

**Minutes of the Mundford Parish Council Meeting
Held at Mundford Primary School, Mundford
on Thursday 3rd November 2011**

Present:

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

1. The Chairman's opening remarks

The Chairman opened the meeting by saying thank you to Mr Lee Hersey from St Leonards Street. There had been a complaint about his hedge overhanging onto the footpath and the Chairman spoke to him about this matter and he was very understanding. The Chairman then helped Mr Hersey with the hedge.

2. Apologies of Absence

Cllr Fox had given his apologies as he was on holiday. This was duly accepted by the Council. Cllr Monson also gave his apologies as he had to attend another meeting.

3. To accept Minutes of the Parish Council Meeting held on Thursday 6th October 2011

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

4. Declarations on Interest

Cllr Goodrham declared an interest in Members Matters with regards to a fence that has been recently erected in Impson Way.

5. Meeting suspended for public participation

PSCO Marquiss gave the Clerk some crime statistics for Mundford and the surrounding Parishes and this will be circulated shortly. She advised that there had been a number of hoax callers in Thetford recently knocking on doors and selling cheap alcohol and tobacco. She asked whether the Council had dates for next year's Bowling meets at the Bowls Club so she could arrange the bollards to be placed on the road. The Clerk explained that she had written to the Club with PSCO Marquiss's contact details to put the ownership of this matter to them.

The Chairman asked if there could be more Police presence around the village as previously an officer would be seen more regularly. PSCO Marquiss explained that it depends on officer numbers. She went on to explain that on January 9th the system is changing which could be a benefit to the village, this will result in 5 teams in this area consisting of a Sergeant, a Beat Manager, PSCO, Part-time PSCO and 8 PC's including SNT PC's. This could mean more officers on the ground.

6. Matters Arising

Outstanding Highway

The safety railings near Lynford Rd are still awaiting completion. The diagonal lines outside Impson Way and Bracken Rise have been re-painted, but the area by the bus stop has not been re-painted. The clerk advised that the Council will need to ask for this to be done in the spring next year as no other line painting will be done this season. The kerb stones are still due to be replaced in the forthcoming months. The

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Rangers should be visiting on 7th November and the clerk asked for any other requests for ranger work to be forwarded to her as soon as possible. A list has already been given to them, but the clerk can meet with them during the day with any further requests. The Chairman mentioned the matter of match funding proposals that was discussed at the previous meeting by Mr Groom. The clerk had mentioned an idea of extending the footpath from Malsters Close to Green Lane so it would make visibility better for pedestrians crossing onto Swaffham Rd. The Chairman had an idea with regards to widening the road on the corner of St Leonards St and West Hall Rd. Both ideas were discussed by Council and the Chairman asked for any more proposals. The clerk cannot propose an idea so Cllr Burton proposed this and Cllr Goad seconded it. The Chairman proposed the idea of widening the road and this was seconded by Cllr Marston, all were in favour of both proposals. The clerk will ask Mr Groom to look at both proposals and report any feedback at the next meeting.

A1065 Swaffham Road/A134 Cranwich Road

The clerk reported that she had placed Mundford on the list for a SAM2 survey. This will be done in the near future but a date cannot be given at this stage. It was decided that this should be taken off the agenda until an update can be given.

Diamond Jubilee Celebrations

The Chairman asked Cllr Burton for an update from his meeting with other organisations in the village to discuss the Diamond Jubilee. Cllr Burton explained that it was agreed that it should be a one day event maybe on the Bank Holiday Monday, and it would probably consist of a parade and carnival procession with a fete on the playing field. There was also discussion over a tea party and disco for the children and a Hog Roast for the adults in the evening. They have planned for another meeting to take place in December. Cllr Burton advised that it was anticipated that this will be self funded and there would be no need for a subsidy, however money may need to be available to pay for goods and services up front and the Parish Council may be asked to provide this. The Chairman thanked Cllr Burton for his contribution.

Bulb Planting

The Chairman congratulated everyone who attended the bulb planting day as it was a great success. 15 people turned out to plant the bulbs which are the most the Council have had before. Cllr Goad proposed an idea with relation to the Diamond Jubilee. He suggested a floral arrangement could be made that would be situated on an oblong bedding box on an angle so this could be seen from the road. This would encompass a diamond shape in flowers and a simple design to celebrate the Jubilee. This would be a temporary structure, but if it went down well with residents then a permanent structure could then be applied for and the gardener could plant flowers with the word 'Mundford'. Dimensions were discussed and Cllr Goad showed the Council draft sketches of his proposal. The Chairman asked for a seconder to this proposal and this was granted by Cllr Shepherd. All were in favour of this. The clerk will mention this matter to highways for their thoughts on the matter.

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Public footpath in The Lammas

The clerk met with Matt from Flagship that has taken over Mundford as his area. The clerk had to explain the matter in full again as he was not given details from his colleague. The clerk also showed him the garages near Billy Emms Court to ask if there was a maintenance programme in place as the area was not in a good state throughout the summer. He advised the clerk that he will discuss the matter with his Manager and contact her accordingly.

Training and Courses

Full Council training is booked for Tuesday 29th November at the Cricket Club at 7pm. The clerk will attend training on NCC services at County Hall in Norwich on Monday 21st November and website training on 22nd November. The Chairman asked Cllr Burton for an update on his training courses he attended over the last month. Cllr Burton explained that he had attended training on 'Quality Status'. He advised that it was informative but there is no point in looking further into this until the clerk has embarked on her Cilca qualification as this is essential. The clerk advised that she was booked on the course for 6th December. Cllr Burton asked the question to the Council whether they wished to be a Quality Status Council. The Chairman asked what advantages it would bring. Cllr Burton stressed that a lot depends on what the Localism Bill says and what benefits there will be. It was decided that the information should be circulated to Councillors and the matter discussed at the next meeting.

Cllr Steward mentioned that if the Council wished for more training on this subject then Breckland may be able to arrange this. She agreed that a lot depends on the Localism Bill but it will certainly give more involvement to Parishes.

Cllr Burton suggested that it may be a waste of the clerk's time to achieve the qualification if the Council were not interested in being a Quality Status Council. The clerk advised that she thought it would still be beneficial to the Council to complete the qualification as this will increase her knowledge of Council business which will ultimately benefit the Council.

Gritting

It was discussed that most of the spades have been given out for the gritting. The Grit bins have also been filled with extra salt.

Overhanging trees and land to be registered

The matter of the overhanging hedge in St Leonards Street had been discussed earlier in proceedings. The area near Adeane Meadow that the clerk has been trying to register was discussed. A sketched plan is needed of the area showing dimensions to scale. Cllr Goodrham kindly offered to undertake this task and pass this to the clerk.

7. Correspondence

A letter was read out from Mrs Jeanette Game from Cherry Tree Close. She thought that debris from a Hawthorn Tree had been fly-tipped on the verge next to Bracken Rise. The clerk advised that she will look into this issue and report her findings to Mrs Game. The letter also stressed that in her opinion; the footpath outside the Rectory was uneven and needed attending to. The clerk mentioned that there were works

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identified here as the kerb stones are being replaced, but she will ask Highways to look into the matter and again report this to Mrs Game.

The Chairman read out an e-mail from Breckland asking if the Council would like a talk on recycling. Cllr Steward encouraged this, and there was a short discussion over the confusion of plastics that can be recycled. Cllr Goad felt that it would be a waste of time for the Council to hear a talk and some other Councillors agreed. The clerk asked whether instead she should ask Breckland for information that could be placed into the newsletter so that this could benefit everybody. This was discussed and Cllr Goad proposed that Breckland should be asked for information. This was seconded by Cllr Shepherd and all were in favour.

8. Finance

The Clerk mentioned that there had been a VAT refund of £932.10 and a Business rates refund of £71.36 and a Community Car Refund of £250.64. There has also been a letter of thanks from the British Legion for the Council's donation.

8.1 Sign cheques

The following payments were authorised at the meeting, 3rd November, 2011 by the Parish Council and cheques signed by Cllrs S Eyres and A Shepherd.

Cheque	Description	Total
101343	Iceni Pest Control – subscription	£ 48.00
101344	J Hubble (Litter Warden)	£ 67.50
101345	Norfolk ALC (training)	£ 60.00
101346	Mrs F Brown (Sal/Sundries/Tel-4wk period)	£ 812.70
101347	Denman's Travel (Bus Contract)	£ 150.00
101348	MHB Street Light Contract	£ 149.11
101349	Mr M S Peate (Gardener)	£ 157.48
101350	Mrs A Shepherd (CCS)	£ 350.00
101351	Information Commissioner (Data Prot)	£ 35.00

8.2 Budget 2012/13

The Clerk had given paper copies of the budget to each of the Councillors prior to the meeting. This included suggested options for the precept for the Council to consider. Councillor Weight had visited the clerk prior to the meeting with some questions on the budget. Cllr Burton mentioned that there was no budget allocation for the Diamond Jubilee which was expected, but that the Council should consider that funds may need to be allocated for this next summer. This includes the suggestion from Cllr Goad on a flower bed/structure near the roundabout which will require funds if it is agreed to. Cllr Burton went on to suggest that due to changes that will take place with regards to the Audit that charges could be significantly more. If the budget has not allowed for it, then at least 5% should be added for inflation.

The Chairman asked for any more thoughts on the budget. Cllr Goad stressed that if the Council were to increase the budget then this should only be a small amount as this would not be popular with residents. The Chairman advised that he had put this into a monetary perspective and gave some examples to the Council of how much it would cost residents if the Council were to increase the precept.

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Cllr Weight stated that the Council should remember that £2400 has been earmarked to the Football Club for the floodlights. Cllr Marston was asked when this was likely to be needed but he was uncertain at this time. The Chairman asked for other projects to be considered when deciding the precept. He then asked for a proposal. Cllr Shepherd proposed that the precept should be increased to £30,000 and any funds needed for the Diamond Jubilee celebrations should be taken from the reserves. This was seconded by Cllr Goad. All were in favour. The clerk will send the necessary paperwork to Breckland Council.

8.3 Risk Assessment & Health and Safety Policy

The clerk and Cllr Weight undertook the Risk Assessment. Copies were given to the Councillors prior to the meeting. Cllr Weight mentioned the white posts on the Village Green need repainting, especially with the Diamond Jubilee celebrations next year. The clerk contacted the painter and decorator that completed the painting of the white posts three years ago for a quotation. He agreed to do the work for £150-£200. Cllr Goad asked if the Friends of the Village could undertake this work to save the Council money. The clerk mentioned that this was done by the Council before and this proved successful. The Chairman asked for a proposal which was supported by Cllr Goad and then seconded by Cllr Goodrham, all were in favour. The Chairman asked for any more comments with regards to this item. All were happy with the Risk Assessment and this was duly signed by the Chairman and the Clerk along with the Health & Safety Policy. These will be kept on file.

8.4 Donation to the Church

An e-mail from the churchwarden Mrs Grace was circulated to Councillors prior to the meeting to understand the 'gift day' project. After a short discussion the Chairman proposed that as the Council have already donated £1500 to the church this year, on this occasion no donation should be given. This was seconded by Cllr Burton, all were in favour.

8.5 Website

The Clerk has updated the website further to include more photos of Councillors and the Minutes. There was a short discussion on the progression of the website and it was suggested that if the clerk was happy then maybe a volunteer could be asked to help with the website. The clerk embraced this idea and will give this some thought over the next month. She is undertaking website training on 22nd November.

9. Planning Applications

3PL/2011/0192/O Outline Planning Permission. 60-62 Malsters Close Plots A&B. Erection of two detached houses with integral garages & parking spaces off a private drive. This matter was discussed again at Development Control at the end of October, and outline planning permission has been granted. The Chairman asked Cllr Steward to explain the situation. Cllr Steward gave reference to the previous time this went to Development Control and both she and Cllr Pratt gave representation on behalf of the Council. She explained why Breckland had agreed to the proposed application. Even though Mundford residents and the Parish Council were against this proposal there were no reasons why this application should not be permitted. A short discussion

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between the Chairman and Cllr Steward took place, and explanations were kept to a minimum.

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. This application was granted permission.

3PL/2011/1050/F Forest Lodge, Mundford. Erect double garage with storage area above (to replace building lost in fire). No objections were sent from the Council.

Proposed Biomass Plant, Croxton.

A letter of objection was sent from the Parish Council. The Chairman asked Cllr Burton if he had read through the paperwork that was submitted to the Council. Cllr Burton explained that there were many photographic images of the site, but no elevations from the A134 were shown. More information will be sought from Cllr Monson at the next meeting.

10. Street Lighting

The clerk explained that lantern No 9011 on Crown Road will be replaced with a white light lantern shortly to show Councillors the difference. If the Council are happy with this to be permanent then it will cost in the region of £250-£300. A few councillors asked if the light bracket could come out further to lighten the path more. The clerk will ask street light maintenance. Thanks were received from Mr Hawker of Crown Rd for the Council's pro-active response to this matter.

Cllr Goodrham reported No 9056 as not working.

The Chairman asked for the Council's thoughts on installing another light in Fir Close. It was only his observations at this stage that he wanted to draw this to their attention, but he had noticed that it was very dark as you enter Fir Close from the A134 turning. Cllr Shepherd advised that if there had been no complaints then maybe it does not warrant another light at the present time. This was echoed by other Councillors. The Chairman advised that this matter should be left in abeyance for now.

11. Reports

Cllr Steward advised that Breckland Council are sharing services to save costs. The top management team are currently sharing with South Lincolnshire Council and this is working well. This may take a step further shortly as discussions are taking place to share services with Great Yarmouth Borough Council. Clear priorities and key targets will still be a clear goal for both Councils.

She discussed the Breckland Youth Council which is an exciting group for 11-19 year olds. There is also an older people's forum to hear the views of this section of the population and ensure these are getting across to the Council.

There are changes happening within the National Planning Framework. She mentioned the petition to sign for the campaign 'Fair fares'. The clerk advised this is currently in the Post Office for people to sign if they wish.

There is a consultation happening at present with regards to business rates. All funding is going to be changed. It could be given back to County Councils, but in the meantime Breckland will keep people updated. There are lots of initiatives out there

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at the moment awaiting information to filter through to District level and Cllr Steward will keep the Parish Council updated.

Cllr Goodrham asked Cllr Steward if she had visited the Visual Arts Show in Swaffham recently and if she could ask them to remove their signs from around Mundford. Cllr Steward advised that she had not visited the Arts Show but she is certain that the Icen Partnership would be the ones to contact about this.

Village Hall

There was nothing to report from the Village Hall.

School

The Clerk explained that the School had interviewed for a new part-time caretaker to work alongside Val the current caretaker as she wishes to reduce her hours. The gentleman chosen for the position lives in the village and it is believed will be a great asset to the school.

12. Members' Matters

The Clerk will meet with Cllr Fox and Paul Groom from Highways on Monday 14th November to discuss the roundabout. An update will be given at the next meeting.

Cllr Goodrham explained that he had erected the fence near the barrier in Adeane Meadow. This has alleviated the problem of scooters and motorbikes but it is still possible for these to get through. The clerk will ask Highways if a third barrier could be placed here and if not whether the second barrier could be placed nearer to the other one.

There has been a report of dog fouling near the bus stop. A description of the lady walking her dog was given, but as there is no evidence of the person actually allowing their dog to foul on the pavement, nothing can be shown to the dog warden and therefore, no further action can be taken in this instance. It was decided that a note should be placed in the newsletter.

Cllr Goodrham reported that he cannot attend the full council training or the next meeting.

Cllr Goad proposed that due to there being several large donations in the past few years, that a maximum amount for the Council to lend should be decided upon. He proposed £2,000 should be the maximum for any organisation that requests a donation. Cllr Burton went on to ask if this could be placed on the Agenda for next month as he would like to propose a maximum amount for donations given to organisations outside the village. He also wanted to adopt a procedure for applying for a donation from the Council.

Cllr Goad discussed his proposal further and the Chairman answered a few questions relating to the amount of money that was given to the school last year. Cllr Weight asked if the money donated to the school each year is given to them for running costs. The Chairman advised that the Church uses most of the money towards their grass cutting contract, and the School puts this towards the purchase of new library resources.

Cllr Burton stated that the Church is given £1500 from the Parish Council each year, yet at their open day £1300 was raised and this was all given to charity. It is surprising that the church do not raise money for themselves.

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The Chairman asked if there could be some clarification on the public footpath near the new development. The clerk was asked to contact Bennetts to see if the footpath will be tarmaced and how far the tarmac will go along Pig Stye Lane.

The Chairman asked Cllr Steward if the Parish Council objections carry any weight with Breckland and to what extent the Parish Council's views are considered. Cllr Steward stated that Breckland always look at the comments from the Council and with respect to the recent outline planning proposal in Malsters this was read out. It was also a benefit to be represented at a Development Control meeting.

With nothing more to discuss, the meeting closed at 9.36pm.

Chairman: _____ Date: _____

Clerk: _____ Date: _____