

**Minutes of the Meeting of Mundford Parish Council  
Held at Mundford Primary School  
on Thursday 1<sup>st</sup> April 2010**

**Present:**

Cllr. M Eyles, Chairman, Cllr J Goad, Cllr S Eyres, Cllr A Shepherd, Cllr C Weight, Cllr J Marston, Cllr J Miles, Cllr D Goodrham, Mrs F Brown (Clerk to the Council), Keith Fuller (Enforcement Officer of Breckland District Council) and 9 members of the public.

**1. The Chairman's Opening Remarks**

The Chairman welcomed those present. He explained that he and the Clerk had attended training in the last month and an e-mail had been sent to Councillors prior to the meeting advising that the Agenda had been looked at and amendments will be proposed to the Council. Councillor Fox had asked this matter to be read out at the meeting to clarify whether it should be the clerk and chairman that decided what changes should be made and not the full council. This point was clarified by the chairman who read out information that was given out at the training course and the clerk had also spoken to NALC to clarify the situation. The Chairman proposed that the 'New Highways Matters' section should be taken off the Agenda as all highways matters should be reported to the clerk as they happen and not saved for the meeting, however, it was said that any highways matters that Councillors feel need to be discussed as a council can still be discussed in members matters. The Chairman also mentioned that Apologies of Absence should be reported to the clerk with a valid reason. The Council were happy with the amendment and there were no further discussions. The Chairman also mentioned that he had gained advice on the section 'public participation' and it was decided to keep this section where it is. He declared the meeting open.

**2. Apologies for Absence**

Councillor T Fox – medical appointment.  
County Councillor Ian Monson – attending another meeting.  
The Council accepted these apologies.

**3. Minutes of the Parish Council Meeting on Thursday, 4<sup>th</sup> March, 2010**

The minutes were duly agreed and signed as a true record.

**4. Declarations of Interest**

None to declare.

**5. Mundford Pride Scheme**

Two residents were nominated for the award. Mrs Connie Coombs kindly accepted her award to a round of applause. The Chairman thanked her for her commitment to others in the Parish. The Chairman also mentioned that Mrs Linda Willis, the other nominee, could not attend the meeting and he will give her the award later in the month. Mrs Coombs left the meeting.

**6. Keith Fuller, Enforcement Officer of Breckland District Council**

The Chairman welcomed Mr Fuller to the meeting and invited him to explain his role. Mr Fuller explained his role and responsibilities and the matter of environmental offences and how Breckland deals with them. He illustrated the information with

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pictures of some of the fly tipping incidents that he has dealt with. He also urged the council and the public to report any cases of fly tipping to him along with any evidence if necessary. He then answered questions from the Council. The Chairman thanked Mr Fuller and he left the meeting.

**7. Meeting suspended for public participation**

There were no speakers.

**8. Matters Arising**

**8.1 Outstanding Highway Matters**

**White Lines on junction of Crown Road and A134.**

This is on the work schedule.

**Concrete base to be removed from roundabout**

This has now been done.

**31, St Leonards Street – flooding problems**

The flooding in this area is not a quick solution and Highways have advised that due to further investigations needed here as well as the cost that this will be a project that will take a while to complete. The clerk suggested this to be taken off the Agenda for the time being and the clerk will monitor the situation.

**Fir Close – Flooding Problems**

The clerk explained that she had received positive feedback from Highways on the flooding problems here and the roundabout. Photos were e-mailed to highways showing the extent of the flooding problems and a team of engineers cleared the drains and lifted the manhole on the roundabout in the early hours of the morning on Wednesday. They discovered that the outfall for this area was extremely blocked and have agreed to clear the area in the next few weeks. Due to the problems with Fir Close, they have also agreed to clear the outfall and part of the dyke opposite the road to the entrance of Fir Close and up towards the roundabout. The only concern is after the work has been done there may be a need for a team of volunteers to help rake over the area and make it good again. The clerk did stress to the Highways Engineer that the council have spent a lot of time and money planting bulbs and they would appreciate that these are not removed.

**Crown Road Pub Sign**

Breckland has spoken with the Landlord and he states that he has the sign and will place it back when work has been completed on the wall. The Council decided to take this off the Agenda and monitor the situation.

**Crown Road 30mph sign**

The sign was bent by a lorry turning into Crown Road. The sign has been lifted back to its original position, however it needs concreting in again. Highways re-checked the sign on 1/4/10 and it is on the work schedule.

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**Overhanging trees between 42-52 Brecklands**

Highways were informed that the trees along the verge on the A1065 are in need of attention as some branches overhang onto the footpath. Highways states that a great deal of work was done on this site between 18-24 months ago including removing dead trees and ivy, and they are unwilling to do further work here at this time unless there is a concern of the trees being dangerous.

**Safety concerns with vehicles turning onto St Leonards St from A134**

Highways were contacted stating the safety concerns and the clerk also offered photo evidence if necessary. Highways advised that they would not consider placing double yellow lines here as there will be nobody to enforce it. They suggested education was the best answer, so the clerk has spoken to the school and they have sent a letter to the American school and will send a letter to parents after the Easter holidays to ask parents to park away from the turning.

**Bus services**

A letter was sent to NCC requesting possible changes to the timetable to help people who work in Thetford and a better Brandon service. As yet there has been no reply. The bus services timetable will be placed in the notice board and will be placed in the newsletter next month.

**Litter Pick**

The clerk has secured a litter picking kit for ten people from Breckland for no cost. It will be on loan to Mundford and will be stored in the Parish Office. The Chairman suggested that a litter pick should be done within the next month and also suggested the site of the Cricket Club Dyke. Both suggestions were accepted and the clerk will notify people on the volunteers list once the litter kit has been received.

**Dog Fouling**

There have been more reports this month but no evidence to go on. This will be an on-going matter and it was recommended that it was taken off the Agenda for the time being. This was accepted by the council.

**Mole Hills on land opp Malsters Close**

This has now been done and the invoice received.

**Open Morning 27<sup>th</sup> March 2010**

The Clerk, Cllr Shepherd, Cllr Weight and District Councillor Steward attended the open morning. The clerk gave an update to the council which in brief stated that the archive was well received and a few more volunteers were found.

**9. Correspondence**

A letter was received from Mrs Hall at the Primary School with regards to a request for a donation towards the re-surface of the playground. Mr Mark Rolph, the Chairman of Governors attended the meeting to support the letter and answer any questions. The Council asked him questions about the school budget and the quotes involved with the playground. After a detailed talk from Mr Rolph and a discussion from the Council, the Chairman asked if he could have a proposal of support for the

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project. Cllr Shepherd proposed this and Cllr Eyres seconded the motion. The Chairman then asked how much the Council felt they should give to the project. After further discussion and questions to Mr Rolph, Cllr Eyres proposed £7k. The Chairman asked for show of hands. The clerk counted 7 for and 1 against. Mr Rolph thanked the Council and left the meeting.

A letter was received from the Cricket Club requesting the Parish Council's support with re-surfacing their car park. The council understood their need for a new surface to the car park and agreed it was regularly used by people in and out of the village. However, there were no figures stated and if they had sought other means to achieve the money etc. The Council suggested before further discussion, that the clerk should write to the Cricket Club and gather more information.

A press release was sent to the Council regarding an article that was originally put together last year. The previous clerk had said a few words regarding the Highway and Community Rangers project that was piloted in our area. The article was read out by the Chairman and it was accepted by the Council.

**10. Finance**

The following payments were authorised at the meeting, 1<sup>st</sup> April, 2010 by the Parish Council and cheques signed by Cllrs M Eyles and S Eyres

<b>Cheque</b>	<b>Description</b>	<b>Total</b>
101115	Subscription for NALC	£ 215.38
101116	J Hubble (Litter Warden)	£ 65.00
101117	Mr M Eyles (Gardener)	£ 159.28
101118	F Brown (Sal/Tel/mileage)	£ 625.97
101119	Breckland Council Business Rates	£ 136.35
101120	MHB Street Light Maint	£ 146.01
101121	Denman's Travel (bus contract)	£ 71.00
101122	Anglian Water	£ 3.45
101123	Mrs A Shepherd (Community car)	£ 250.00
101124	Mr D Freeman (Bus Shelter cleaning)	£ 60.00
101125	Mrs C Coombs (MPS)	£ 50.00
101126	Mrs L Willis (MPS)	£ 50.00
101127	Iceni Pest Control	£ 58.75
DD	E.ON Payment (street lighting)	£ 191.34

**10.1 Audit 2009/10**

The paperwork has now arrived and the Council must approve the accounts by 30th June. The Chairman stated that risk and safety assessments were discussed at the training and the clerk has looked into this. The Clerk has now put all the information from the Council laptop onto a memory stick and given this to the Chairman for safe keeping so in the event of a fire at the Clerk's home or if the laptop was broken in an accident all the information needed to carry on with Council business will be intact. The clerk will regularly update the memory stick when the Clerk and Chairman meet to discuss Council matters.

**10.2 Sponsorship of roundabout**

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The sketch drawing had been circulated to the Council prior to the meeting and Councillors comments were duly noted. Originally the consent to plant on the roundabout meant that our sponsor could only have one sign on the roundabout but the Clerk has now secured four signs and contacted NCC to arrange the forms. The sponsor is not aware of this yet. The Council decided that due to the matter of the flower beds being smaller than originally thought, that the sponsor should be asked to weed them after cutting the grass in exchange for having four signs.

**10.3 Future Projects**

The Chairman mentioned the website and advised that this is an ongoing project.

**Over 60's lunch club**

There have been no further volunteers come forward to help run the club. However, it was mentioned in the Newsletter so the Council are hopeful for more volunteers to come forward. It will be placed in the newsletter one more time. Two residents who offered their help and attended a previous Council meeting have said that they cannot commit to running the club but would help on the odd occasion.

**11. Planning Applications**

3PL/2010/0091/F Yallops Stores, St Leonards St, Mundford. Conversion of a store to a Hairdressing Salon. No objections were sent to Breckland.

3PL/2010/0210/F Ashleigh House, Brecklands, Mundford. Single Storey extension to side of property and part garage conversion. No objections were sent to Breckland.

3PL/2010/0221/F Bueno Vista, Cranwich Road, Mundford. Demo of existing garage and construction of new brick and tiled roof detached garage. No objections sent.

**12. New Highway Matters**

From next month this section will be taken off the Agenda as all new highway matters should be reported to the clerk as they happen.

The matter of drains were discussed as a lorry was seen going round Mundford flushing out the drains, but not all of them were done. It was discussed that the lorry will do them all but not all at the one time. There was a concern over the lorries and coaches turning in and out of the Malsters Close turning from the A1065 causing damage to the highway as well as the bulbs. The Chairman suggested that the Clerk contact Coach Services to kindly ask them to take care when using this junction.

A manhole cover is broken opposite 37, Impson Way.

Potholes are a concern at the entrance of the Cricket Club.

**13. Street Lighting**

The Clerk reported that column 13 on the roundabout has now been replaced and is working.

Cllr Goodrham reported that the lights on the Swaffham Road are old and are dim.

The Clerk advised that she will report this to NCC and ask if these could be looked at with a possibility of new ones being a solution. This can be reported at the next meeting.

**14. Reports**

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District Councillor Steward and County Councillor Monson were not present and did not give a report to the clerk.

The Village Hall Committee Minutes will be circulated shortly.

Mr Rolph had already discussed issues concerning the school. However, it was mentioned that Cllr Steward had mentioned previously that the school may be eligible for some match funding for the fence and the playground. The Clerk will contact her.

**15. Members' Matters**

The Chairman mentioned that the volunteers list was growing which was encouraging.

Cllr Weight read a short article that was placed in the EDP regarding the Bennetts Development. It stated that 50% of the first phase of housing had already been reserved. This is good for the village as this means the area will not be left as a builders site for years to come. It was noted that a street cleaning lorry has attended to the road leading to the building site once a month. Cllr Eyres explained that this happened after complaints were adhered to.

Cllr Goodrham asked what happened to the Mundford wooden sign? The Chairman replied that Mr Blackaby had looked at the sign but it had rotten so badly that it is unlikely that it can be saved. Photos have been taken of the sign for the archive.

Cllr Eyres asked if the Gardener could use some of his hours to stain some more of the benches. The Chairman, who is the appointed gardener, agreed, plus explained what he is going to do this year with the tubs etc.

The Chairman finished Council business by announcing that it is the Annual Parish Meeting and the Annual Parish Council Meeting next month. Proceedings will commence at 7pm.

There being no other business the meeting closed at 9.02pm.

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

Clerk: \_\_\_\_\_ Date: \_\_\_\_\_