

**Minutes of the Mundford Parish Council Meeting
Held at Mundford Primary School, Mundford
on Thursday 1st March 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 A Shepherd, Cllr J Marston and Mrs F Brown (Clerk to the Council). There were 13 members of the public.

1. The Chairman's opening remarks

The Chairman welcomed those present to the meeting.

2. Apologies of Absence

Cllr Monson gave his apologies as he was on holiday.

3. To accept and sign the Minutes of the Parish Council Meeting held on Thursday 2nd February 2012

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

A resident from Cherry Tree Close asked about the situation with the Swaffham Bus Service. The Chairman was happy to announce that the clerk had found a suitable service. The clerk went on to explain the details of the proposed service and asked the resident for her thoughts. After a detailed discussion, it was obvious that the residents were keen for a fortnightly service and were prepared to pay £5 for a fare. Cllr Fox explained to the public that they needed to show their commitment to the service over the forthcoming months if it was approved otherwise the service will be withdrawn. Further details were discussed and the Chairman advised that this matter will be discussed fully under the agenda item later in the meeting. 9 members of the public advised they needed to leave the meeting, so the clerk advised that she would write to one member of the group and then place the details once approved in the Post Office and the Council notice board. The 9 members thanked the council and left the meeting.

6. Matters Arising

Outstanding Highway

The safety railings near Lynford Rd have been fixed.

The council have been notified that the kerb stones in St Leonards Street are likely to be replaced along with the footpath outside the Rectory in March 2012. The Chairman mentioned the issue of tree roots that has caused the footpath to be so unsafe, and stated that he had spoken with Paul Groom from Highways asking if they will cut through the roots when they complete the works but this was not to be the case. Due to strict guidelines they are unable to touch the roots.

The Rangers visited at the end of January and a report was received and read out by the Chairman on what work was achieved.

The licence for the memorial bed has still not been returned.

**Minutes of the Mundford Parish Council Meeting
Held at Mundford Primary School, Mundford
on Thursday 1st March 2012**

The Chairman advised that the clerk and himself met with Paul Groom from Highways on Weds morning and discussed the grassed area opposite Impson Way. It was a positive discussion and Highways are happy for the Council to have a licence to cut the grass and plant bulbs in the future. The Chairman advised this matter will be discussed in more detail when the quotation from Wil Smith is read out.

The Big Conversation

The Council held an informal meeting at the Cricket Club prior to the meeting to discuss the matter of taking on NCC services. Cllr Fox proposed not to take on any services at the present time. This was seconded by Cllr Goad, all were in favour. Cllr Burton asked whether Serco should be contacted for a quotation on the areas that Mr Smith cuts. This was denied, however, the Chairman suggested that this should be discussed again next year as the Council may have a different viewpoint.

Gritting Management

The Chairman asked Cllr Marston if the Bowls Club were still interested in buying the grit spreader. Cllr Marston asked if the spreader had more than one setting as the Bowls Club needed different settings. The clerk advised that she will look up this information and advise Cllr Marston accordingly. He advised that if the spreader did have different settings then they were keen to purchase it. The clerk advised that Swaffham Town Council are also keen to purchase the spreader but have not confirmed how much they are willing to pay.

The Chairman advised that he had had a conversation with Paul Groom from Highways about the grit bin issue. There have been a few requests for a bin in the Brecklands but there is not an area where one could be located. There were other factors that meant that a bin could not be justified in the Brecklands or other places in the village. Cllr Fox stated that it would be beneficial if Highways could be asked for an explanation in writing about this issue so that this could be placed in the newsletter as residents do not believe Cllrs when they have relayed this information. The clerk will ask Highways for a clarification on this issue and place this in the newsletter.

Diamond Jubilee Celebrations

Highways have agreed to the flower bed display and the clerk has applied for a grant from Breckland Council for £250 towards the cost of the project. The clerk advised that she will not hear the result from this until after 21st March and the project cannot be started until an answer has been received. The licence for this structure will be looked into shortly, but Highways are happy about this.

The Chairman stated that around 6-7 tonne of good quality heavy soil is needed and asked for suggestions from the council on where to purchase this from. Cllr Shepherd suggested Sean Rickard from Didlington. The clerk will contact him for advice.

Public footpath in The Lammas

The clerk had received a response from Matt at Peddars Way. They have had no complaints from residents so will leave the footpath closed at this time. The council agreed to take this off the Agenda.

Training and Courses

**Minutes of the Mundford Parish Council Meeting
Held at Mundford Primary School, Mundford
on Thursday 1st March 2012**

The clerk stated that the Cilca course is going well, but it is apparent that there are a few areas that the council could improve on with relation to procedures and regulations put in place. She also advised that there were other councils that were exactly the same. The clerk advised that she will circulate some documents over the next month for the council to look at and will place the matter on the Agenda for the next meeting. These include implementing a Freedom of Information list and agreeing financial standing orders and regulations.

The clerk also advised that the Health and Safety course she had enquired about was actually £120 instead of £95 as the council was not a SLCC member. The clerk also stated that she is learning a little on health and safety and risk assessment on the Cilca course so questioned whether the council would prefer she proceeded with that instead of enrolling onto the more expensive course.

After a short discussion Cllr Goodrham proposed that the clerk should not attend the Health & Safety Course at this time, but carry on with her Cilca training, this was seconded by Cllr Marston. All were in favour. The Clerk will advise the Council if she feels she needs to attend further courses in the future.

Complaints Procedure

The complaints procedure was circulated prior to the meeting. Cllr Fox proposed to adopt the procedure and this was seconded by Cllr Burton. All were in favour.

Promoting our Council

The leaflet promoting the Council and inviting residents to attend the APM was circulated prior to the meeting. Cllr Goodrham asked for it to be minuted that the clerk had done a superb job with this. Cllr Goodrham proposed that this leaflet should be printed and circulated to each household in the village. This was seconded by Cllr Weight. All were in favour. Costings will be discussed in finance.

Roundabout

It was approved at a previous meeting that Wil Smith from TTSR Ltd could place his signs on the roundabout as he was cutting this for free. Mr Smith had approached the clerk about this again as the signs have been completed. After a short discussion it was agreed that he could place them on the roundabout as soon as he wishes to. The clerk will convey this information to Mr Smith.

Land to be registered

The clerk had given the details to Sue at NALC for legal advice. Sue sent an e-mail to the clerk on 24th February stating that she had only just looked at the message. She will look into the issue and advise what action should be taken. The Chairman mentioned that he spoke with Paul Groom from Highways about this issue and in many cases the builder still has rights to pieces of land adjacent to the development. The Chairman stated that he had managed to get the phone number of the builder. The clerk will contact Mr Lingham about this matter and bring this information to the next meeting.

Bus Consultation

The clerk reported that the timetables need replacing in the bus stops to NCC.

**Minutes of the Mundford Parish Council Meeting
Held at Mundford Primary School, Mundford
on Thursday 1st March 2012**

The Chairman asked for a proposal for the Swaffham Bus Service. Cllr Fox proposed that the service should be on a fortnightly basis at £5 a fare for 6 month trial basis. This was seconded by Cllr Goodrham. Cllr Goodrham congratulated the clerk in finding the service. All were in favour of the proposal. The clerk will make the necessary arrangements.

Bennetts Development

The Chairman stated that Highways will not be adopting the roads on the development for up to 1-2 years so the issue of the cycle barrier is closed for the time being. The clerk mentioned that she had e-mailed Mr Parker at Bennetts about the growing problem of litter on the piece of land next to the development that they intend to seek planning permission for shortly. An e-mail was read out by the clerk advising that they will inspect the area shortly but will maintain the area. The Council all agreed to take this matter off the Agenda.

Localism Bill

There were no updates.

7. Correspondence

A thank you letter was read out from two residents in Adeane Meadow on the matter of the grit bins and the benches located around the village. They felt that congratulations were in order and the Council were very appreciative of their comments. The clerk will send a reply.

A letter was read out from a resident in the Brecklands asking for the council to consider a grit bin to be located in this area. The clerk will reply to the resident once an explanation has been received from Highways.

8. Finance

8.1 Sign cheques

A bank reconciliation was given to each councillor.

The following payments were authorised at the meeting, 1st March, 2012 by the Parish Council and cheques signed by Cllrs T Fox and S Eyres.

Cheque	Description	Total
101381	Iceni Pest Control – subscription	£ 48.00
101382	J Hubble (Litter Warden)	£ 67.50
101383	Eon (Parish Office)	£ 26.28
101384	Mrs F Brown (Sal/mil/post -4wk period)	£ 666.81
101385	Mundford Village Hall (Quarter donation)	£ 625.00
101386	MHB Street Light Contract	£ 156.32
101387	Anglian Water (Parish Office)	£ 42.00

8.2 Bus Service

It was agreed that £5 a fare should be charged and the shortfall from £75 a journey will be paid by the council.

**Minutes of the Mundford Parish Council Meeting
Held at Mundford Primary School, Mundford
on Thursday 1st March 2012**

8.3 Grass Cutting

A quotation from Wil Smith at TTSR Ltd was read out by the Chairman stating that he would cut the grass on the A134 opposite Impson Way for £125 a cut four times a year. He will also clear the site before cutting commences. There are some small trees present which need to be chainsawed off and this is included in his price. The council had a short discussion and Cllr Goad was concerned if the grass was too short then this could entice people to park there. It was proposed by Cllr Fox that TTSR Ltd should cut the grass for this price and this was seconded by Cllr Goad. All were in favour. The clerk will contact Mr Smith and ask him if he intends to clear the tree/conifer debris in the price as well.

8.4 Leaflets promoting the Council

Cllr Burton had managed to get a quote from a printing company to print the leaflets for £125 plus postage to Mundford. This was the cheapest quotation the council had received. Cllr Burton was unsure though if the leaflets would be ready in time to be circulated to promote the APM. The clerk advised that she had received quotes for approximately £160-£175 but she had not pursued these due to Cllr Burtons quotation. Cllr Fox proposed that due to the time factor that anything under £200 will be accepted by the council to ensure the leaflets are printed in time for delivery.

8.5 Website

The clerk and Andy Hibbs had a meeting with Stuart at ACS in Swaffham on 24th February. The meeting went well and Andy understood a little more on how to post information onto the website. Cllr Burton advised that discussions with the clerk and Andy have taken place over the development of the website and this will progress over the forthcoming months. He was concerned that the website is not being promoted, but with the leaflet that is to be posted through each door shortly, the message should be more visible. The Village Hall were happy to have a link to their website and vice versa.

9. Planning Applications

No planning applications.

10. Street Lighting

Nothing to report.

11. Reports

Village Hall

There was nothing to report from the Village Hall. Cllr Burton advised that he is happy to be the Parish Council representative for the Village Hall but needed the approval of the council. This was proposed by Cllr Fox and seconded by Cllr Shepherd. All were in favour. The Clerk will inform the Village Hall of Cllr Burton's contact details.

School

Nothing to report.

**Minutes of the Mundford Parish Council Meeting
Held at Mundford Primary School, Mundford
on Thursday 1st March 2012**

STANTA

The clerk contacted STANTA and they advised that no liaison meetings are scheduled at present. Cllr Fox advised that at the last meeting the commandant was very keen to place information in the newsletter and proceed with meetings every six months. This was confirmed by the Chairman and Cllr Goad who also attended the previous STANTA meeting. The clerk will contact them again to ask these questions.

12. Members' Matters

Cllr Goodrham stated that there had been an increase in cars parked for sale around the village. The main areas are by the pedestrian crossing which causes problems with the bulbs and the area near the War Memorial. It was agreed to mention this in the newsletter and the clerk will keep a record to be passed onto Highways.

Cllr Burton had an application for financial help from the Jubilee committee for the council to consider. As no decisions are made in members matters, it was agreed to circulate the application form and make a decision at the next meeting.

With nothing more to discuss, the meeting closed at 8.58pm.

Chairman: _____ Date: _____

Clerk: _____ Date: _____