

**Minutes of the Mundford Parish Council Meeting
Held at Mundford Primary School, Mundford
on Thursday 6th October 2011**

Present:

Cllr S Eyres, Chairman, Cllr C Weight, Cllr D Goodrham, Cllr J Marston, Cllr A Shepherd, Cllr T Fox, Cllr J Burton, Cllr L Pratt and Mrs F Brown (Clerk to the Council). There were five members of the public.

1. The Chairman's opening remarks

The Chairman opened the meeting by saying a few thank you's to residents of the village that have helped make the village look good over the summer months. These names will be mentioned in the newsletter at a later stage.

2. Apologies of Absence

Cllr Goad had given his apologies as he was on holiday. This was duly accepted by the Council.

3. To accept Minutes of the Parish Council Meeting held on Thursday 1st September 2011

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

4. Declarations on Interest

None.

5. Paul Groom, Highways Engineer

Mr Groom had delivered a presentation prior to the meeting on Highways and information relating to 'The Big Conversation' consultation that was discussed earlier in the year. He kindly agreed to stay and answer any questions the Council and the public had about any other Highways issue.

The Chairman started by asking Mr Groom to confirm if the Council were allowed to dig through the tarmac on the roundabout to allow a tree to be planted there. Mr Groom advised that this would not be agreed to due to the fact that there is already an issue with drainage under the roundabout. All the pipework meets in the centre, and any substantial vegetation could infiltrate the pipes and structure. The Chairman asked if soil could be placed in the middle, this would allow a tree to be planted. Again Mr Groom was hesitant for this to go ahead due to the fact that the roundabout is in the middle of two busy major 'A' roads and he was not keen on anyone wandering onto the roundabout to do these works. He did advise that the tree that is situated on the roundabout at the present time can be removed if necessary. Cllr Fox asked if soil could be built up round the edges of the roundabout by a contractor. Mr Groom was not keen for this to go ahead due to the visibility issue. Cllr Fox then asked if soil could be placed in the middle so that flowers and other shrubbery could be placed in the middle and could be seen. Mr Groom, although hesitant agreed that this could be discussed further. Cllr Fox requested a meeting with Mr Groom so this matter could be discussed further. The clerk will arrange this and contact both parties.

The Chairman asked if there was any public questions. There were no further questions from the public or the Council. The Chairman thanked Mr Groom for attending as well as delivering an excellent presentation prior to the meeting.

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Cllr Monson advised that he had to leave shortly to travel to another meeting so asked permission to deliver his report to the Council now. This was agreed to. Firstly, Cllr Monson discussed the matter of the concessionary bus scheme where the Government has changed the way they have allocated the funding. Last year £11million was allocated to NCC and in the next financial year this will be reduced to £7million. Suffolk has only lost £1million of its funding whereas Norfolk has lost £4million. Cllr Monson showed the Council a petition from NCC that is asking for the Government to re-consider this decision. The clerk agreed to photocopy this and place it in the Post Office.

Cllr Monson briefly explained a document that the Parish Council will receive shortly with regards to public rights of way. This will include a complete run down of responsibilities, which include the matter of grass cutting which is being reduced significantly. Landlords may need to be asked to keep the rights of way cut. The subject of the Biomass plant is under consultation again due to some changes in the planning application. The clerk mentioned that she had received huge files and maps on the plant. Cllr Monson stressed that a letter of objection would be very beneficial from the Parish Council. The Council agreed that this should be sent. Finally, Cllr Monson added that after 10 years of being Local Authority Governor at the Primary School, he is now standing down and asked if there were any Councillors that felt they would like to take on the role. Cllr Shepherd showed her interest in the position and Cllr Monson agreed to take her contact details to pass onto the school. The Chairman asked if there were any questions for Cllr Monson. Cllr Fox asked if there were any changes in the gritting schedule to include Mundford Village Centre. Cllr Monson was pleased to announce that Mundford had been placed on the priority 3 list which means if there is significant frost and then snowfall; the gritters would pass through the centre. Mr Groom confirmed this and said that the schedule starts on 13th October. The Parish Council relayed their thanks as this had been a long standing issue.

6. Meeting suspended for public participation

Mr Eyles firstly remarked on how good the new school fence was looking. The Council agreed. He then mentioned that he had had a couple of comments from residents about the hedge at the front of the property of 7, St Leonards St. It is apparently in need of cutting back as parts of the hedge over hang onto the footpath. The clerk stated that she would send a letter to the owner asking for him to cut it back. Mr Eyles is now the Chairman of the Village Hall and gave an update of the situation at the Hall. He also enlightened the Council on a recent booking that was denied due to the fact that they believed that the hirer was a known rave organiser. This booking was intended for this weekend, so the committee will make sure the car park is locked for that evening. The Chairman advised that the front light is not working outside the Village Hall. Mr Eyles stated that he would advise the committee.

7. Matters Arising

Outstanding Highway

Highways looked at the issue with regards to the cycle barrier between Adeane Meadow and Impson Way. They asked for the fence to be erected at the adjoining property and then they will look at the issue again. It is likely that the matter will be

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resolved once the fence is erected as it will be unlikely that motorbikes and scooters will be able to get through. The safety railings at the turning of Lynford Rd are still on the list to be fixed. The footpath outside No 54 The Lammas has now been fixed. The reported chevron sign on the roundabout has been re-fixed but only temporarily. This has been placed on a list to be done shortly. The clerk mentioned an issue that had been stated in her clerk's report. The owner of No 17 The Lammas contacted the clerk to ask for advice on lowering a kerb outside her property. The clerk sought the information required as well as asking Highways to look at the site. The clerk has now advised the owner that she needs to keep in contact with NCC Highways as it is not a Parish Council issue.

The pothole previously reported on the footpath opposite the Bowls Club has been fixed. The Chairman mentioned that Highways have also been to the site outside the school to look at the footpath. The kerb stones are going to be replaced shortly, but due to the site being in the conservation area, certain stones need to be ordered so this will take more time. They expect for this work to commence in a few months. The clerk mentioned that the Rangers will be visiting Mundford again in November, so she asked the Council to contact her with any remedial works that they consider the Rangers could complete.

A1065 Swaffham Road/A134 Cranwich Road

Cllrs Eyres, Weight and Pratt and the clerk met with a number of NCC officials including Graham Plant the Director of Planning & Transportation and Cllrs Steward and Monson. The Chairman explained what was discussed at the site meeting including the fact that they will set up a speed assessment next April on the A134 and A1065 to monitor speed. Once they have the results from this assessment, they will be able to advise the Parish Council on their decision on whether they will endorse a 30mph speed limit. The whole process could take another 12 months so the clerk asked one of the officials if he would kindly write something for the newsletter so residents can be informed of the situation.

Cllr Weight also mentioned that he spoke to Paul Groom while at the meeting to ask him when the diagonal lines outside Impson Way and Bracken Rise will be re-painted. Apparently Mr Groom was unaware this job had not been completed and will look into this issue.

The clerk mentioned that after a conversation she had with Mr Groom earlier in the evening, she was made aware that councils can ask to be placed on a list for the SAM activation signs to be placed in the village. These signs are only a short term measure, but it has proved to slow vehicles down. After a short discussion, Cllr Goodrham proposed the Council should be put on the list and this was seconded by Cllr Shepherd. All were in favour.

Bowls Club Parking

The clerk contacted PSCO Marquiss straight after last month's meeting and she was very helpful in arranging bollards to be placed on the corner of the Bowls Club entrance for their Bowls meet. It was discussed that many of the bollards were stacked up so that cars were able to park on the road; however it is not clear whether this had anything to do with members from the Bowls Club. It was decided that a letter should be sent to the Bowls Club with PSCO Marquiss' details so that they can

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contact her when they need the bollards again. It was agreed that this matter can be taken off the agenda.

Bus Services

It was decided at the previous meeting that the clerk should respond to National Express once all Councillors had stated their comments. The clerk read out the response she sent. The Chairman mentioned that the bus service to Swaffham is still used a great deal and they are now adding other routes to our residents. It was discussed that a letter of thanks should be sent to Denman's Travel for providing such a good service to our residents. It was decided that this matter can now be taken off the agenda.

School Fence

The fence has now been erected and the fence is of very good standard. It was decided that this matter can be taken off the agenda.

Licences & Bulb Planting

The licence has been received and it has been signed and a copy returned to Highways. The Chairman stated that he has spoken with Sean at Diddlington Nurseries and for the money it was agreed that he will provide 5 bags of daffodils and 1600 crocuses. This is less than last year but costs have risen a great deal. The bulb planting day is taking place on Saturday 15th October.

Village Sign

The mount for the Village Sign has now been repaired and it was noted by the Council that Mr Dixon had done a very good job. It was agreed that this matter can be taken off the agenda.

Roundabout

The Chairman had already asked Mr Groom questions about the roundabout. He has agreed to meet with Cllr Fox to discuss the issue of placing soil in the middle so that flowers and shrubs can be planted in the middle and these can be seen. The Chairman apologised for not putting grass seed in the holes in the roundabout but had not had time to do this. It was proposed to take this matter off the agenda by the Chairman and this was seconded by Cllr Pratt.

Public footpath in The Lammas

There is no new information regarding the issue of the footpath. Mrs Bryant who was overseeing this is now working in another area and has passed the Clerk's details on to another colleague. Hopefully the clerk will have more information for the next meeting.

Remembrance Sunday

This will take place on 13th November. The Chairman advised that he will happily attend the service and lay the wreath on behalf of the Parish Council. Cllr Shepherd advised that she will attend also. The Chairman also stated that the gardener is intending to complete the flower bed by the memorial in time for the 13th November.

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Training and Courses

The clerk informed the Council that she had booked a place on a website training course in late November. This is being run by NALC and they use the same 'Wordpress' system as the Parish Council. The full Council training had to be cancelled on 13th September as Sue Lake was ill. After a short discussion it was agreed to re-schedule a date in late November that would be suitable to everyone. The Clerk will inform the Council once she has confirmed this with Sue Lake. The Chairman asked Cllr Burton if he would like to discuss anything from the code of conduct meeting he attended in September and the NALC AGM which took place at the beginning of October. He started by stating that the highlight of the AGM was the fact that the Chairman has now been selected as a reserve to attend the Buckingham Palace Garden Party next July. This would be a wonderful experience for the Chairman if he was selected. Cllr Burton stated that the Localism Bill was mentioned but there is no point in discussing this matter at present as there is no certainty of the situation. He went on to advise that the code of conduct is certain to be abolished by the end of the year. This will mean that there will be no auditing body overlooking the Council. NALC are at present putting something together for all Council's to adopt if they wish. The Chairman thanked Cllr Burton for attending the courses.

STANTA

The clerk sent a thank you note to the camp on behalf of the Councillors that attended the liaison meeting in August. The Clerk also mentioned the idea of being placed on the list for a group tour of the camp. This has now been confirmed for 2013. Exact details will be given to the Clerk nearer the time.

Gritting

Now the weather is getting cooler the Chairman wanted to make sure the Council had enough volunteers to help with the gritting. At present the Council have volunteers for the grit bins outside the Village Green, Malsters Close, Wissey View and the Bowls Club but were still in need of help for the bins outside Impson Way and the end of Crown Road. The gardener and his wife kindly volunteered to help with Impson Way and Cllr Fox kindly offered to help with Crown Road. The Clerk suggested that the spades should be given to those volunteers as soon as possible.

Trees

The tree outside No 19 Impson Way that was overhanging a street light has been cut back. The Clerk has thanked the owner personally. The Clerk read out correspondence with regards to the two Walnut Trees that have Tree Preservation Orders on them, in particular the Walnut Tree that is situated on the Bennetts Development that is apparently diseased and this needed addressing urgently. Breckland are aware of the situation and Bennetts are apparently in discussions with them about it.

The Clerk went on to advise that she had received notification back from Land Registry that the land near Adeane Meadow is unregistered. After a short discussion Cllr Fox proposed that the Council should register this land before any works take place. This was seconded by Cllr Burton and Marston. All were in favour. The Clerk advised that she was not sure whether a solicitor should be involved in this

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process but she will make the necessary checks and inform the Council at the next meeting of the situation.

8. Correspondence

The Chairman read out a letter from Mrs Griggs. This was to ask the Council whether they would be prepared to donate money towards prizes for a competition they are running with the Primary School. The Chairman stated that he had spoken to Mrs Griggs prior to the meeting and she had already paid approximately £53 in prizes out of her own money. Cllr Fox asked what the competition was about and how much the church was charging for each entry etc.. The information was not clearly set out in the letter, so it was agreed that the Clerk should ask Mrs Griggs or another representative from the church to gain this information before any donation could be agreed to. The Council would want to donate any money to the church and not Mrs Griggs personally.

A letter was read out from Mr Peate, the gardener highlighting his thoughts on the winter planting. He also wanted to place a wooden structure around the flower bed near the memorial as when watering this bed the water flows straight down the hill rather than into the flowers. This structure as well as the flowers etc should cost no more than £120, but the gardener is hoping that it will be under this cost. Cllr Fox proposed that £120 should be agreed to and this was seconded by Cllr Shepherd. The Clerk also pointed out that as the gardener was on holiday he did not claim for any hours in September. He actually worked two hours before he left for holiday so the Chairman proposed that these two hours should be forwarded to the next month so he is paid for them in November. This was seconded by Cllr Shepherd. The gardener thanked the Council and thanked those who helped keep the flower tubs watered while he was away.

An e-mail was read out from Mrs Jan Grace. In this e-mail she thanked the Council for their kind offer of donating money towards her daughter's device. Thankfully she has already reached the amount needed to buy the device and her daughter Laura is now using it. She mentioned that further funds are being put towards another device for a lady who lives outside the village if the Council wished to donate to this. The Council were very happy that Laura is now using the device but as this was always intended to help someone from the village, the Council felt that it would not be right to donate money to someone from outside the village due to the amount of money the Council have donated to other causes this year. Mrs Grace also mentioned in her letter that she is keen to ask for the Parish Council's support on creating a committee to do something for the Diamond Jubilee next year. She is asking all the groups and organisations in the village to come together and create something memorable for this occasion. Cllr Burton kindly offered his support to this project. The Clerk advised she will pass this information on to Mrs Grace.

9. Finance

The Clerk mentioned that the next instalment of the precept had been received of £14250.00, as well as the Community Car refund of £217.83.

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9.1 Sign cheques

The following payments were authorised at the meeting, 6th October, 2011 by the Parish Council and cheques signed by Cllrs T Fox and A Shepherd.

Cheque	Description	Total
101327	Iceni Pest Control – subscription	£ 48.00
101328	J Hubble (Litter Warden)	£ 67.50
101329	Mazars (Audit)	£ 342.00
101330	Mrs F Brown (Sal/Sundries/Tel-4wk period)	£ 621.61
101331	Denman’s Travel (Bus Contract)	£ 120.00
101332	MHB Street Light Contract	£ 149.11
101333	Post Office Ltd (HMRC)	£ 28.40
101334	Mrs A Shepherd (CCS)	£ 350.00
101335	Anglian Water (Parish Office)	£ 48.42
101336	Mr D Freeman (Bus Shelter cleaning)	£ 60.00
101337	Mr J Dixon (village sign)	£ 100.00
101338	British Legion (donation)	£ 200.00
101339	Mundford Village Hall (donation)	£ 625.00
101340	TTSR Ltd (grass cutting contract)	£ 702.11
101341	Fen Regis Trophies (MPS)	£ 5.80
101342	Mr S Eyres (paint for light columns)	£ 62.98

The Chairman mentioned that he had now brought the Hammerite paint for the street light columns. There was a short discussion on when the columns will be painted. This depends on what time the gardener has due to the winter planting he has to do. It is more likely that the columns will be painted in late November. Cllr Goodrham suggested that a note should be placed through the doors of residents when the street light outside their home is to be painted.

9.2 Budget 2012/13

The Chairman stated that the Clerk will work on the budget over the next month and present this to the Council at the next meeting for approval. The Clerk asked if there was anything that they felt should be considered when doing the budget ie future projects which may need extra funds. The Clerk advised that she will work to a budget that meant that reserves are kept to the level that they are at present. This was due to the fact that the reserves were very high in 2009 at £40k but now in 2011 they are £25k and will be lower by the end of the financial year. Cllr Fox suggested that reserves should still be used and there was no need to have such a high reserve. There was further discussion on this matter and the Clerk stated that she will put together a responsible budget and it will be the Council’s decision whether they accept it.

9.3 Risk Assessment & Health and Safety Policy

The Chairman advised that the Risk assessment needs to take place as soon as possible. The Clerk requested whether any Councillors would like to join her in completing the task of walking around the village checking the assets of the village for risk. The Chairman advised that he was willing to attend, along with Cllr

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Shepherd and Cllr Weight. The Clerk will suggest a date and confirm this with everyone. The results will be passed onto the Council at the next meeting.

9.4 Donation to Miss Grace

As covered earlier in the Minutes no donation has been made. This matter can be taken off the Agenda.

9.5 Website

The Clerk has updated the website and made significant progress, however there are still a number of things that need updating and amending. The Clerk will be attending training in late November so she is confident that the official launch of the website will be in December. The Clerk will visit ACS in Swaffham again before the next meeting to make sure that the website is updated sufficiently.

10. Planning Applications

3PL/2011/0192/O 60-62 Malsters Close Plots A&B. Erection of two detached houses with integral garages & parking spaces off a private drive.

This matter was brought to the Development control meeting in September but no decision was made as the Council needed more information. It is understood at this time that the decision will be made at the end of October at the next Development Control meeting. The Chairman asked if Cllr Pratt would attend if necessary for which Cllr Pratt agreed to.

3PL/2011/0801/F 22, Swaffham Rd. Erection of boundary wall to the front of the property on the main A1065 to reduce noise pollution. There was no objection from the Council. This matter went to Development Control on 3rd October. The Parish Council awaits the result.

3PL/2011/1050/F Forest Lodge, Mundford. Erect double garage with storage area above (to replace building lost in fire).

The Council looked at this application prior to the meeting and there were no objections.

Proposed Biomass Plant, Croxton. Cllr Monson had already updated the Council of the situation. The Chairman asked again if the Council were happy to send a letter of objection. This was proposed by Cllr Shepherd and seconded by Cllr Burton. All were in favour. The Clerk will write a letter of objection to NCC.

11. Street Lighting

Cllr Goodrham reported that street light No 43 was not working and number 45 was dim so needed attention. He also reported that last Friday night a resident from Crown Rd had had an attempted robbery of his garage. The resident disturbed the offender who had ripped out his security light. It was suggested that the street light No 9 near to the property does not provide sufficient light and Cllr Goodrham asked whether the lantern could be raised on the telegraph pole or the orange bulb could be replaced with a white bulb. The Clerk explained that a white bulb would result in a new lantern as it requires a different fitting. The Clerk was asked to retrieve costings for this and report back to the Council.

12. Reports

There was no report from Cllr Steward.

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School

The Clerk explained that she had not been able to attend the last Governors meeting but she was aware that the school are now advertising for a new caretaker as Mrs Overton is hoping to reduce her hours.

13. Members' Matters

The Chairman mentioned that he was disappointed that notices and signs that are advertising local events are not being taken down quickly after the event. It was decided that this matter should be mentioned in the newsletter.

The Chairman advised that the outside of the Parish Office is very dirty and needs attention. After a short discussion the gardener was asked if he would kindly clean the outside of the office. He kindly agreed.

Cllr Weight mentioned that the phone box had now been cleaned and it was looking a lot better. The Chairman thanked Cllr Weight for kindly cleaning the phone box.

It was mentioned that Cllr Monson has attended most of the Parish Council meetings this year, whether it has only been for a short time or not, it is still very much appreciated. The Clerk was asked if Cllr Steward could be asked to attend more Council meetings.

With nothing more to discuss, the meeting closed at 9.33pm.

Chairman: _____ Date: _____

Clerk: _____ Date: _____