

**Minutes of the Mundford Parish Council Meeting
Held at Mundford Primary School, Mundford
on Thursday 2nd February 2012**

Present:

Cllr S Eyres, Chairman, Cllr J Goad, Vice Chairman, Cllr C Weight, Cllr T Fox, Cllr J Burton, Cllr L Pratt, Cllr D Goodrham, Cllr J Marston, District Cllr A Shepherd and Mrs F Brown (Clerk to the Council). There were 12 members of the public.

1. The Chairman's opening remarks

The Chairman wished everyone a Happy New Year, and was pleased that so many of the public had attended.

2. Apologies of Absence

Cllr Goad announced that Cllr Shepherd gave her apologies as she was not well. This was approved by council. Cllr Monson gave apologies as he was attending a church meeting.

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

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

4. Declarations on Interest

None.

5. Meeting suspended for public participation

There was a long discussion over the recent demise of the Swaffham bus service. One resident in particular had written to Elizabeth Truss MP stating the lack of bus services in Mundford and she had received a reply advising her that this matter had been taken up with Mike Jackson, the Planning and Enforcement Officer at NCC. There was much frustration from residents that used the service that there was nothing to replace it. The Chairman outlined a few statistics on average usage of the service and how this affects the budget. It is not cost effective when so low numbers use it. The clerk advised that she had been looking into a similar service but the costs were much higher. This was discussed with the residents who stated they would be happy to pay more. Another two residents asked if it was possible for a Wednesday Watton service. The clerk asked for contact details for those residents interested in these services and advised that she will contact them with information shortly, but it was stated that no decision will be made until the next council meeting.

It was noted that the timetables in the bus shelters are 3 years out of date. This will be reported to NCC as soon as possible.

There were concerns from a couple of residents from Billy Emms Court over vehicles parking across the entrance to the estate that leads up to the church. PCSO Barrett stated that he will discuss this matter with the owner of the Post Office to ask him to educate those offenders that park there. It was also agreed to place this issue in the connect newsletter.

Mr Traube from Swaffham Rd asked for an update on the campaign for a lower speed limit, which was fully explained by the Chairman and Cllr Steward. Mr Traube was also disturbed about a recent planning matter that was dealt with by a planning officer

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from Breckland that he found frustrating. Cllr Steward asked if she could meet with Mr Traube after the meeting to discuss this matter further.

There was concern over the footpath outside the Rectory due to a resident slipping and hurting herself. This matter was fully explained to the public.

The Chairman asked the council if there were any priorities for the police to consider as the PCSO was present. Cllr Goodrham asked if anything can be done about the parked cars on pavements around a few of the estates. The PCSO noted the issue and stressed that they prefer to educate rather than give out penalty notices. He will look into the problem over the next few weeks. It was agreed to mention this in the newsletter.

The Chairman mentioned a recent burglary in Malsters Close.

6. Matters Arising

Outstanding Highway

The safety railings near Lynford Rd will be fixed in the next few weeks as the plans have been drawn up at Highways. The kerb stones in St Leonards Street will also be replaced by April 2012 along with the footpath outside the Rectory. The Chairman mentioned the issue of tree roots that has caused the footpath to be so unsafe, asking if they will cut through the roots when they complete the works. If the roots are not dealt with then the footpath may be unsafe again in only a couple of years. There was a short discussion and it was decided that the clerk should contact Highways to see what they intend to do about the roots and also contact the Rectory about the Pine Tree so they are aware of the situation. It was also mentioned that the resident who had an accident outside the Rectory is currently claiming compensation through NCC. The Rangers have visited and they have cut back the area on the Brecklands adjacent to the A1065 along with clearing some more tree debris.

Highways have spoken to the owner of No 2 Malsters Close about a broken branch on the willow tree outside his home. The resident felt it was dangerous and Highways have now advised that they will remove the branch when another team is working in the area.

The gardener was asked if he would kindly replace the litter bin in Lynford Road with a new one that is in the Parish Office.

Highways have confirmed that they will be taking no further action on the cycle barrier situated between Adeane Meadow and Impson Way. If there are any further issues of motorbikes using this pathway then these must be reported to the Police on the new 101 number. The more reports they receive the more likely the Police will look at this issue.

Roundabout

Correspondence was received from Mr Groom at Highways stating that it is not possible for any soil to be placed there to raise the middle section. This had been previously circulated to members. No further discussion was needed and this matter is now closed. The clerk mentioned that Highways intend to make further improvements to help with the flooding issue of the roundabout by connecting another ditch to the current one near the memorial. This area which is currently covered by brambles will hopefully be cleared and therefore be more aesthetically pleasing.

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The Big Conversation

Cllr Goodrham suggested that this matter should be deferred to another meeting due to the length of discussion it may take. After a short discussion it was decided that a separate meeting to discuss this matter in more detail should be set. Cllr Marston kindly offered the Cricket Club for this meeting and it was decided to take place on Tuesday 14th February at 7.30pm. No decisions will be made at this meeting.

Gritting Management

It was announced with great delight that a gritting lorry has now been seen regularly going through the village. The Chairman stated that a grit spreader had been purchased by the council and although Highways Department disapprove of use on the highway, the spreader can be used by a registered volunteer to make the footpaths around the village safer. This volunteer would need to meet with a representative of Highways and be issued with safety equipment. There was a short discussion over this matter and it was suggested that Cllr Monson should be consulted on this. Cllr Steward suggested that the clerk speak to Richard Bishop at Swaffham on how they are tackling the gritting issue.

Diamond Jubilee Celebrations

The Chairman voiced the council's thanks to Mr Ken Rooke who kindly took the time to complete drawings of the proposed flower display near the roundabout. These were sent to Highways who have now agreed a meeting with councillors on Friday 3rd February at 1.30pm at the proposed site for the flower bed.

The Chairman asked Mr Burton for an update on the Jubilee committee. He expressed his disappointment that the committee had shrunk from 24 to 6 members, however he was quick to add that the 6 are very enthusiastic and dedicated. He outlined what is planned for the event on Monday 4th June 2012 and that the Parish Council may be asked for funds to help them with the event.

Public footpath in The Lammas

The clerk has sent further requests to Flagship asking for an update on this matter and has had no response. The clerk is hopeful for an update for the next meeting.

Training and Courses

The clerk explained that the Cilca qualification she is studying for is extremely hard work and needs a great deal of time to complete homework for each training session. However, the reward will be immense as she is learning a great deal and is hoping to adopt some new procedures within Mundford Parish Council.

The clerk asked, as part of her personal development, if she could have their permission to attend a course in Norwich on 14th March on Risk, Health and Wellbeing. This is a one day course and will include training on risk assessment, health and safety with volunteers and other areas that will benefit the council. The council was all in favour for the clerk to attend.

Complaints Procedure

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The clerk advised that while completing homework for her Cilca, it was asked whether the council had a complaints procedure. As Mundford Parish Council does not have this in place at the present time, the clerk gave out copies to each member of a draft copy of a complaints procedure that she had sourced from the Nalc website and adapted it to this council. The Chairman asked councillors to look through the policy and this can be discussed and decided upon at the next meeting.

Promoting our Council

Again, while working towards the Cilca qualification the clerk has been finding ways to promote the council and has created a leaflet that she wishes to circulate to each house in the village. This outlines to residents a little of what the council has been doing over the last two years and encourages them to attend the Annual Parish Meeting in April 2012.

Copies of the leaflet were given to members and they were asked by the Chairman to consider the contents and make a decision on this at the next meeting. The Clerk advised if they were printed professionally then this will cost between £150-£170 for 700 copies. Cllr Burton advised that he may know someone in the printing industry and may be able to achieve a better quotation. The clerk thanked Cllr Burton for his help with this matter.

Set dates for 2012

Prior to the meeting the clerk had given a list of dates for meetings in 2012 to be agreed at the meeting. The Chairman made particular attention to the APM and APCM dates. The Chairman asked for a show of hands and all were in favour of accepting these dates.

Land to be registered

Cllr Goodrham kindly passed the measurements for the piece of land to be registered onto the clerk. The clerk completed the relevant forms and sent these to the Land Registry along with the appropriate payment. Unfortunately, the information given by the clerk was not sufficient and they have advised that the council should seek legal advice. Cllr Burton asked Cllr Steward if solicitors at Breckland would be able to help. Cllr Steward was uncertain, but advised that she could ask the question. The clerk will look into this matter.

Swaffham Bus Service

Denman's Travel has now ceased trading and the council have sent their thanks for a fantastic service they provided over the last two years. There was a possibility that they may take over the driving of another mini bus but this is still not certain. The clerk has been looking into prices for a similar service and this has proved to be extremely costly. The clerk will continue to look into this matter. The Chairman stated that in the newsletter the Bury Bus is still being advertised, the clerk will inform the connect.

Bennetts Development

A reply was received from Mr Parker, the Managing Director stating that they are not happy to look into installing a cycle barrier as this was not agreed on the section 38 agreement with the Local Authority. He advised that the council can look into this

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issue once they are off the site and passed the roads and footpaths over to the Highways Agency. The Chairman advised that the site is due for completion in mid-March. The Walnut Tree has had a few branches taken away and the area is now open to the public. Final surfacing of the roads should take place a few weeks after the completion of the site, and this should include the footpath along Pig Sty Lane. With the above in mind, councillors discussed that if a cycle barrier was installed then it may be a good idea to do this before the final surfacing takes place. The clerk asked whether residents that live in the development should be consulted first to make sure they are happy with a barrier to be installed. This was discussed, and the Chairman suggested that he would ask residents and report this back to the council. The clerk advised that she would help.

Localism Bill

The Chairman asked Cllr Steward for an update on how this new act will affect the Parish Council. She produced a condensed version of the Localism Act that is still working through parliament. She discussed a few points with the council but advised that she will e-mail a copy to the clerk for her to pass round members.

7. Correspondence

A letter was read out from Mrs Fricker on behalf of 1st Mundford Scouts, thanking the council for their kind donation of £300 towards the cost of their camping equipment.

A letter was read out from Mrs Fricker on behalf of Mundford Village Hall with regards to the constitution. The village hall would like to know if the council would like to have a representative on the committee or lose the right in the future.

After a short discussion, Cllr Burton advised that it is good to retain a relationship with the village hall and he will consider whether to be a representative. He agreed to contact the clerk with his decision. The clerk will ask Mrs Fricker for more information on this subject for Mr Burton.

8. Finance

8.1 Sign cheques

As there was no meeting in January, the following payments were authorised by the Parish Council on January 4th, 2012 and signed by Cllrs T Fox and A Shepherd.

Cheque	Description	Total
101364	Iceni Pest Control – subscription	£ 48.00
101365	J Hubble (Litter Warden)	£ 54.00
101366	Mr D Freeman (bus shelter cleaning)	£ 60.00
101367	Mrs F Brown (Sal/mil/post/grit spreader)	£ 840.24
101368	Denman's Travel (Bus Contract)	£ 150.00
101369	MHB Street Light and new light	£ 341.11
101370	Post Office (HMRC payment)	£ 40.50
101371	Didlington Nurseries (bulbs/plants)	£ 286.00
101372	Glasdon UK (litter bin)	£ 126.00

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The following payments were authorised at the meeting, 2nd February, 2012 by the Parish Council and cheques signed by Cllrs T Fox and S Eyres.

Cheque	Description	Total
101373	Iceni Pest Control – subscription	£ 48.00
101374	J Hubble (Litter Warden)	£ 67.50
101375	Mrs A Shepherd (CCS)	£ 350.00
101376	Mrs F Brown (Sal/mil/post -5wk period)	£ 778.72
101377	Mundford Village Hall (Quarter donation)	£ 625.00
101378	MHB Street Light Contract	£ 149.11
101379	NPTP (Full Council Training)	£ 150.00
101380	J Hubble (pair of boots for litter job)	£ 20.00

8.2 Internal Controls

The clerk met with Cllr Marston to look through the accounts and he was satisfied that the accounts balanced.

8.3 Street Lighting Contract

The Chairman stated that a new contract had been received from MHB Services Ltd. The Chairman had read through the contract in detail and discussed the points with the council. There was an increase in cost of 5% due to the rising costs of fuel and utilities. After a short discussion the Chairman asked for a proposal. Cllr Goodrham proposed to approve the contract and this was seconded by Cllr Goad. All were in favour.

8.4 Grass cutting contract

The clerk informed the council that TTSR Ltd are happy to undertake another cut in November this year if necessary and this can be billed separately. The clerk also explained that she had spoken with Highways to ask whether they will maintain the area opposite Impson Way and Bracken Rise. Highways will give the area one more cut but will not maintain the area after this. The clerk suggested that TTSR Ltd can be contacted to ask how much they would charge to cut the grass 4-5 times a year. The area does not want to be too short as this could entice parking of vehicles. The clerk also explained that she had walked along the grassed verge with a Highways representative and the area was quite flat, it just needs a few volunteers to help remove litter and tree debris before the area is cut. Cllr Fox proposed that the area should be maintained and that TTSR Ltd should be contacted. This was seconded by Cllr Pratt. All were in favour.

8.5 Application for financial assistance & maximum donation

The Chairman stated that this matter had been deferred from the December meeting so that full council can approve this. Cllr Goad proposed that there should be a maximum donation of £2,000 and this would not take into account any other yearly donations that the council already give if appropriate. This only applied to internal donations. Cllr Fox stated that as the Village Hall is given £2500 a year then this figure should be adjusted so that other organisations asking for donations have equal rights. Cllr Goad asked for an amendment to his proposal and this was changed to a maximum donation of £2,500. This was seconded by Cllr Fox. The Chairman

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proposed that there should be no cap placed on donations as he felt that the council are competent enough to make a decision based upon facts. This was seconded by Cllr Burton. The Chairman asked for a vote on both proposals. The first proposal had 3 for and 5 against, the second proposal had 5 for and 3 against. Therefore the resolution for no cap on donations was approved. There was a further discussion on the external donations, and Cllr Burton proposed that this should be capped at £100 for each organisation. There was more discussion and Cllr Weight was opposed to this as he felt the current procedure should stay the same. The Chairman asked for a seconder to Cllr Burton's proposal and this was seconded by Cllr Fox. The vote was 6 for and 2 against. Therefore the external donations will be capped at £100. There was a short discussion over the application for financial assistance form that was circulated prior to the meeting, which states that accounts are needed and a full explanation on what they will use the donation for. This was proposed by Cllr Burton and seconded by Cllr Fox. The vote was 7 for and 1 abstained. The clerk will tailor this form to the council.

8.6 Website

The website is currently being developed further by Mr Hibbs and his son Leigh, but this may take some time as the website has been set up by ACS in Swaffham and it has been customised and therefore difficult to operate. This should all be sorted out soon. The Chairman asked if the three councillors that have not submitted pictures of themselves would like to do this and they declined.

9. Planning Applications

3PL/2011/1290/F 6, Brecklands. Erection of white UPVC conservatory to side elevation. Permission granted.

Proposed Biomass Plant, Croxton.

This application has been refused and information was circulated to members prior to the meeting.

10. Street Lighting

There have been many reports this month.

11. Reports

Cllr Steward discussed various District Council issues including the possible proposal of car parking charges in Breckland and the matter of a Tesco in Swaffham going through a full planning process. She advised that budget discussions were starting at Breckland. Cllr Steward was keen to mention the broadband campaign that is a current issue and encouraged councillors and the public to sign up. She agreed to pass this information to the clerk.

Village Hall

There was nothing to report from the Village Hall.

School

The next Governors meeting is on 8th February so there will be more information to give at the next meeting. The school is currently advertising for a new caretaker.

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12. Members' Matters

The Chairman asked the council's opinion on the signs for the Swaffham Farmers Market that has been seen on a few of the verges around the village. They have been placed over the areas of bulb planting and have not been given permission. Cllr Burton stated that he could discuss this matter with someone he knew that worked on the Swaffham Market. No decisions can be made in members matters so it was decided to monitor the situation.

The Chairman advised that the last STANTA liaison meeting was held in August 2011 and they intended to hold these every six months. The clerk was asked to enquire whether there was another meeting scheduled shortly.

With nothing more to discuss, the meeting closed at 9.51pm.

Chairman: _____ Date: _____

Clerk: _____ Date: _____