

**Minutes of the Mundford Parish Council Meeting
Held at Mundford Primary School, Mundford
on Thursday 7th April 2011**

Present:

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

1. The Chairman's opening remarks

The Chairman welcomed those present to the meeting, and explained the procedure of the meeting. He also explained that the next meeting clashed with the Elections, so the Council had decided to change the date to Thursday 19th May 2011 and this will be the Annual Parish Council Meeting.

2. Apologies of Absence

Cllr Goad could not attend as he is on holiday. Cllr Steward was unable to attend due to a sick relative. These apologies were accepted by the Council.

3. To accept Minutes of the Parish Council Meeting held on Thursday 3rd March 2011

They were duly accepted by the Council.

4. Declarations of Interest

None.

5. Meeting suspended for Public Participation

Mrs Wall asked where the Piggeries were in Mundford with relation to a planning application that is to be discussed later in the Agenda. The Chairman explained the location.

Mr Dennis explained that he was aware that the new gardener had cut back the shrubs next to the Parish Office, however he was keen to state that ivy is quickly growing up the office wall and will damage the roof unless it is attended to. The windows also need painting at the back of the office. The Chairman thanked Mr Dennis for the information. The gardener will be told of what needs doing shortly.

Mrs Wall thanked the clerk for her dedication to her role and how she is easily approachable. The clerk thanked Mrs Wall for her kind words.

6. Matters Arising

Outstanding Highway

The Chairman explained that the clerk sent a letter of thanks to Highways with regards to the Rangers Scheme. The Clerk advised that she has had a written reply from Mike Jackson, the Director of Transport at NCC thanking the council and assured them that this will be passed down to the people involved. This was read out by the Chairman. The Rangers will be visiting Mundford again on 9th May so the clerk asked if councillors could contact her so that she can collate a list of jobs to be completed.

The Chairman stated that the Anglian Water works was still ongoing, and more disruption is to come, however he praised them for their work done so far.

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Safety concerns with vehicles turning onto St Leonards St from A134

The suggested areas for paint refreshing in the village had been given to Highways.

This should be done when the zig zags are done this summer.

There was a short discussion regarding concerns over the congestion at the turning of St Leonards Street. Cllr Eyres mentioned that problems are being caused mainly by some parents of children at the American School that park their cars very close to the junction. The clerk advised she will ask the Police to monitor this problem.

Missing Name Plate

The new street name plate is now in place. This can now be taken off the Agenda.

A1065 Swaffham Road/A134 Cranwich Road

The area along the A134 from the Cranwich direction has been cut back again following the Council's complaint that it was left with large stumps and very messy. The area is looking much better but there is still work to be done to make it look more aesthetically pleasing, including the removal of litter that has been left after the bracken had been taken away. The clerk explained that she had spoken to Highways and asked if they would possibly help further and then the council will be able to maintain the area better. They suggested the idea of placing some top soil over the area later in the year and this can then be covered with grass seed. The clerk advised that it would be a sensible idea to plant bulbs there at that time if the council decided to do so. The Chairman stated that it would be a good idea for the friends of the village to do some clearing work on this area in the next few months.

Littering and Anti-social behaviour

The litter warden had given a small report to be read out. This included the suggestion that the litterer in Pig Stye Lane is still very active. The Police have been informed of this twice in the last month, but there has been no feedback. The clerk will contact them again. The litter warden did suggest that she would help clear the area on the A134 opp Impson Way, but after a short discussion it was decided that the friend's of the village take this on.

Gritting in Mundford

The chains have now been removed next to the grit bin and the litter bin on the village green. The clerk will place some empty milk containers in the grit bins to help spread any grit needed before next winter when the shovels can be placed there.

Bus Services

Denman's Travel has been asking for support for a Kings Lynn and Watton Bus service since these have been cancelled by NCC. At present the Clerk has not received much feedback from residents apart from one lady in particular who is helping Denman's by placing a petition in the local shop. The clerk advised that she had asked the lady what residents would like to see, and she commented that most are very happy to pay a fare as long as they get to their desired destination. With this in mind the council may not have to subsidise another service. The clerk will keep in contact with Denman's Travel about this matter and report any decisions in the newsletter.

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School Fence

The clerk wrote to Mr Rolph, the Chair of Governors in February asking for an update on the school fence. After two subsequent requests, a written reply has not yet been received. There was a short discussion, and even though the Council are aware that there have been issues surrounding this subject, it is still appropriate to have a written reply with an actual progress report. Cllr Fox stated that he believed a letter should be written again stating that the money donated to this project may have to be reallocated if this was not going ahead at this time. This was agreed by council.

The Big Conversation

There has been nothing further from NCC regarding this matter. Cllr Monson explained that there have been reductions in expenditure but thankfully no increase in Council Tax. There have been a number of changes made resulting from the consultation. 750-1000 County Council posts will be lost over the next 2-3 years and the young person's 'connexions' service has been withdrawn.

Community Car Scheme

The clerk has now seen almost all of the drivers to complete a check list. Mrs Shepherd had given the clerk a list of her outgoings over the last month to prove that she had exceeded the budget by £90 and this was likely to be the case for some time to come due to the more lengthy journeys the drivers are doing. It has not been given in writing yet about the 5p increase on the mileage rate and this may have to be back-dated once announced.

Elections 2011

The clerk announced that the candidate list had been received today and it was clear that the election is uncontested. The Chairman read out the list of the new Council. The Chairman stated that he had stood down, but he will Chair the next meeting for the first Agenda item.

Gardener

The sub-committee that was agreed at the previous meeting met with two applicants. It was formally announced that Mr Sam Peate from Impson Way, Mundford had been offered the position of Gardener. He has already started in his role and has done a few jobs around the village. He is currently re-staining the benches. The Chairman discussed the matter of the Council employing Mr Peate as he has to be registered as an employee and therefore be subject to PAYE. The clerk had informed the Chairman that this meant 20% of his earnings will be deducted for tax. The Council agreed that Mr Peate would have been aware before he accepted the position that any further hours he worked would be subject to tax. However, it was agreed to discuss his hourly rate to reflect this. After a short discussion it was proposed by Cllr Fox that his hourly rate should be increased to £7.50 per hour, this was seconded by Cllr Eyres. The Chairman signed Mr Peate's job description highlighting this, and Mr Peate will be informed shortly. He has already accepted the terms of his employment within the job description.

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Parish Office

There has been no responses as yet from the newsletter item asking for suggested uses for the Parish Office, however, the Village Hall have used the office for a confidential interview that took place this week. The Chairman stated that to place a tap for the use of the gardener under the sink in the office would be £80 plus VAT. The council agreed that this should be done as soon as possible. The clerk will report this to Mr Thorogood.

8. Correspondence

The Chairman stated that there had been a letter from Macmillan Cancer Care asking for a donation, however, the council had originally decided to discuss all donations in June of this year so this will be deferred until then.

9. Finance

The Chairman advised that the Clerk had attended a course on PAYE for which the Council was advised to register for. The clerk has since registered the Council and once the documentation has been received, will register herself, the Gardener and the Litter Warden. She explained that the course was not very informative and will probably find it easier once she has worked through the documentation.

9.1 Sign Cheques

The following payments were authorised at the meeting, 7th April, 2011 by the Parish Council and cheques signed by Cllrs M Eyles and S Eyres.

Cheque	Description	Total
101247	Mrs A Shepherd (Community Car Scheme)	£ 390.00
101248	J Hubble (Litter Warden)	£ 77.50
101249	Anglian Water	£ 62.62
101250	Mrs F Brown (Sal/Sundries/Post/Tel)	£ 636.98
101251	Denman's Travel (Bus Contract)	£ 120.00
101252	MHB Street Light Contract	£ 149.11
101253	Iceni Pest Control	£ 48.00
101254	Kevin Chapman (notice board stain)	£ 155.00
101255	Breckland Council (business rates)	£ 71.36
101256	Aon Ltd (Insurance Premium)	£1061.82
101257	NALC (subscription fees)	£ 215.94
101258	NPTP (PAYE information session)	£ 20.00
101259	Mr D Freeman (bus shelter cleaning)	£ 60.00
101260	Anglia Computer Solutions	£ 250.00
101261	Mr S Eyres (items for village green)	£ 95.43
101262	M S Peate (Gardener, hours for March)	£ 10.12
101263	Mr M Eyles (chain removal for v.green)	£ 10.00

It was discussed earlier in the Agenda that Cllr Shepherd has increased her cheque allowance this month, and this was approved by Council. Cllr Shepherd then explained reasons for the increases, and this was only likely to rise from now on, especially with the increase in mileage allowance. The Council discussed the

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possibility of increasing the allowance for the CCS to £350 each month. This was then proposed by Cllr Goodrham and seconded by Cllr Fox. All Councillors were in agreement.

The clerk stated that Cllr Shepherd is now able to sign cheques as she is now on the mandate. The clerk then explained that due to Cllr Eyles standing down, there needs to be a new signatory to the account. Cllr Fox agreed to step forward, and this was approved by Council. The mandate will have to be completed after the Election of the Chairman at the next meeting, however, the Clerk will arrange the paperwork to be sent from Barclays as soon as possible.

9.2 Accounts for financial year 2010/2011

The clerk circulated the income and expenditure sheets along with the balance sheet prior to the meeting. The Chairman asked if there were any questions on the accounts. There was a short discussion, but all members were happy with the accounts and the Chairman asked for a decision to be made on whether these accounts should be agreed by Council. There was a unanimous vote confirming this, and the Chairman duly signed them along with the clerk. The Annual Governance Statement was also discussed and measures of internal controls that were raised from the previous audit have been dealt with and a new procedure put in place. This was also signed as a true record. The clerk will now contact the Internal Auditor to arrange for her to look at the accounts file accordingly. The Audit paperwork from Mazars has just been received.

9.3 Website

The clerk has scanned some new photos that have been donated and added them to the website, these should be viewable shortly. The clerk explained that there needs to be some local information put on the website and if any councillor would like to add anything to please inform her. She suggested opening this up to the residents as well by mentioning this in the newsletter. The clerk was keen for this project to be a community website and wanted to involve residents as much as possible.

10. Planning Applications

3PL/2011/0153/F 6, Crown Road, Mundford. Front, side & rear single storey extensions to Bungalow & erection of detached garage. There were no objections sent to Breckland.

3PL/2011/0270/F Mundford Piggeries. Erection of two 27m wind turbines. No objections have been sent to Breckland.

Croxton Biomass Plant

Cllr Monson advised that this application is still in the planning system, but the consultation has finished. There have been a number of complaints regarding the application and Cllr Monson thanked the Parish Council for their letter of support sent to Croxton Parish Council. He also mentioned that a rare beetle has been found on the land to be developed so this may cause further problems for the applicant.

11. Street Lighting

There have been a number of reports this month to the clerk.

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12. Reports

Cllr Monson advised that the recycling plant in Thetford is struggling with capacity and a new site is being considered. Breckland are hopeful to open a 'Super Recycling Centre' within 18 months that will not only have a larger capacity, but will hold a larger variety of items.

He stated that the Rangers scheme had been a success around the whole division which was encouraging.

Village Hall

Cllr Marston stated that an extraordinary meeting was taking place this evening. The AGM will take place next month.

School

The clerk informed the council that a new year 2/3 Teacher has been appointed named Jonathan Lindner. Mr Lindner will be joining from a large Norwich School and Mundford Primary is very pleased to have secured his appointment that commences in September 2011.

13. Members' Matters

Cllr Eyres stated that three potholes had been filled at the entrance to Malsters Close. The clerk was very pleased as she had only reported two!

Cllr Eyres also advised that the tarmac had broken up on the corner next to the recently cleared out dyke. This is also causing flooding issues. The clerk will report this to Highways.

Cllr Eyres then thanked Cllr Eyles for his sterling job on being Chairman over the last few years and wished him well in his future endeavours.

The Chairman thanked Cllr Eyres and said that he was sad standing down but will still keep involved with the Friends of the Village scheme to make Mundford a floral village.

With nothing more to discuss, the meeting closed at 8.21pm

Chairman: _____ Date: _____

Clerk: _____ Date: _____