

**Minutes of the Mundford Parish Council Meeting  
Held at Mundford Primary School, Mundford  
on Thursday 2<sup>nd</sup> June 2011**

**Present:**

Cllr S Eyres, Chairman, Cllr J Goad, Vice-Chairman, Cllr C Weight, Cllr D Goodrham, Cllr J Marston, Cllr A Shepherd, Cllr L Pratt, Cllr J Burton, County Councillor Monson, Mrs Nancy Gross, and Mrs F Brown (Clerk to the Council). The meeting was well attended by the public.

**1. The Chairman's opening remarks**

The Chairman asked if there were any more declaration of interest forms to be given in. Cllrs Goad and Goodrham gave them to the clerk.

**2. Apologies of Absence**

None.

**3. To accept Minutes of the Annual Parish Council Meeting held on Thursday 19<sup>th</sup> May 2011**

It was mentioned that the previous Chairman, Mr M Eyles was not shown as present in the Minutes. It was agreed to write this in. The Minutes were then duly accepted by the Council.

**4. Declarations on Interest**

Cllr Marston advised that he had an interest in a letter that was to be read out in correspondence from the football club.

**5. Mundford Pride Scheme**

Mrs Nancy Gross had been nominated for the Mundford Pride Scheme by three residents in the village. The Chairman explained to the public and the council why Mrs Gross was nominated for the award. The Chairman then gave her the certificate and award and thanked her for all her kind work she has done for village organisations. Mrs Gross then left the meeting.

**6. Meeting suspended for public participation**

The Chairman stated that last month there was a situation where a particular resident spoke for some time about one issue, and even though this was accepted at the time, it does state in the Council's standing orders that each member of the public can only speak for 3 minutes. The Chairman wanted to remind the public of this so that the meeting can progress.

Mrs Wall mentioned that when the discussion takes place in the finance section regarding donations and grants, that the British Legion should be given a larger donation than the current £75.

Mr Eyles asked if a letter had been sent to Bennetts regarding opening the entrance through to The Lammas. The Chairman stated that a letter had been sent back and will be read out in correspondence.

Mr Eyles advised that he had contacted the clerk through the month to state that Ivy was dumped in Pig Sty Lane. He now believed the ivy had been removed. The clerk advised that the ivy had now been placed outside Cllr Burton's home and an investigation as to why will commence tomorrow.

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Mr Eyles advised that Anglian Water were now finishing around Malsters Close, but was aware that work was going on at the bridge over Malsters run. Cllr Shepherd explained that she was told that there was not enough top tar placed on there, so they are scraping this off and placing the correct depth in its place. She also announced that the new water main should be working by Wednesday. There was a short discussion on this.

**7. Matters Arising**

**Outstanding Highway**

The clerk had reported the blue cycle sign on the street light near the pedestrian crossing as missing. Another 40mph sign was requested for the entrance into Mundford from the Kings Lynn direction. Highways will look into this but did feel that there was enough signage there already. The clerk also asked the Rangers to look at the area outside No 6 Swaffham Rd again due to the request from a resident at the last meeting.

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

Highways informed the clerk that the refreshing of white paint on some junctions will be done soon as well as the extension of zig zag lines outside the school.

**A1065 Swaffham Road/A134 Cranwich Road**

A letter of thanks was sent to Mr Graham Plant which also asked him to look favourably at a lower speed limit.

**Speedwatch**

This scheme has been advertised in the newsletter. Sgt Atherton had contacted the clerk and stated that due to budget cuts the next training sessions for people wanting to start up a speedwatch scheme in their village could be the last ones. The clerk explained to the council that it is a now or never situation. Mrs Wall had offered to help but did not want to run the scheme herself. There may be more interest when the newsletter is distributed.

**Littering and Anti-social behaviour**

The clerk had spoken to the PSCO and she had apologised for not attending the last meeting. Two colleagues had wanted to attend in her place but went to the village hall instead! An e-mail had been received today stating that she had arranged a meeting with herself and Keith Fuller the Environmental Officer from Breckland tomorrow at 4pm to walk down Pig Stye Lane and see how bad the litter problem is. They may also speak to the gentleman who is allegedly causing the litter. They have asked if a representative of the council could also meet with them. The Chairman asked for a volunteer, and Cllr Shepherd kindly agreed to meet with them.

**Bowls Club Parking**

No reply had been received and after a short discussion it was decided that this should be left on the agenda for the next meeting.

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**Bus Services**

The clerk advised that she had spoken to Denman's Travel and they had said that even though they had received a good response for the Watton, Bury St Edmunds and Swaffham routes, the Kings Lynn service had been very disappointing with only 2 or 3 people using it. They had to make the decision to stop the service as it was unsustainable, but they had recently spoken with NCC to see whether they could get a subsidy for this service. They are very hopeful that this will happen and will contact the clerk when they hear anything. The clerk advised she will help by advertising their services if they needed her to in the newsletter.

**School Fence**

The fence will be replaced at the end of July so it was decided that this item should be kept on the Agenda until it has been completed.

**Community Car Scheme**

There has been no correspondence from Breckland Council regarding the mileage increase.

**Gardener**

The flower tubs have now been planted and being watered regularly. The gardener has purchased a new watering can and more strimmer cord. The Chairman asked the gardener who was in the gallery if he was happy with cutting round the village signs, and asked if it was safe practice to do this. The gardener advised that he wore a reflective jacket and has attended many courses in his working life concerning risk and safety management. He was very happy to carry on cutting around the signs and there was a short discussion about the watering of the tubs. The Chairman stated that Mr & Mrs Powell in Malsters had previously watered the tubs on the corner of Malsters Close, but had noticed that the gardener was now watering them so didn't like to intervene. The Chairman asked the gardener whether it would help if Mr & Mrs Powell carried on doing this. The gardener was happy with this so he can utilise his working time elsewhere. The Chairman will speak to Mr & Mrs Powell and ask if they would kindly carry on watering the tubs.

**Licences**

The clerk mentioned that she is still awaiting the licences for the litter bins, tubs, dog bins and benches. She also advised that she had found the cultivation licences that the Council already have in the Parish Office. She has given these to Highways to copy as they had lost their copies. Highways have advised that licensing laws will be relaxed over the next year due to the Jubilee celebrations. It was unclear what areas the council could ask for a licence for, so it was decided that the clerk should ask Highways suggested areas and then discuss this at the next meeting. The Clerk will photocopy plans of Mundford and present these at the next meeting.

**Parish Office**

Firstly the matter of the back windows was discussed. The Clerk had sought three quotes from companies in the area and these were read out by the Chairman in turn. After a short discussion it was proposed by Cllr Goad that the cheapest quote should

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be accepted. This was seconded by Cllr Marston. The Clerk will inform Richard Norton Windows that his quotation had been accepted.

The Chairman then asked for the Council's opinion on selling the office. A valuation was sought from Merryfields of Bury St Edmunds. An e-mail was read out giving an indication that the value was between £20k-£25, but offers to be considered over £10k. There was also the matter of a fee that would have to be paid on the sale of the property. After much discussion, including the idea of renting the office, it was proposed by Cllr Goad that the Council should hold onto the property for the time being. This was seconded by Cllr Shepherd. Cllr Goodrham suggested that an advert could be placed in the newsletter to either sell or rent the property, but nothing was decided upon.

### **Training**

The clerk had gained information from Sue Lake at NALC, and established that she was able to do a Council training session any time in August and Sept. The Chairman read out some ideas of what the training would cover. It was suggested that the training could be done at the Cricket Club meaning no cost to the Council for more hiring fees. The committee decided that a Tuesday was a suitable day for all Councillors to attend. The clerk will check dates with Sue Lake and report back at the next meeting. Cllr Weight asked if the Councillors handbook is given out to new Councillors. The Clerk advised that this was the case.

### **Hall Hire**

Due to the school being closed for the summer holidays, the clerk had asked whether the Crown Coach House would be available for the Parish Council meetings in August and September. The dates are free at a cost of £30 each time. It was agreed that the clerk should book this.

## **8. Correspondence**

A letter was read out from Trevor Mouncer of Mundford Football Club. Cllr Marston left the room while this letter was read out as he is a committee member of the Football Club and declared an interest.

The football club have been raising funds since 2007 for floodlights to be fitted, and last year the poles were put in place, however there is still the matter of the lights themselves. It was discussed that the sum raised so far with various events is £6096. Cllr Burton stated that it had taken a long time to reach the sum mentioned. There was a short discussion on this which included the fact that there are a lot of running costs involved with the football club and the fundraising had been a concerted effort as they have no other source of income. This was also clarified by Cllr Marston who was asked to re-enter the room for questions to be asked, he also stated that grants had been applied for but as yet no money had been offered. He then left the room again. The lowest quotation for the lights is £10496, leaving a shortfall of £4400. The Chairman asked for the committee's thoughts. Cllr Goad proposed the Council should donate £1k to the project. Cllr Goodrham advised that the Cricket Club had been given a larger donation, and the floodlights would promote the village. He went on to say that for a village this size, to have floodlights would be a great achievement. The Chairman asked for any further proposals. Cllr Goodrham proposed that £2400 should be granted to leave £2k for the football club to find. The Chairman asked for a

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seconder to Cllr Goad's proposal but there was not one. He then asked for a seconder to Cllr Goodrham's proposal and this was seconded by Cllr Pratt. The Chairman asked for a show of hands and 5 agreed with this proposal making it a majority. Cllr Marston was invited into the meeting again and the situation was explained to him. The Clerk will write to the football club.

A letter was read out from Samantha Fricker of Mundford Scout Group. They are raising money for new camping equipment and have asked the Council for a donation of £300 which they believed would be a great start. They have applied to Awards for all and have collected a number of supermarket vouchers to exchange for equipment. The Chairman asked for the Council's thoughts. There was a short discussion and it was proposed by Cllr Marston that £300 should be given and this was seconded by Cllr Goad. All were in favour. The Clerk will write a letter to Mrs Fricker.

A letter was read out from Bennetts. This illustrated that they endeavour to open the entrance to the Lammas from the new housing estate by the 1<sup>st</sup> Sept 2011 which will tie in with the start of the new school year. There was a short discussion as some were hopeful that the entrance would be open sooner than this. It was agreed that a letter should be sent thanking them for their help with this matter and placing the information in the newsletter as well to inform residents.

An e-mail was read out from Wil Smith of TTSR Ltd. He explained that he was growing some flowers to place on the roundabout and they will be ready to plant soon. After a short discussion it was decided that a note should be sent to him explaining that the Council do not wish for flowers to be placed on the roundabout after what happened last year.

## **9. Finance**

### **9.1 Donations and Grants**

A list of donations and grants that was given last financial year was circulated prior to the meeting to allow Councillors time to decide what they would wish to give. The decisions made were:

**Mundford Village Hall - £2500**, however Cllr Goad proposed that the Council hold onto the funds for the time being until the Village Hall has sorted out the problems it currently has. Cllr Goodrham agreed with Cllr Goad to a point but suggested that a monthly donation should be given instead of a large sum in case the Village Hall should fold and Cllr Goad also thought this was a good idea and changed his proposal. There was a good discussion and Cllr Burton proposed that a letter should be sent to the Village Hall asking for an update of the situation including a forecast of their projected revenue for 2012 before any monies are given out at all. Cllr Burton felt that it was unfair that Cllr Marston was representing the Cricket Club, Football Club and the Village Hall. He suggested that Councillors take it in turns to represent the Village Hall, maybe for six months at a time. It was discussed that this would not be practical as the hall is a Charity, and people are Trustees of the Hall not volunteers. It was pointed out that Cllr Marston could resign and the Hall could co-opt another member of the Parish Council to that position.

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Cllr Weight suggested instead of a monthly donation, that it could be a quarterly donation. This was deemed a better suggestion by some.

The Chairman discussed the proposals at hand, firstly Cllr Goad's which was to offer a monthly donation of £200. Cllr Goodrham seconded this. There were 3 in favour. Secondly, Cllr Burton's proposal that a letter should be sent to the Village Hall first was not seconded. Cllr Weight's proposal to pay a quarterly amount was seconded by Cllr Shepherd. There were 3 in favour. The Chairman used his casting vote again on this proposal and therefore it was agreed to pay the Village Hall every quarter. It was agreed to write a letter to the Village Hall with this information, and asking for an update of the current situation.

**Mundford Church - £1500.** There was a discussion that a lot of the money the Council donate goes towards grass cutting fees. Cllr Goad proposed this amount and Cllr Marston seconded this, all were in favour.

**Mundford Primary School - £1500.** This amount was proposed by Cllr Eyres and seconded by Cllr Shepherd.

The Chairman went on to start the discussion over donations to charities. Cllr Burton had an issue with giving Parish Council money to charities. He advised that he had spoken to some residents and those he spoke to were not aware that their Council Tax was being used in this way and was not happy about it. He asked if District and County level give to charities. Cllr Monson stated that for instance County gave £250,000 to the CAB up to 2 years ago and now they give £300,000 a year and explained this further for the Council's benefit. He said without contributions from Parishes these charities would fail to run and they are a huge benefit to the community.

Cllr Burton stated that this did not alter the principal, as the money was designed to be spent on the village. The Chairman disagreed and said that people of the village do use the charities that the Council donate to, so in fact the money is being spent for villagers. There was a short debate on this matter, and the Chairman explained a situation involving a resident of the village that needed the Air Ambulance and that was a direct help to this person who had lived in the village for many years. Cllr Burton asked the committee if they were sure that giving Council Tax money to charities outside the village is what parishioners want? The Chairman asked the Council for a show of hands that donations should be given to charities outside the village. There were 7 hands raised which was a majority. The Chairman thanked Cllr Burton for his thoughts and asked the Council to move back to the list of charities.

**CAB (Thetford and Brandon branches)** £250 was given to each last year. Cllr Goad asked if both branches were still open. No councillor could give an answer, so it was decided that the clerk should clarify the situation and this matter should be deferred until the next meeting.

**Norfolk Accident Rescue - £150.** Cllr Goad proposed this amount and Cllr Shepherd seconded. The majority were in favour.

**Macmillan - £250.** Cllr Goad proposed this amount and Cllr Shepherd seconded. The majority were in favour.

**EACH - £250.** Cllr Eyres proposed this amount and Cllr Pratt seconded. The majority were in favour.

**East Anglian Air Ambulance - £250.** Cllr Goad proposed this amount and Cllr Weight seconded. The majority were in favour.

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**Victim Support.** Cllr Goad asked for more information on Victim Support. The clerk could not give this information, so it was decided that more information was needed before a decision can be made. This matter will be deferred until next month.

**British Legion - £200.** This was proposed by Cllr Goad and seconded by Cllr Pratt. The majority were in favour.

The Chairman asked if there were any other charities that councillors wished to donate to. Cllr Goad asked if the Help the Heroes charity could be looked at due to the fact that this has relevance to the village with residents from the village taking part in conflicts at the present time. The Chairman suggested that this should be thought upon as the Council already donate to the British Legion. This was deferred to the next meeting.

## **9.2 Sign Cheques**

The signed paperwork was sent to Barclays for Cllr Fox to be added onto the mandate. The Council await a reply confirming he can sign cheques.

The following payments were authorised at the meeting, 2<sup>nd</sup> June, 2011 by the Parish Council and cheques signed by Cllrs S Eyres and A Shepherd.

<b>Cheque</b>	<b>Description</b>	<b>Total</b>
101276	Mrs A Shepherd (Community Car Scheme)	£ 350.00
101277	J Hubble (Litter Warden)	£ 67.50
101278	Mrs N Gross (MPS)	£ 50.00
101279	Mrs F Brown (Sal/Sundries/Tel-5wk period)	£ 766.02
101280	Denman's Travel (Bus Contract)	£ 120.00
101281	MHB Street Light Contract	£ 149.11
101282	Iceni Pest Control	£ 48.00
101283	Didlington Nurseries (plants for tubs)	£ 88.00
101284	Mundford Primary School (hall hire)	£ 75.00
101285	M S Peate (gardener)	£ 93.57
101286	Fen Regis Trophies (MPS)	£ 4.80

## **9.3 Payments of goods and services**

The Clerk asked NALC for advice on this subject and an e-mail reply was read out. The main option open to the Council at the present time was for the gardener to apply for a credit card that he used solely for Council purchases and the Council can pay this off once a month. An account has already been opened for him at Didlington Nurseries so it is only small purchases that are needed. The Chairman consulted the gardener as he was present at the meeting and he stated that he did not mind claiming back any purchases at the end of the month, as he has done so far. The Clerk also stated that she did not mind claiming back any office stationary she needed. Therefore it was proposed by Cllr Shepherd that the current method used should stay and this was seconded by Cllr Goad. All were in favour.

## **9.4 Audit 2010/11**

The Clerk is still working on the Audit and the notice will be placed in the notice board on 10th June stating that the accounts will be open to the public to read at certain dates in July.

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**9.5 Website**

No further action has been taken with the website, however information is needed to complete areas of the site. The clerk will try and complete this soon.

The Chairman asked if there were any further finance issues.

Cllr Weight asked if the Council could record the income as well as the expenditure in the minutes from now on. The Clerk explained that this information is given to each Councillor every month, but she can certainly minute this information if wished. This was proposed by Cllr Weight and seconded by Cllr Shepherd.

**10. Planning Applications**

**3PL/2011/0270/F** Mundford Piggeries. Erection of two 27m wind turbines. No objections had been sent to Breckland. This application has now been refused.

**11. Street Lighting**

There have been no reports this month.

**12. Reports**

**Councillor Monson**

Cllr Monson reported back on the Chairman's concerns over the road surface near the Lynford Stag on the A134. Officers will look into this and will monitor the situation, but there is nothing in the budget for at least 2 years, so even though dangerous areas will be dealt with, any other work will not be carried out for some time. He stated that there is no more news on the proposed Biomass Plant in Croxton, but he should hear soon. He discussed general issues and news including the Southern Cross care homes that are now in receivership. There are 15 in Norfolk so this may affect some people in this area. Community services are monitoring the situation and will step in to help if necessary.

Cllr Monson was pleased to hear about the bus services that are doing so well, and will try and help with regards to the subsidy issue for the Kings Lynn Bus.

**Village Hall**

As this was discussed earlier there was no more to discuss on the matter.

**School**

The Clerk stated that there was a Governors meeting last week and progression statistics were discussed. This did show that children from reception have improved a great deal since Sept 10, but it is a worrying trend that many children do not possess the skills needed to start Primary School. Year 6 will be starting Methwold High School on 11<sup>th</sup> July this year, two weeks before the end of the school year, which is a new scheme that Mundford have agreed to participate in to help in a better transition to High School for the children.

**13. Members' Matters**

The Silver Birch Tree outside No 1 Lawrence Close has not been trimmed to date. The matter of cars parked on footpaths along The Lammas has been placed in the newsletter.

It has been noticed that the area between Lawrence Close and Adeane Meadow is looking untidy and needs cutting back. There was a discussion whether that the

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Gardener should do this and claim extra hours, and then a suggestion from Cllr Goodrham that the Rangers could do this in a couple of month's time. All were in favour of this so the clerk will place this on the list.

The Chairman came back to a previous matter and asked if any Councillor would like to become a representative for the Village Hall committee. There were no volunteers. The Chairman asked Cllr Monson about the hidden dip on the A134 towards Thetford. There is a problem with the white lining, and it is very dangerous and he asked if this could possibly be looked at. Cllr Monson stated that he had spoken to officers about this issue twice this year already, but will do so again.

With nothing more to discuss, the meeting closed at 9.27pm.

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

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