

**Minutes of the Mundford Parish Council Meeting
Held at Mundford Primary School, Mundford
on Thursday 2nd December 2010**

Present:

Cllr. M Eyles, Chairman, Cllr S Eyres, Vice-Chairman, Cllr C Weight, Cllr D Goodrham, Cllr J Marston, Cllr A Shepherd, Cllr J Goad, Cllr T Fox and Mrs F Brown (Clerk to the Council). Three members of the public attended.

1. The Chairman's opening remarks

The Chairman welcomed those present to the meeting. The Chairman stated that PSCO Maria Marquiss was supposed to attend tonight's meeting, but due to the weather conditions she was unable to attend. The Chairman read out a short e-mail from her.

2. Apologies of Absence

Cllr Miles has just returned from hospital and gave her apologies. This was accepted by Council. Cllr Monson sent his apologies as he is on holiday.

3. To accept Minutes of the Parish Council Meeting held on Thursday 7th October 2010 and Thursday 4th November 2010.

The Chairman asked the Council if they were happy with the amendments made on the Minutes from the 7th October. They were duly accepted by the Council. The Minutes from 4th November were duly accepted by the Council.

4. Declarations of Interest

None.

5. Paul Groom – Highways Engineer

The Chairman welcomed Mr Groom to the meeting. Mr Groom began with a brief summary of current situations and mentioned that Mundford was the most pro-active village that he has in his area. He advised that the Watton depot is still open for the time being due to restructures at Norfolk County Council, but Mundford is now overseen by Kings Lynn.

The Chairman asked him about the current report that was put together by Pete Riches and now with Norfolk County Council. Mr Groom advised that any response will be from him and at present the petition along with the initial report from the Police is going through the process.

Mr Groom went through the report step by step. Firstly he explained that vegetation will be cut back and signs cleaned and the signs already placed along the A1065 and the A134 are at set distances, but they will be increased in size from 300 to 450mm to give maximum effect. The vehicle activator sign has been checked and is working properly, however he added if anyone does experience any difficulties with the sign then to report it to him immediately.

The road markings in Impson Way and Bracken Rise will be refreshed in the spring. The area in Fir close that a No Entry sign has been asked for is more difficult, as the area will need a traffic regulation order before any changes can be made. This is a lengthy and costly process and due to the location not being a high priority, Highways will not look into this at the present time. The Chairman asked if this could be monitored and Mr Groom even though it is a low priority, he was happy to look into it in the future.

**Minutes of the Mundford Parish Council Meeting
Held at Mundford Primary School, Mundford
on Thursday 2nd December 2010**

The Chairman asked if there was any possibility for extended traffic lights at the pedestrian crossing like the ones in Barnham. Mr Groom explained the reasons for the traffic lights there but stated that Mundford did not meet the criteria for this and it would not be considered.

Mr Groom was reminded about a recent case that Sergeant Atherton caught a vehicle travelling from the roundabout on the A134 at 90mph. There has been a lot of penalty notices given and he was asked the question if cross hatchings can be placed there. He advised that there is insufficient road width for this to be done.

He added that there is an increase in repeater signs on the A1065, and more than necessary so no more will be done about this. The Chairman asked Mr Groom about a suggestion of a splitter island being placed on the road. He replied by saying this falls into a different category. There will need to be a formal assessment and at present the position taken by Norfolk County Council is not to do anymore of these for the foreseeable future due to funding issues. He continued to read out a report for the Council.

He was asked about the issue of double white lines on the A1065 and this has already been looked into but the problem of insufficient road width was a problem again. He explained they have to be methodical in their research and high risk locations are looked at first and placed in priority order

He also mentioned that the petition that was handed to Graham Plant at NCC is now with the panel and is being assessed at the moment. He will forward on the information to the Parish Council when decisions have been made.

The Chairman asked if any Councillors would like to ask Mr Groom any questions. Cllr Goodrham asked if there would be a possibility for repeater warning signs similar to those in a nearby village of Wormegay? Mr Groom was uncertain and requested that he would ask the question to his superiors and will reply accordingly. He did mention however, that he believed that Wormegay was a high risk area and this could be why they have them.

Cllr Goad advised that he was aware that the area was a high risk site and had been for a long time. However, it was pointed out very strongly that with all the near misses at the pedestrian crossing that we cannot wait for an accident to happen. Mr Groom advised he would look into this and inform the council with an update.

The Chairman asked Mr Groom about the gritting scheme for this area. He explained that they carry out a comprehensive programme and gave facts and figures on the subject as well as a detailed explanation of procedure. The Chairman explained that the main problem is Mundford Village itself. Could a grit lorry possibly come through the village and then go back onto the A roads. Mr Groom advised that this can be placed on a wish list that will be reviewed in the spring. It was argued that the Parish Council did place its request about this in the spring of this year and were given assurances that Mundford had a good case, but this has now been rejected and we are no further forward. Mr Groom explained that they monitor and track the Lorries over the network and they have a measured amount of grit to ensure the roads are covered. They simply do not have the resources or capacity to go through villages. He stressed that it was out of his hands, but the matter will be assessed by senior managers at the Highway Team. Cllr Fox stressed that we were told the same last year and nothing has been done, and Mr Groom reiterated that they do not have the capacity or the resources to cope with demand. Mr Groom was told that the village is a bus route, can that not be a good enough reason, and if he had the

**Minutes of the Mundford Parish Council Meeting
Held at Mundford Primary School, Mundford
on Thursday 2nd December 2010**

opportunity to recommend that Mundford be gritted could he request it? He advised that he could recommend it but no decision would be given until the spring. It was suggested that Cllr Monson was also copied into any correspondence so that he can also recommend it.

Mr Groom then went on to explain the role of the Highway Rangers. They work for NCC and work on a 13 week rota. He explained that he will send the clerk an e-mail when they are in the area so that any routine maintenance work can be carried out. Any matters for the Rangers should be identified as such when reporting them to Highways.

The matter of extending the zig zag lines outside the school was discussed and Mr Groom advised that he had visited the area and has recommended that they be extended, but this will not be looked into until the spring.

The 20mph limit around the village was discussed and Mr Groom stated that even if a large majority of the village would like to see a 20mph limit this will not be looked into as it does not meet the criteria. This was discussed in more detail about what criteria needed to be met and regrettably Mundford does not meet the criteria.

Cllr Eyres added that the new housing development has a 20mph limit and asked if this could be extended into Malsters. Mr Groom debated that new housing developments can have a section 38 in their planning procedure which is dealt with the Local Authority and this is separate from Highways.

Mr Groom was asked about a recent letter that was received regarding a consultation about whether the village would like to take on various tasks and maintenance work on a paid or voluntary basis. He explained that this is just a consultation at this stage and not to get too tied up with any implications. It is purely for NCC to receive feedback from councils so that they can look to this further. There was a small discussion about this including whether there will be any insurance issues and if unskilled people will have to do skilled work and not get paid for it. Mr Groom suggested that instead of ticking boxes on the form, it may be easier for the council to write a letter with their thoughts on the matter. The Chairman suggested that this be discussed more fully at the next meeting and asked for this to be placed on the Agenda.

The Chairman thanked Mr Groom for attending the meeting, and left.

6. Meeting suspended for Public Participation

There were no questions from the public.

7. Matters Arising

Outstanding Highway

Safety concerns with vehicles turning onto St Leonards St from A134

This was discussed with Mr Groom, however the clerk has asked the Police to monitor congestion at opening and closing times at the school.

No entry sign in Fir Close

This was discussed with Mr Groom.

**Minutes of the Mundford Parish Council Meeting
Held at Mundford Primary School, Mundford
on Thursday 2nd December 2010**

20mph limit around village

There has been one letter and one e-mail response and two verbal responses regarding the 20mph limit so far. Mr Groom advised that Mundford does not meet the criteria, therefore this will be taken off the Agenda.

Speeding on A1065 Swaffham Road

This matter had been discussed with Mr Groom and he will be in contact with the clerk on further decisions from NCC regarding the petition in due course.

Mole Hills

The Clerk had spoken to Icen Pest Control and he had dealt with the hills on the memorial site again so it looked pleasant for Remembrance Day. He advised he will deal with the moles outside Malsters again as well as the area opposite Brown's Car Sales. Due to the increasing costs involved he suggested a monthly subscription of £40 and this will cover any moles he clears throughout the year. There was a short discussion and Cllr Fox then proposed the monthly subscription and Cllr Eyres seconded. There was a majority vote from Councillors. The clerk will contact him in due course to arrange the subscription.

Gritting in Mundford

This had been discussed with Mr Groom. Cllr Fox stated that he had read somewhere that there had been relaxed laws about snow clearing. The clerk mentioned that Cllr Monson had sent an e-mail with regards to this and the Chairman read it out. The Chairman added that due to Mundford not being on the gritting programme it may be responsible to look into grit bins again. The clerk did not have further information on grit bins at this time, but it was discussed that there was at least 6 locations that could be looked at to have one installed. Due to the lack of information at this stage, it was decided that a meeting could be arranged before the next meeting to discuss this matter further. It was proposed by Cllr Goodrham that three grit bins be purchased before the next meeting so that progress can be made. Cllr Fox seconded this motion and all councillors agreed by a show of hands. The clerk will put together the information along with advice from Highways and attempt to arrange a further meeting to discuss the matter.

Standing Orders

The Chairman advised that draft Standing Orders were given to all Councillors at the last meeting. The clerk has not received any further suggested amendments so the Chairman advised that these were now adopted as Mundford's Standing Orders. There were no objections.

Community Car Scheme

The medicals are at present being done. The Data Protection information has been completed and will be sent once the cheque for the notification fee is signed at the meeting. Mrs Apps-Green from Breckland had contacted the clerk and explained that all forms will now stay with the drivers rather than copies kept on file, however the clerk will need to see the documentation and use a checklist to make sure everything is in order. This process will need to be done once a year. The CRB forms need to be

**Minutes of the Mundford Parish Council Meeting
Held at Mundford Primary School, Mundford
on Thursday 2nd December 2010**

completed and a date arranged with Breckland for the forms to be signed. Mrs Shepherd was aware of the situation and will keep the clerk informed.

Elections 2011

The Chairman advised that the clerk had been on training for this and advertising will start from now. The clerk asked if all Councillors could think about whether they wished to stand again next year and inform the clerk as this will help her ascertain interest. NALC has recommended that training on the code of conduct and other council procedures take place after the elections so that any new councillors can benefit as well. The clerk did state that if anyone wished for the training to take place earlier than this then to advise her accordingly.

8. Correspondence

A letter was received from the Cricket Club thanking the Parish Council for their donation towards the car park which will benefit not only the Cricket Club members but the whole community.

A letter was received from Graham Plant, the Cabinet member for planning & transportation at NCC. The information had already been circulated to councillors and a short discussion took place with Mr Groom, but it was decided to place this on the Agenda for the next meeting.

A short report was received by the litter warden, which was read out by the Chairman. The Chairman added that he had spoken to PCSO Barrett about the perpetrator and was awaiting feedback.

A letter was received from Anglian Water regarding the proposed works to place a new water main along Swaffham Road. It was decided that the letter along with a map showing the location of the water main should be circulated to council members after the meeting.

A letter of resignation was received from Cllr Jane Miles. The letter was read out by the Chairman and the Council understood her reasons and her resignation was accepted. The clerk will send her a letter in response and contact the monitoring officer at Breckland Council. The clerk asked if the council would like to advertise the vacancy as it is not necessary so close to an election. It was decided that the vacancy should be advertised as soon as possible. The clerk will arrange this.

A letter was received from Mark Rolph, the Chairman of Governors. He wrote on a personal capacity as well as a representative of the school regarding his support to introduce a 20mph limit around the village. Due the information received at the meeting, it was decided to send him a letter in response with the information.

9. Finance

The following payments were authorised at the meeting, 2nd December, 2010 by the Parish Council and cheques signed by Cllrs M Eyles and S Eyres.

| Cheque | Description | Total |
|---------------|---------------------------------------|--------------|
| 101209 | Mrs A Shepherd (Community Car Scheme) | £ 350.00 |
| 101210 | J Hubble (Litter Warden) | £ 65.00 |
| 101211 | Viking Direct Stationary | £ 44.30 |
| 101212 | Mrs F Brown (Sal/Sundries/Post/Tel/) | £ 611.18 |

**Minutes of the Mundford Parish Council Meeting
Held at Mundford Primary School, Mundford
on Thursday 2nd December 2010**

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| 101213 | Denman's Travel (Bus Contract) | £ 120.00 |
| 101214 | MHB Street Light Contract/re-alignment of Lantern | £ 210.64 |
| 101215 | The Information Commissioner | £ 35.00 |

9.1 Parish Office

The clerk found that the ceiling in the toilet of the Parish Office had been leaking and took the decision to get three quotes from flat roof specialists to replace the roof as all specialists said it needed a new roof. All quotes were read out and there was a discussion about each quotation. Cllr Fox proposed that Mr Barry Carter from Brandon should do the work at a cost of £800 and Cllr Cllr Eyres seconded and a show of hands from Councillors showed a majority vote. The clerk will advise Mr Carter of the decision immediately.

9.2 Re-visit budget 2011/2012

Due to the recent extra expenses incurred to the Council which include the new roof to the office as well as the subscription for Icen Pest Control and any Election expenses that may arise, the clerk thought it prudent to re-visit the budget before the precept was sent to Breckland in case Councillors wished for it to be slightly increased. The clerk had been told by NALC that it is now unlikely that the precept will be capped in the near future. There was a short discussion and Cllr Goad proposed that it should stay the same as what was agreed at the last meeting. The Chairman asked if there were any further proposals. Cllr Eyres proposed rising the precept slightly to compensate for future expense, and Cllr Fox asked the clerk what was currently in the savings account. The clerk did not have this information at the meeting but guessed it was just over £20k at this time. With this in mind Cllr Fox seconded Cllr Goad's proposal to keep to the original decision. There were no seconders for Cllr Eyres proposal.

9.3 Website

The clerk has received a copy of the front cover to the website but was not very happy with it; therefore she has given the website designer more information along with styles of other websites. The clerk is hopeful to show something at the next meeting.

10. Planning Applications

3PL/2010/0643/D 5, Swaffham Road – Erection of a 2 storey dwelling & detached garage. Objection sent to a two-storey dwelling.

3PL/2010/0877/F 26, Adeane Meadow. Proposed single storey rear extension, double storey side extension detached garage and front porch. This was refused.

3PL/2010/1178/F Browns Car Sales – Variation of conditions 2 (alts to external fenestration & include all of building) & 5 re hours from pp **3PL/2010/0591**- No objections were sent.

3PL/2010/1245/F 26, Adeane Meadow. Proposed single storey side, rear extension, porch & detached garage. No objections sent.

**Minutes of the Mundford Parish Council Meeting
Held at Mundford Primary School, Mundford
on Thursday 2nd December 2010**

11. Street Lighting

The light outside the Bowls Club was reported as leaning and has now been re-aligned. Cllr Weight reported a light on the A134 that was on all day. The clerk has reported this but it is still on all day. The clerk will monitor this.

12. Reports

District Councillor Ann Steward commenced with her report to talk about the recent Parish & Town meeting at the EcoTech centre in Swaffham. This included the Council's intention to save money as best as they can. The subject of the threat of closure of RAF Marham was then discussed, and she stated that there were over 36,000 signatures on a petition that she was privileged to present with others to Downing Street. She encouraged others not to give up the fight as signatures are still coming in. The decision will affect not just people in RAF Marham, but surrounding Villages and Towns.

Cllr Steward discussed the LDF and site specifics and changes that will be made with the coalition government. In view of this, Breckland will be seeing if numbers are correct and will re-visit this. She will report back to the council at a later stage.

Village Hall

Cllr Marston stated that the Hall car park will now be locked at night. This is a step in the right direction but since the hours of the caretaker have now been reduced it is unsure who will take on the responsibility of this.

School

The clerk explained that they are currently advertising again for a Headteacher as they only received three applications previously and two did not meet the criteria.

13. Members' Matters

Cllr Goad reported that there are quite a few cars parked on pavements. People have to then walk on people's gardens to get past. It was suggested that serial offenders should have their car registrations taken down and reported. It was recommended that this should be placed in the newsletter. The next newsletter comes out at the end of January.

Cllr Eyres mentioned that even though the 20mph limit around the village is not going to happen, could the council possibly look into getting '20 is plenty' signs outside the school. He added that he thought this would be under different regulations and not a sign you have to abide by, so Highways should not have to be involved. The council was happy for the clerk to look into this further.

Cllr Shepherd had attended her first meeting for the Almshouses Trust. She explained that they interviewed someone and they were the only applicant. The interviewee was not a local person but his family was.

Cllr Eyres mentioned that in relation to the Police report that was discussed earlier in the meeting, the hedge outside No1 Fir Close should be severely cut back. It was decided that a letter should be sent to the owners to ask for their help with the matter. The clerk will also ask Highways how much they recommend the hedge should be cut back.

**Minutes of the Mundford Parish Council Meeting
Held at Mundford Primary School, Mundford
on Thursday 2nd December 2010**

Cllr weight advised that there was a huge hole in the school fence near to the pedestrian crossing. The Chairman stated that this was already known to the school and the fence should be changed shortly.

With nothing more to discuss, the meeting closed at 9.15pm

Chairman: _____ Date: _____

Clerk: _____ Date: _____