date yet been given for it being put into use from Post Office.

## **6.6 Remembrance Day Service at the War Memorable Sunday 11th November 2018**

Cllr Goodrham said he would make the necessary arrangements for the service although it may be that the Vicar was not going to be available due to illness.

The Chairman has the Roll of Honour and will print the copies needed for display once the size of the pin boards being provided by the Feltwell Legion are known. The size for the display boards has been confirmed as three foot six by two foot six (4 sides)

## **6.7 History of Mundford Book**

There are now 7 books left in office. It was agreed to wait until all the twelve were sold and then take orders for further copies before having another 25 printed.

## **6.8 Bulb Planting**

Saturday 20<sup>th</sup> October 10 am at the Parish Office. Additional notice to go on village notice board, at the Parish Office and on the website.

## **6.9 Christmas Tree Event**

1<sup>st</sup> December 2018 at 5pm.

The Chairman asked for a Councillor to take on the general organisation.

Cllr Eyres said The Crown were OK as normal with lights etc.

Yallop had been approached as 1<sup>st</sup> year.

Chairman to approach Lynford Hall and Fish and Chip Shop.

## **6.10 Bus Shelter**

Chairman has the size of notices that can be fixed to the Bus Shelter regarding 'No Bill Posting'.

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## 6.11 Clerks Vacancy

The position of Clerk had been offered to Samantha King following the interview and voting process. Samantha was in the public part of the meeting and accepted the post.  
The Council welcome Samantha and look forward to working with her as Clerk.

## 6.12 Parish Councillors

The Council welcome Barry Ellis to his first meeting!  
There is still one position for a Parish Councillor. New Notice to go on Village Notice Board and website.

## 7. CORRESPONDENCE

Letter from Elveden re Bill Sticking.  
Elveden have passed on the complaint to those concerned but we have had no response.  
Letter from resident in Crown Road appreciating the new MUND FORD signs on the roads into the village.  
Email from speeding unit as noted in 6.1 above.  
Grant application received from Cricket Club towards new heating system. Documents to be circulated to Cllrs for discussion next meeting.  
A resident from Impson Way had reported no street lights. Cllr Marston to check as he believes they are all OK.

## 8. FINANCE

### 8.1 Payments and Cheques for the July invoices

The following payments were authorised on Thursday the 4<sup>th</sup> October 2018 the cheques were signed by Cllrs S. Eyres and Cllr D Goodrham..  
This was proposed by Cllr Weight seconded by Cllr Eyres and all agreed.

<b>Balance for August 2018</b>	<b>£1,188.15</b>
<b>Minus the following direct debits</b>	
Opus Energy Office Electric October	£ 24.63
Everflow Water	£ 11.30
E-On Street Lights	£ 115.49
XLN Telephone/Wifi Parish Office	£ 69.30
<b>Total Direct Debits</b>	<b>£ 220.72</b>
<b>Plus the following receipts</b>	
Mundford Books	£ 40.00
Breckland Council	£15,367.50
HMRC VTR	£ 469.97
Community Car Scheme	£ 850.00
<b>Total Income</b>	<b>£16,727.47</b>
<b>Balance after Direct Debits and Income</b>	<b>£17,694.90</b>

<b>Cheques</b>	<b>Description</b>	<b>Total</b>
102268	Westcotec – Street Lighting	£ 59.23
102269	PKF Littlejohn (Audit Fee)	£360.00
102270	J Musgrove Clerk Advert (Archant)	£424.80
102271	J Musgrove Stationary (Rymans)	£ 33.53
102721	A Shepherd CCS- includes £35 Medical Fee	£435.00
102273	R Godfrey Domain Name 5 Year Fee	£ 35.95
<b>Total Cheques paid</b>		<b>£1,348.51</b>
<b>Balance in Community Account for September 2018</b>		<b>£16,346.39</b>
<b>Balance in Savings Account</b>		<b>£15,829.85</b>
<b>(Ring Fenced moneys Chilzone £1592.96 and £996.50 for outdoor sports and Play)</b>		

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The Chairman noted that the annual budgets etc were due and that assistance would be required from outside sources to complete these in view of the new Clerk and the Chairman not being experienced in these matters.

The annual Governance Report had been received and would be posted on the village notice board and on the website.

## **8.2 Web report for July**

All up to date. 251 visits in September.

## **8.3 Change of bank signatories**

Cllr Goodrham now approved by bank.

## **8.4 Parish Partnership Scheme**

Chairman stated that costs would be obtained from Highways for extending the footpath on Swaffham Road as previously discussed for both 'Trod' and a tarmac footpath. Meeting with Highways Friday 5<sup>th</sup> October to survey. Discussions still ongoing with owner of the land where the fence would need moving back approx. 900-1200mm.

## **9. PLANNING APPLICATIONS**

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

Still ongoing. Any updates will be reported to Parish Meetings.

### **3PL/2017/1597/VAR Mundford Fish Bar**

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

Dated 1<sup>st</sup> May 2018 Planning approved June 2018

Chairman has been contacted by Breckland regarding this item. It appears all Planning requirements were met at the time of installation. However the Chairman asked if this was the case why did Planning approve the removal of the 'NOISE' control item. Rely awaited after Planning revisit the premises.

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

Conversion of and Extension to Existing Barn to form residential annexe

**Planning Approved**

### **3PL/2018/0613/HOU 56 Impson Way Mundford**

single storey rear extension & Loft Conversion with dormer & 2 sky Lights

Dated 20<sup>th</sup> June 2018

**Planning approved**

### **3PL/2018/0821/LB 33 St Leonards Street Mundford**

Creation of new access and drive including creation of opening in and realignment of boundary wall fronting highway

Dated 30<sup>th</sup> July 2018

### **3PL/2018/0892/VAR Mundford Poultry Farm Cranwich Road Mundford**

Amendments to 3PL/2007/1425/F - Minor changes to proposed managers house

Dated 14<sup>th</sup> August 2018

**APPROVED**

### **3PL/2018/0682/F Land at Lynford Road Mundford**

Retrospective application for siting and storage of showman's equipment and 2 mobile residential units

Dated 17<sup>th</sup> August 2018

All Councillors objected to this planning application

**Application refused.**

### **3PL/2018/1013/HOU**

2 Storey Side extension 7 Saxon Walk.

Dated 10.09.18

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**10. STREET LIGHTING**

Quote received for £2005.00 plus VAT for the new column and lamp by the telephone box. Westcotec stated this was a 6 metre column due to overhead cables. Not 7 metre as requested. Cllr Eyres to check before order placed. Cost proposed by Cllr Musgrove Seconded by Cllr Eyres. All approved cost plus any addition if a 7 metre column is agreed.

**11. REPORTS**

**11.1 District Cllr Mike Nairn**

District Cllr Nairn gave his brief report. Breckland Audit completed and passed. Various items relating to lettable properties owned by Council. New housing development at Kingswood Thetford now started. Cllr Nairn also stated he was endeavouring to get Bill Sticking added to the Council Enforcement Officers remit. CIRCO will remove unwanted Bill Sticking if requested too.

**11.2 County Cllr Fabian Eagle**

Cllr Eagles gave his brief report. Cllr Eagles said that the straw deposited on the roads from the lorries going to the BIOMASS generator was to be cleared by the owner of the plant on a regular basis. Various items relating to new housing for the elderly requiring assisted care, item relating to Children Care Centres now being out screened. That is visiting local centres rather than the children travelling to main centre.

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

Chairman requested and it was approved that Council agree to purchase a fire proof cabinet for the Parish Office for financial items and the laptop and a Smoke Detector.

With nothing more to discuss the meeting closed at 8.55pm

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