

**Minutes of the Mundford Parish Council Meeting  
Held at Mundford Primary School, Mundford  
on Thursday 1<sup>st</sup> December 2011**

**Present:**

Cllr J Goad, Vice Chairman, Cllr C Weight, Cllr A Shepherd, Cllr T Fox, Cllr J Burton, Cllr L Pratt, County Cllr I Monson and Mrs F Brown (Clerk to the Council). There were five members of the public.

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

The Vice-Chairman Cllr Goad welcomed those to the meeting and expressed the sad news of the death of former Councillor Jane Miles who passed away in November. Cllr Eyres, Cllr Shepherd and Cllr Marston attended the funeral on behalf of the Council.

**2. Apologies of Absence**

Cllr Marston could not attend as he was in hospital, Cllr Eyres could not attend as he was at a pre-arranged family commitment and Cllr Goodrham is on holiday. The Vice-Chairman asked if everyone was happy with these explanations for absence. All were in favour.

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

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

**4. Declarations on Interest**

None.

**5. Meeting suspended for public participation**

It was mentioned that a new Vicar had been appointed and the Chairman has been invited to attend his licensing on the 21<sup>st</sup> December.

**6. Matters Arising**

**Outstanding Highway**

The safety railings near Lynford Rd are still awaiting completion, along with the kerb stones in St Leonards Street. The Rangers have visited but the clerk has not received a list of the jobs that were completed. The clerk mentioned that the area on the Brecklands adjacent to the A1065 has been cut back and there has been a good improvement, but it has not been cut back as much as last time.

The Vice-Chairman asked Cllr Fox about his meeting with Paul Groom, Highways Engineer and the Clerk. Cllr Fox explained that Mr Groom was keen for the tree to be removed, and that nothing but bulbs can be placed on the roundabout. He stated that he asked Mr Groom whether the roundabout could be filled in with top soil to make a dome effect; this will allow the flowers to be seen. Mr Groom explained that there were a few factors that need to be addressed before a decision on this can be made. Cllr Fox advised that NCC is currently looking into advertising rights for a number of roundabouts in Norfolk to raise money for their upkeep. Cllr Monson explained this proposal further to the Council. Cllr Goad also stated that he had read a report on this in the newspaper. He understood that one organisation will be responsible for selling the advertising space. Further questions were asked and Cllr Monson stated that he

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couldn't comment further at this stage, and that he was not in favour of it himself. The Vice-Chairman stated that this should be left on the agenda until a decision is made.

The Clerk will update the Council accordingly.

Cllr Goad stated that the Council have been informed that Highways are not happy with the memorial flower bed near the roundabout. They have asked for the structure to be removed. This is due to the fact that Highways have stated that it is a health and safety issue. If a vehicle left the road and hit the structure it could cause considerable damage. The Chairman had met with Highways Technician Mr Woodyatt, and he advised that Highways would be happy for the structure to stay as long as it was moved further beside the memorial on the opposite side to present. The gardener was asked whether he would be able to dismantle the structure and move it to the other location. He said he would be able to but this would take a lot of work. He asked whether he could leave the flowers on a raised bed once the structure was removed. After more discussion, Cllr Monson stated that he was not happy with what Highways have said and agreed that he will challenge this decision with them and report back to the clerk. It was decided to leave this matter until a reply from Cllr Monson was received.

The clerk was informed by Highways that there is a dead tree in the grounds of the Motel near the pedestrian crossing. As this is a safety issue, the clerk has reported this to the owner of the Motel, Mr Walker, for him to make necessary inspections. There is a litter bin on the Lynford Road that needs replacing. The Vice-Chairman advised that the litter bin which was placed there some 4-5 years ago had its top stolen only after a few weeks of it being placed there, but now it has deteriorated so much that it needs replacing. It was agreed that the booklet showing a wide variety of bins and costs should be circulated to council members for their thoughts on what they consider appropriate for this site. The clerk will contact highways to advise a new litter bin will be placed there in the New Year.

#### **Diamond Jubilee Celebrations**

There was a discussion over a suggested floral display to be mounted on a soil foundation. Highways have been asked whether they would be happy to allow this, and they have asked for a sketched plan of the proposed structure along with dimensions and suggested areas on where it will be placed, before they can give a decision. Cllr Burton advised that he may know someone who could complete this, but it was decided to wait to hear what the final decision is on the memorial bed before another structure is asked for.

#### **Public footpath in The Lammas**

Matt from Flagship has contacted the clerk to advise that they are still looking into the matter. A further update will be given at the next meeting.

#### **Training and Courses**

The Council attended full council training at the Cricket Club on 29<sup>th</sup> November. The Council all agreed that this was worthwhile. The clerk has attended training at County Hall on NCC services; this was a free training course. She also attended website training in Watton which was not very beneficial due to the fact that the council website is already up and running, but the clerk did find it informative.

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The clerk is booked on the Cilca training course that starts in December at South Wootton. Cllr Burton attended the Autumn Seminar at Sandringham. He advised the council that the Localism Bill is now called the Localism Act so this is now law. This will allow lots of opportunities for Parish Councils to get involved. There was a discussion over services that Parish Council's can take on.

**Land to be registered**

Cllr Goodrham has not passed on a sketched plan of the area to be registered as yet. The clerk will remind Cllr Goodrham after he returns from holiday.

**Quality Status**

Information was circulated to council members by the clerk prior to the meeting. There was a short discussion on this matter on how the Parish Council will gain from obtaining Quality Status. There was no financial gain but it will prove the council's competence. The clerk advised that she will be training for her Cilca qualification shortly so she will ask more advice about this matter and will update the council accordingly.

**January Meeting**

The Vice-Chairman asked the council whether they wished for a January meeting to take place. The council only has to meet 4 times a year, so this is allowed. There was a short discussion on how cheques would be agreed and once explained this was proposed by Cllr Shepherd and seconded by Cllr Pratt. All were in favour. As there is no newsletter in January, it was decided that a note should be placed in the notice board as well as the Post office advising people that there is no meeting in January.

**Bennetts Development**

The Chairman had reported to the clerk prior to the meeting that he had had complaints about cyclists travelling too fast from the Pig Stye Lane direction into the entrance of the development. This has caused some people to move out of the way quickly to avoid an accident. It was asked by the Vice –Chairman whether Bennetts should be asked if a cycle barrier could be placed there for safety reasons. It was agreed that Bennetts should be asked the question.

**7. Correspondence**

A letter had been received asking for the council to consider looking at planning applications online instead of a paper version. Due to the fact that 4 councillors at present do not have e-mail facility, the clerk has already written back explaining that the council would still like paper versions.

**8. Finance**

The clerk mentioned that information has now been received showing the council have renewed the Data Protection document.

**8.1 Sign cheques**

The following payments were authorised at the meeting, 1<sup>st</sup> December, 2011 by the Parish Council and cheques signed by Cllrs T Fox and A Shepherd.

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| <b>Cheque</b> | <b>Description</b>                        | <b>Total</b> |
|---------------|---|--------------|
| 101352        | Iceni Pest Control – subscription         | £ 48.00      |
| 101353        | J Hubble (Litter Warden)                  | £ 67.50      |
| 101354        | NPTP (Cilca training course)              | £ 195.00     |
| 101355        | Mrs F Brown (Sal/Sundries/Tel-4wk period) | £ 648.78     |
| 101356        | Denman’s Travel (Bus Contract)            | £ 90.00      |
| 101357        | MHB Street Light Contract                 | £ 149.11     |
| 101358        | Mr M S Peate (Gardener)                   | £ 39.40      |
| 101359        | Mrs A Shepherd (CCS)                      | £ 350.00     |
| 101360        | Mundford Scout Group                      | £ 300.00     |
| 101361        | Viking Direct (Stationary)                | £ 40.54      |
| 101362        | Anglia Computer Solutions                 | £ 58.00      |
| 101363        | Anglian Water (Parish Office)             | £ 46.03      |

**8.2 Grass cutting contract 2012**

The Vice-Chairman stated that a quotation for grass cutting had been received for the 2012 season and this was the same cost as last year. The council agreed that TTSR have done a good job this year and it was agreed that this quotation should be accepted. It was also discussed that due to the mild weather that another cut in November maybe needed next year if we have another mild autumn. It was decided that the clerk should ask TTSR to see if this is available to us if the council asks nearer the time.

**8.3 Application for financial assistance & maximum donation**

Due to the fact that there was not a full council, it was agreed that this matter should be deferred to the next meeting for discussion.

**8.4 Website**

The clerk explained that Leigh Hibbs from St Leonards Street is very keen to get involved with a community project for his Duke of Edinburgh Award and would like to help with the website. His parents have an internet business and are willing to help Leigh as well. The clerk will arrange a meeting with them to discuss this further.

**9. Planning Applications**

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

**3PL/2011/1290/F** 6, Brecklands. Erection of white UPVC conservatory to side elevation. Circulating to members.

**Proposed Biomass Plant, Croxton.**

Cllr Monson advised that the public consultation has now finished. This will be discussed at a planning committee in the New Year.

**10. Street Lighting**

The Vice-Chairman asked Councillors thoughts on the white lantern that has been placed in Crown Road. All Councillors believed it to be a huge improvement and far more superior to the old light. An e-mail was read out from Gina & Gordon Mellor in Crown Road thanking the Council for changing the light and that it had made a vast

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improvement to the area. It was proposed by Cllr Fox that the light should stay and this was seconded by Cllr Shepherd. All were in favour. The clerk will request an invoice for this.

**11. Reports**

Cllr Monson asked if the petition for 'Fares Fair' had been sent to NCC. The clerk did not realise it had to be in by the end of November so will collect this tomorrow and send it off immediately.

Cllr Monson advised that he had spoken to Paul Groom and Karl Rands at Highways with regards to a suggestion of more flashing signs being placed in Mundford. He will update the Council accordingly.

He went on to discuss the Norfolk Community Fund which has £449,000 of funds to be made available to support a grants programme. This is destined for grass roots charities and groups to support local people. Applications are available on their website. The clerk will pass this information onto the newsletter.

Cllr Monson advised that Norfolk trails are putting through a new policy on public rights of way and how they are managed.

**Village Hall**

There was nothing to report from the Village Hall.

**School**

The clerk mentioned that there was a Governors meeting next week, so there was nothing to report at this stage.

**12. Members' Matters**

The clerk is taking holiday from w/c 19th December until 29th December.

The clerk has spoken with Icen Pest Control and asked them about certain areas where mole hills are apparent. He is dealing with them, but some areas, such as that opposite Malsters Close, are causing him difficulty. The clerk mentioned the idea of clearing moles on the site outside West Hall Drive and that Icen Pest Control advised they could do this if necessary. Cllr Weight advised that he will speak to his son who owns the land and report his decision back to the clerk.

Cllr Burton asked a question about the bus timetables. Cllr Shepherd advised they were in the bus shelters if a resident asks. The clerk advised that she has a copy of the timetables if needed, or alternatively everything is listed on the Norfolk County Council website.

With nothing more to discuss, the meeting closed at 8.40pm.

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

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