

# **Minutes of the Mundford Parish Council Meeting Held at The Cricket Club, Mundford on Thursday 1<sup>st</sup> November 2018**

## **PRESENT:**

Councillors J. Musgrove (Chairman) S. Eyres, D. Goodrham, J. Marston, D. Frost, T. Fox, B. Ellis  
District Cllr M. Nairn, and Mrs S. King (Clerk to the Council)

There were 4 members of the public

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

The Chairman thanked everyone for coming to the meeting and welcomed the new Parish Clerk. The Cricket Club grant application was received after the agenda was issued but will be discussed during public participation.

## **2. APOLOGIES OF ABSENCE**

K. Weight

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

The minutes of the meeting held on 4<sup>th</sup> October 2018 were accepted as a true and accurate record, this was proposed by Cllr Goodrham, seconded by Cllr Frost and 6 agreed. The Chairman signed the minutes.

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

Cllrs S. Eyres and J. Marston both declared an interested in Cricket Club grant

## **5. PUBLIC PARTICIPATION**

Cricket Club grant received from Robin Yates. No other grant has been applied for regarding the heating system however they have approached Breckland County Council for a grant towards some equipment. The total amount to have the main roof insulated and to install proposed heating system will be around £7,000. The grant to Mundford Parish Council is for half of this at £3,500. This is to be discussed further by the Parish Councillors during the December meeting.

A query was raised around the use of the Cricket Club car park by the Football club. Robin confirmed this can be used by the football club but the Cricket Club attendees will need to have priority for any spaces.

N. Enderby provided an update on the drainage system on Swaffham Road. Due to the recent heavy rainfall the gullies are still overflowing and believes the previous work to clean the drains was insufficient and hasn't fixed the issue. N. Enderby has written to highways again and awaits a response.

Chairman J. Musgrove confirmed the drains are overflowing outside the Parish Council office and has taken photographs and will pass these on to Highways.

## **6. MATTERS ARISING**

### **6.1 Outstanding Highway Matters**

- Pig Sty Lane – ditch and footbridge – Council are denying all knowledge that they have been anywhere near this or carried out a survey.
- Swaffham Road – met with Highways and awaiting invoice to increase the footpath and this has been promised by 12<sup>th</sup> December. Estimated costs around £4,000 to £5,000 and Mundford Parish Council will then make an application for a grant.

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

- 44 The Lamas – several complaints received as the footpath is greatly reduced. Cllr S. Eyres and Chairman J. Musgrove will approach the owner again. If this is still not cut back the Parish Council Gardener will cut the face of the hedge back to the rear of the pavement. This was proposed by Cllr T. Fox and seconded by Cllr D. Goodrham and all agreed.
- Rosemary Cottage – all works now completed.
- New item – Culford House – hedge is overgrown and sharp thorns are present due to rose bush. Chairman J. Musgrove will speak to the owner.

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- New item – Swaffham Road – grass needs cutting once trees have been cut back as obstructing pathway. Rear of The Crown car park.

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

No interest in the two vacant allotments and this will be put on the notice board. Costing provided for the purchase of two new water tanks which will hold 1,000 litres of water. Chairman J. Musgrove proposed purchase of the water tanks and this was seconded by Cllr T. Fox. All agreed.

## **6.4 Handyman/Gardener – update on outstanding and future projects**

The gardener and Cllr S. Eyres have completed work on the school hedge. The notice board is beyond repair and needs to be replaced. A price is to be obtained. Cllr S. Eyres does not believe the notice board should be used to display people's professions and should only be used for advertising events which are taking place within the village.

## **6.5 Mundford Post Box – update**

Cllr S. Eyres has spoken to the postman for an update on when the post box will be in use. This is currently being investigated and someone will get back with an answer within 7 – 10 days. (Subsequent to the meeting the post box has been put into operation).

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

The boards to display the laminated Roll of Honour have been received. Depending on the weather they will either be displayed on the boards or mounted on ply wood posts. The boards will then be sent to Mundford Primary School for them to display and will finally be sent to the Church for a period of time. Five plastic poppies have been obtained and will be displayed on the lamp posts around the memorial. A donation of £25 will be provided to the Royal British Legion.

A Warrant Officer will be taking the service on the day as no availability from the local churches.

## **6.7 History of Mundford Book – update**

All books have now been sold. Three orders have been received. Chairman J. Musgrove proposed a further reprint of 25 copies and this was seconded by J. Marston. All agreed. Cllr B. Ellis will organise reprints.

## **6.8 Bulb Planting**

This didn't get completed due to poor turnout. The remaining bulbs will be planted on the 10<sup>th</sup> November at 10am meeting outside the Parish Council office.

## **6.9 Christmas Tree Arrangements**

The following arrangements have been confirmed:

- Lynford Hall will provide same order as 2017 – gingerbread men
- Yallops – hot dogs
- St Leanords Residential Home – wish to be part of the celebrations
- Barrys- Mince pies and mulled wine
- The choir will be attending
- Didlington Nurseries to provide Christmas tree approximate cost will be £200. Cllr T. Fox proposed purchase of this tree and this was seconded by Cllr S.Eyres and all agreed
- Father Christmas will be switching on the lights

The Circle of Friends to confirm if they wish to participate. Chairman J. Musgrove and Cllrs, D Goodrham and S. Eyres to assist with the tree being planted on the Thursday before the tree lighting ceremony.

## **6.10 Bus Shelter – Bill Sticking Signs**

To be discussed at December's meeting.

## **6.11 Parish Clerk**

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This position has now been filled and new Clerk started on 1<sup>st</sup> November.

## 6.12 Vacancy for Parish Councillor

Nigel Enderby has applied for the position of Parish Councillor and this was proposed by Chairman J. Musgrove and seconded by Cllr S. Eyres. All agreed.

## 6.13 2019 Stanta Tour

All agreed the keep the tour to every two years and we will not participate in 2019. Clerk to send apologetic letter to confirm.

## 6.14 Village Hall Committee

Martin Eyles has resigned as Chairman and Mark Rolfe is now Chairman of the Village Hall Committee. Parish Council have a seat on the Committee and Chairman J. Musgrove will attend some of these meetings.

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

Two forms to be completed by new Parish Council members for Breckland County Council.

## 8. FINANCE

### 8.1 Payments and Cheques for the October invoices

The following payments were authorised on Thursday 1<sup>st</sup> November 2018 the cheques were signed by Cllrs S. Eyres and D. Goodrham. This was proposed by Cllr S. Eyres and seconded by Cllr D. Goodrham and all agreed.

<b>Balance for Oct 2018</b>	<b>£16,346.39</b>
<b>Minus the following direct debits</b>	
Opus Energy Parish Office Electric	£25.75
Everflow Water Rates	£10.94
E-On Street Lights	£111.77
XLN Telephone/Wifi Parish Office	£73.32
<b>Total Direct Debits</b>	<b>£221.78</b>
 <b>Plus the following receipts</b>	
Mundford Books	£180.00
 <b>Total Income</b>	 <b>£180.00</b>
<b>Balance after Direct Debits and Income</b>	<b>£16,304.61</b>

Cheques	Description	Total
102274	Mr B McIsaac cheque for September wages (22 hours) plus £8.10 mileage. Includes 10 hours holiday	£358.60
102275	Mr B McIsaac cheque for October wages (14.5 hours) plus £16.25 expenses	£143.27
102276	Mrs A Shepherd CCS £400 plus £210 for medicals	£610.00
102277	Revenue and Customs Tax	£402.23
102278	Mr S Eyres chase timber and 23 miles expenses	£30.47
102279	Mr J Musgrove print cartridge, laminating for Remembrance Service, general stationary for new clerk	£76.26
102280	Westcotec Street Lighting Maintenance	£59.23
102281	NPTS clerk training etc	£188.60
102282	Donation for British Legion	£25.00
 <b>Total Cheques paid</b>		 <b>£1,893.66</b>
<b>Balance in Community Account for November 2018</b>		<b>£14,410.95</b>
<b>Balance in Savings Account</b>		<b>£15,829.85</b>

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**(Ring Fenced moneys Chilzone £1592.96 and £996.50 for outdoor sports and Play)**

## **8.2 Web report for October**

The following report has been received from Mrs Rosemary Godfrey

- There were 272 visitors in October
- Rosemary will train the new Clerk on how to add the agenda and minutes to the website

## **8.3 Parish Partnership Scheme - Update**

Chairman J. Musgrove met with David Jacklin from Highways regarding the extension of the footpath on Swaffham Road bridge to aid visibility when crossing the road. Awaiting quote for the works to be completed and should be received by 12<sup>th</sup> December.

## **8.4 2019-2020 Budget**

Chairman J. Musgrove to review budget in detail and will be discussed at December's meeting. The budget needs to include around £900 for election due next year.

## **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. Still ongoing and any updates will be reported to Parish meetings.**

### **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 - **APPROVED**

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

Amendments to 3PL/2007/1425/F – Minor changes to proposed manager's house. Dated 14<sup>th</sup> August 2018

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

2 storey side extension at 7 Saxon Walk. Dated 10<sup>th</sup> September 2018 - **APPROVED**

### **3PL/2018/1224F**

Improvement to established Poultry Farm. Mundford Poultry Farm additional building in place of units. Dated 22<sup>nd</sup> October 2018.

### **St. Kilda, Mundford**

To replace hedge with flint wall - **APPROVED**

## **10. STREET LIGHTING**

An order has been placed for a 6 metre column which is still ongoing. The budget for this year only includes only 2 street lamps and this will be the third.

## **11. REPORTS**

### **11.1 District Cllr Mike Nairn**

A local plan has been formalised and will be adopted by March 2019. A discussion is needed with Highways due to current state of roads and reaction time from reporting to completion. A housing development in Thetford is underway and Phase 5 to be completed by 2040. A total of 3,000 homes are to be built which will require an additional 2 new town Councillors.

### **11.2 County Cllr Fabian Eagle**

Not at meeting apologies sent.

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

- The Cricket Club grant
- January's meeting date as Chairman J. Musgrove is unavailable to attend
- Rosemary Godfrey to be invited to attend the next meeting
- Cricket Club hedge for handyman/gardener
- Grass cutting contract

With nothing more to discuss the meeting closed at 9.26pm.

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