

**Minutes of the Mundford Parish Council Meeting
Held at Mundford Primary School, Mundford
on Thursday 2nd July 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, PCSO Maria Marquiss and Mrs F Brown (Clerk to the Council). There were three members of the public.

1. The Chairman's opening remarks

The Chairman advised that all the declaration of interest forms have now been sent to Breckland and copies were on file.

2. Apologies of Absence

The clerk mentioned that Cllr Fox had apparently sent his apologies for the previous meeting but these were not received by the clerk. Cllr Fox placed a note through the clerks door today advising he had a medical appointment so could not attend. This was accepted by the Council

3. To accept Minutes of the Annual Parish Council Meeting held on Thursday 2nd June 2011

The Minutes were duly accepted by the Council as a true record.

4. Declarations on Interest

None

5. Meeting suspended for public participation

A gentleman spoke of his delight over the tubs around the village. He wanted his thanks to be passed onto the gardener and commented also on how tidy the village is at the moment.

Mrs Wall asked the PSCO who was present how to deal with the problem of cyclists riding along the footpath on Swaffham Rd. She went on to say that she understood the speeding issues which mean people are more inclined to use the footpaths but some cyclists are travelling very fast and this is dangerous. The PSCO asked if it was all cyclists or just a selected few as it is difficult to enforce anything when some people are using the footpath more responsibly and you would have to treat everyone the same. Mrs Wall mentioned that it was more adults than youngsters but it is not everybody. Therefore it was discussed that this could be mentioned in the newsletter. Parking issues were also discussed with the PSCO and she gave advice to the council.

6. Matters Arising

Outstanding Highway

The area outside No6 Swaffham Rd has been inspected again and in their opinion it is satisfactory. A 40mph sign along the A134 near the entrance to Brecklands was reported as being obscured due to overhanging branches. The sign on the roundabout that was hit has been reported and Highways will re-position this shortly. It was discussed that there are overhanging branches on the Lynford Road footpath. The clerk will discuss this with Highways. Cllr Weight mentioned that the area from the traffic lights that backs onto the school could do with cutting back. The footpath is

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wide enough to walk along but cutting this back would make a huge difference. The clerk advised that this could be added onto the Rangers List. The Rangers will be visiting soon however a date has not been given as yet. Councillors were asked to consider other matters for the list.

Safety concerns with vehicles turning onto St Leonards St from A134

The yellow zig zags outside the school were re-painted along with other junctions around the village; however they were not extended as originally agreed. The clerk has spoken to Highways about this and it has been an oversight on their part. The lines will be extended shortly along with the re-painting of the white lines outside Bracken Rise and Impson Way. The Chairman suggested that the junction opposite his house was very worn and could this be mentioned to be re-painted at the same time. The clerk will make this request to Highways.

A1065 Swaffham Road/A134 Cranwich Road

The Chairman read out a letter from Graham Plant. An e-mail from NCC Highways had also been circulated prior to the meeting requesting a meeting with councillors to discuss the matter of the speeding problems on the A134/A1065. Dates were discussed and it was decided that potential dates to be given to NCC were 28th/29th July or the first week of August, and if possible an early morning visit. The clerk will inform councillors of the date when this has been decided.

Speedwatch

There has been no response from anyone since it was mentioned in the newsletter. The Chairman suggested taking it off the Agenda. This was unanimous. The clerk will contact Sgt Atherton about the Council's decision.

Littering and Anti-social behaviour

The Clerk, Chairman and the Litter Warden met up with Keith Fuller, the Enforcement Officer from Breckland Council, along with Tara, a Police Officer, and Tracey the Environmental officer from Breckland. After showing them examples of the type of litter that has been placed in branches and glass in the street, this is now being progressed through the relevant channels. An update will be sought in due course.

Bowls Club Parking

There has been no reply from the Bowls club. Photos had been taken showing the amount of cars parked along West Hall Road when there is a bowling competition. There was a lengthy discussion, and the PSCO mentioned that the Bowls Club could ask for Police 'No Parking' bollards to be placed outside the area when they have a competition. It was suggested that this information should be passed onto the Bowls Club. The Clerk will write to them again.

Bus Services

Denman's have not given any further information about a Kings Lynn Bus Service. An e-mail was sent to the clerk advising that they may have to cease trading due to lack of contracts with NCC. The clerk has asked her to keep the Council updated due to the contract for the Swaffham Bus.

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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

A letter from Breckland was circulated prior to the meeting asking for opinions on how councillors would like to see the increase of mileage distributed. Option A was unanimous and this had been sent back to Breckland. Councillor Shepherd reminded the Council what Option A was.

The Big Conversation

The Clerk had met with Paul Groom, Mundford's Highways Engineer as it was mentioned that he could provide a presentation to see whether the Council would like to take over any services. The presentation would be quite involved including facts and figures of what NCC spend on services i.e weedspraying, flushing of gulleys, grass cutting etc. The Council then has an opportunity to take these services on with the power to use them when needed. There was a short discussion and it was felt that the presentation would be useful even if no services were taken on. It was discussed that this could take place on the same night as the training but after further discussion it was deemed best to hold it before a council meeting. It was decided to ask Mr Groom if he could attend the October meeting at 6.45pm to be held at the Primary School.

The PSCO advised that she needed to leave the meeting, so the Chairman asked if there were further issues to be discussed with her. Matters that were discussed were barriers between Impson Way and Adeane Meadow. These are too far apart and scooters tend to ride inbetween them. At the entrance to Fir Close from the A134 there is a van parked on the kerb. This has been an obstruction due to vehicles pulling in from the A134 and not seeing it in adequate time. Graffiti at the Village Hall was reported along with concerns over cars parking at the Lynford Arboretum and leaving drinks cans and other litter.

Licences

The clerk is now in possession of signed licences for all the tubs, litter bins, dog bins and benches around the village and these are on file. Electronic copies of the cultivation licences that the Council already hold are also now on file. Maps were given out so each councillor could see what areas the Parish Council already have cultivation licences for, and the areas the clerk suggested they apply for. It was pointed out by the clerk that the any areas the Council applies for will have to be planted on within 12 months, and Highways would prefer that any bulbs planted should be indigenous.

After a short discussion it was proposed by Cllr Goad that the forest side of the A134 Cranwich Road which is situated opposite Impson Way should not be licensed due to the fact that the Council will need to keep this area looking tidy. This was seconded by Cllr Shepherd. All were in favour of this.

The Chairman proposed that the Council seek a licence for the area around every bench. This was seconded by Cllr Goodrham. All were in favour of this.

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There was a discussion over Browns Car Sales, as there is still a 4x4 vehicle that parks over the road from the garage and the grass cannot be cut properly. This may affect the bulbs. It is in their interest to keep the area looking tidy so it was suggested that the Clerk speak to them to ask if the car could park elsewhere.

The Chairman suggested that Bulbs should be placed on the Agenda next month so a decision can be made on how many to purchase. He also suggested placing crocuses around the benches instead of daffodils. Other areas on the map were discussed, and it was proposed by Cllr Shepherd to apply for a licence for the Cricket Club Dyke area. This was seconded by Cllr Goodrham. All were in favour of this.

Parish Office

The windows at the Parish Office have now been replaced by Richard Norton Windows and the guarantee has been given to the clerk for records.

The Village Hall had asked whether they could store 5 archive boxes in the Parish Office as they do not have a secure place at the hall. They also enquired as to whether there would be a charge for this. The committee discussed this fully and it was proposed by Cllr Goodrham that the boxes could be stored at the office as long as it is understood that they would have to remove them if the Council decide to rent or sell the office. There should also be no charge as the Council already donate money to the Village Hall so this would be inappropriate, and the hall should know that even though the office is locked there is no alarm and so no valuable items should be stored there. The Council insure items that are stored in the office but the boxes will not be under this insurance. This proposal was seconded by Cllr Burton, and all were in favour. The clerk will write to the Village Hall with this information.

Training

The clerk mentioned that 6th September was unavailable, but Sue Lake from NALC can attend on 13th September. Cllr Marston was asked if it was acceptable if the Cricket Club could be used for this purpose so that there is no further charge to the council, he agreed it was fine to use. The matter of combining the training with the Highways presentation was discussed but it was felt that this would be too rushed. It was decided that 13th September was to be booked to commence at 7pm.

Overhanging Trees

A letter has now been sent to the owners of 1 Lawrence Close to ask them to cut back the trees as there had been no action taken from the Clerk's letter. It was discussed that three of the trees have now been removed all together which was positive news. The Clerk had also received a request from Highways to ask the resident of 27 Brecklands to cut the tree back that is covering the street light outside his home. The Clerk has only sent the letter very recently, so this will have to be updated at the next meeting.

7. Correspondence

A letter was read out from Bennetts. The Clerk had been asked by a resident in the Lammas if a fence could be put up for pedestrians similar to the one that was placed there from the Malsters Close entrance. Bennetts had replied that this was not practical and the reasons were explained.

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A 'Thank you' poem was read out to the Council from Mrs Nancy Gross who accepted her award for the Mundford Pride Scheme last month. It was agreed that a thank you should be sent back to her for this poem as well as mentioning this on the website.

An e-mail was received from Mrs Sam Pierney from Impson Way with her concern that a grassed area that was mowed recently had had wild flowers growing in it. She suggested that this area could be left to grow wildflowers in the future. The Committee discussed this as they understood her concern, however, most people, in the council's opinion, preferred regularly mowed grass which is what highways are contracted to do. There was a discussion that the area opposite Impson Way on the A134 could possibly be sown with wild flower seeds, but this matter would need to be agreed with Highways. The Clerk suggested that she will respond to Mrs Pierney with this suggestion and if she wanted to sow seeds then Highways can be approached.

8. Finance

8.1 Donations and Grants

The Citizen Advice Bureau was the first to be discussed. The Chairman asked the committee for their thoughts. Last year £250 each was given to the Thetford and Brandon branches, but it was discussed by some that a lesser amount should be given so that other donations can be given to other parties. It was proposed by Cllr Goad that £150 each should be given to the CAB branches of Thetford and Brandon, and this was seconded by Cllr Goodrham. 5 other Councillors agreed with this and 1 Councillor disagreed, therefore this motion was carried. Cllr Burton suggested that in future could the Council adopt a scheme where all charities put in a bid for their donations and this would then allow the Council to make a decision. It was agreed that this could be placed on the Agenda next year when donations and grants are discussed again.

The Chairman asked the Council what their thoughts were on Victim Support and what donation, if any should be given. Last year £100 was donated to the cause. There was much discussion over this and another charity named Help the Heroes. Cllr Goad kindly gave more information on Victim Support and Help the Heroes to help the Council reach a decision. It was finally proposed by Cllr Goodrham that nothing should be given to Victim Support this year, but that Help the Heroes should receive £200. This was seconded by Cllr Marston. This meant that the Council is saving £100 on donations from the previous year. This matter will be reviewed again next year.

8.2 Sign Cheques

Information has now been received confirming that Cllr Fox can now sign cheques. The following payments were authorised at the meeting, 7th July, 2011 by the Parish Council and cheques signed by Cllrs S Eyres and A Shepherd.

Cheque	Description	Total
101287	Norfolk ALC (Training)	£ 40.00
101288	J Hubble (Litter Warden)	£ 67.50
101289	Viking Direct	£ 48.48

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101290	Mrs F Brown (Sal/Sundries/Tel)	£ 616.21
101291	Denman's Travel (Bus Contract)	£ 120.00
101292	MHB Street Light Contract	£ 149.11
101293	Iceni Pest Control	£ 48.00
101294	Anglian Water	£ 50.67
101295	Mr D Freeman (Bus shelter cleaning)	£ 60.00
101296	M S Peate (gardener)	£ 26.40
101297	Richard Norton Windows	£ 408.48
101298	Mundford Village Hall (donation)	£ 625.00
101299	Mundford PCC (donation)	£1500.00
101300	Mundford Primary School (donation)	£1500.00
101301	Macmillan Cancer Support	£ 250.00
101302	Norfolk Accident Rescue	£ 150.00
101303	EACH (childrens hospice)	£ 250.00
101304	East Anglian Air Ambulance	£ 250.00
101305	Post Office Ltd (HMRC 1st quarter)	£ 29.20

Cllr Weight queried the amount to be given to Anglian Water. The clerk showed Cllr Weight the breakdown of the bill and it is necessary as the gardener uses the water for the plants.

8.3 Audit 2010/11

The clerk has completed the Audit and has sent the paperwork to Mazars. The notice is now displayed in the notice board giving residents the chance to look at the accounts.

8.4 Website

No further action has been taken with the website due to the volume of work the clerk has at the present time. The clerk asked if any councillors were willing to offer help with this by writing a piece for the site or giving advice in some way. The clerk will endeavour to finish the website soon.

9. Planning Applications

3PL/2011/0024/TL Land adj to Barton Hay, St Leonards Street, Mundford.

Extension of time limit on **pp 3PL/2011/1056/F**. No objections were sent.

3PL/2011/0609/F 38 The Lammas, Mundford. Erection of single storey extension.

No objections were sent.

The Chairman asked the council if anyone wished to take on the responsibility of speaking to neighbours of properties that have proposed planning applications before the application is then circulated to Council members. Cllr Goodrham advised that he lives close to 38 The Lammas which has a very recent planning application being considered. He received a letter from Breckland Council to give him the opportunity of making a comment to them, so he felt it is not necessary to knock on neighbours' doors anymore. The Chairman asked for a proposal that this procedure should be stopped. It was proposed by Cllr Goodrham and seconded by Cllr Pratt, all were in favour.

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10. Street Lighting

The Chairman mentioned painting some of the street lights in The Lammas as many of the columns had gone rusty. There were discussions over what equipment should be used and the importance of treating the rust first before painting the column, to increase the life of the column as well, as this is not covered in our insurance. The Council agreed that the columns needed smartening up, so it was proposed by The Chairman that the Council should ask the Gardener to undertake the work. This was seconded by Cllr Shepherd. All were in favour. The Chairman will speak to the Gardener.

11. Reports

Councillor Monson

Cllr Monson stated that he had spoken to Graham Plant who had attended our meeting in May and discussed the speed limit situation, as he was determined to try and push this through. They discussed the whole issue which included the road past Ickburgh as well.

Cllr Monson asked if there had been any progress with the buses as he had not heard from Denman's. The clerk advised that the situation and said she would pass on their number so that Cllr Monson could call them to offer help.

Cllr Monson mentioned the budget and stressed that it was on schedule with even a small under spend of £600,000, which puts NCC in good form for the next financial year as they need to save £155 million over 3 years. Maximum effort is being made to take care of front line services.

He mentioned that he is pressing hard to get more money into our secondary schools as more focus seems to be on the Towns and Cities rather than the rural schools. It was said that in our area we don't have the expansion of houses but we do have an increase of children.

He asked if there were any questions which there were none.

Village Hall

There was no news from the Village Hall.

School

There is a Governors meeting on Wednesday so the Clerk will report at the next meeting.

12. Members' Matters

Cllr Goad mentioned that the safety railings on the turning of Lynford Road from the A1065 had been damaged. It was discussed that this could have been done when Anglian Water were completing their works. The Clerk will report this to Highways. Cllr Goodrham advised that the grassed area between Impson Way and The Lammas had overgrown. Cllr Weight advised that he was sure that this has now been cut. There was still uncertainty about this so the Clerk advised that she will look at the area after the meeting and report this if necessary.

It was mentioned that scooters and bikes have been seen travelling fast through the barriers between Impson Way and Adeane Meadow. This is mainly due to the fact that the barriers are very wide. It was suggested that Highways should be asked

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whether they could upgrade these barriers or move them closer together. The Clerk will ask Highways for their advice.

Cllr Goodrham asked if it could be mentioned in the connect that dog excrement should be placed in the dog bins and not in litter bins as he has seen recently.

Cllr Burton had attended the Summer Conference in Norwich organised by NALC. He agreed to discuss this at the next meeting.

The Chairman suggested that the Friends of The Village should arrange another litter pick. The Clerk will arrange this and advise every one of the date and time.

The Chairman mentioned that Breckland had reported to the Clerk that the litter bin outside the Bowls Club had been vandalised. It has been looked at, and it appears that it has not been seated on the concrete base properly. The Chairman advised that he had spoken to the Gardener about this matter and he will complete the work. The Council were pleased with this.

The Chairman mentioned the base of the village sign needs attending to as flints are coming away from the concrete. This could also be a safety hazard. He mentioned that he knew someone in the village that could fix the base and would the Council be happy if he got costs for this. The Council were all in favour. The Chairman will report this at the next meeting.

The Chairman mentioned that the flower bed near the War Memorial has not been looked after this year by the gentleman who usually takes care of this. He asked the Councils thoughts on whether the area should be seeded back to grass or whether more plants should be placed there. The Chairman has already spoken with the Gardener and he is happy to complete the work. After a small discussion it was decided that the Gardener should re-plant the area but change the shape of the bed into something more aesthetically pleasing.

The Chairman advised that he had a new nomination for the Mundford Pride Scheme. He proposed Mr Robin Yates and Mrs Fiona Yates due to their dedication of the Junior Cricket team. They have had 100's of youngsters go through the stages over the years and it was felt that they should receive some recognition for all their hard work. It was agreed that they should receive this prize. The Clerk will write to them inviting them to the next meeting.

The Chairman asked if he was able to change the circulation list slightly. It was felt that the Chairman should receive any paperwork first and then the Vice-Chairman. The Council agreed to the change. Cllr Burton suggested that it would be more efficient if everything was done electronically. The Chairman said that it was often nice to chat with fellow Councillors when dropping the paperwork to the next on the list, but also that some do not own computers so this is not feasible.

It was mentioned that the public footpath next to 31 Wissey View was still not in use as the tenant of this property is still using part of this as their garden. The Clerk will contact Flagship about this issue.

With nothing more to discuss, the meeting closed at 9.50pm.

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Chairman: _____ Date: _____

Clerk: _____ Date: _____