

**Minutes of the Mundford Parish Council Meeting
Held at Mundford Primary School, Mundford
on Thursday 5th April 2012**

Present:

Cllr S Eyres, Chairman, Cllr J Goad, Vice Chairman, Cllr C Weight, Cllr J Burton, Cllr D Goodrham, Cllr A Shepherd, Cllr J Marston and Mrs F Brown (Clerk to the Council). There were 5 members of the public.

1. The Chairman's opening remarks

The Chairman welcomed those present to the meeting and wished them all a Happy Easter.

2. Apologies of Absence

Cllr Pratt gave his apologies as an unexpected guest had arrived. Cllr Fox gave his apologies as he was on a training course. Both apologies were accepted by the Council.

3. To accept and sign the Minutes of the Parish Council Meeting held on Thursday 1st March 2012

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

4. Declarations of Interest

None.

5. Meeting suspended for public participation

There were no comments from the public.

6. Matters Arising

Outstanding Highway

The kerb stones and the raised footpath outside the Rectory have been done and the Chairman commented on a successful completion.

The Chairman mentioned that the Rangers will be visiting Mundford again at the end of April and any matters to be dealt with by them should be forwarded to the clerk as soon as possible. Councillors reported a number of potholes around the village which were documented and will be reported accordingly. There was also mention of when Highways will be cleaning the signs as many look very dirty. The clerk will ask Highways.

A new litter bin has been placed in Lynford Road by the gardener.

The licences for the memorial flower bed and the verges have now been received and are on file.

The conifer debris has been taken away on the verge of the A134.

A tree branch on a Willow Tree that was reported as dangerous outside No 4 Malsters Close has now been cut down.

Gritting Management

The grit spreader has now been sold to the Bowls Club for £190.00 and the money has been placed into the account for the 2011/12 financial year.

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The Chairman explained that the grit bins have been a great success this year, but there have been a few requests from residents in the Brecklands asking for a bin in their area. After many attempts to persuade Highways on this matter, they have reported that Brecklands does not meet the criteria and a bin is not warranted in this estate. A resident from The Brecklands will be meeting with Mr Groom, the Highways Engineer on 18th April to discuss this matter again. The clerk will attend this meeting and report back to the council.

Verge on A134 opp Impson Way

Grass cutting will commence soon after the area is cleared properly. Conifers were taken away from the verge by Highways, and letters were placed through doors of overlooking houses to ask residents to report any further fly tipping. A couple of reports were given to the clerk naming an individual who had placed the conifers there but there was no proof to pass onto the authorities. It was decided that a note should be placed in the newsletter again asking residents to be vigilant.

Diamond Jubilee Celebrations

The clerk applied for a Breckland Council Pride Scheme grant for £250 and this has been successful. The project for the flower display will now go ahead and it was noted by the Chairman that the set up costs have all been offset by this grant which was excellent news. Therefore the only expense that the Council will have is the flowers themselves. The Chairman stated that the project will start on 13th April 2012. The clerk has already advised Breckland Council of this so that the grant will be paid as soon as possible. The Chairman asked for volunteers to help with creating the display. The top soil will be delivered early in the morning and then volunteers are required from 10am. The clerk advised that she will take pictures of the event for the Breckland Voice as well as the Archive.

The Chairman then asked Cllr Burton for an update on the plans for the Jubilee celebrations. Cllr Burton advised that plans were in place with a small but active committee. The fete was discussed for the 4th June and how the committee are currently raising funds for the event. Mr Andy Hibbs is currently designing an online treasure hunt that will be advertised shortly. There was more discussion on the different events planned for the day including the resurrection of the 'Mundford Mile'. A short discussion took place on the trophies and the prizes involved. He mentioned that the committee have agreed with the school to run an art competition and he asked the Council whether they would agree to donate the prizes for this. The Chairman suggested that this should be discussed in finance along with the Jubilee Committee's application for a grant.

Cllr Steward left the meeting.

Training and Courses

The clerk explained that the last training day was based around risk assessment, health & safety and insurance. She explained that the insurance company the council have dealings with have been the same company for many years. She asked the council whether they thought it would be sensible to get some other quotes from different providers to ensure we are getting good value for money. In the current climate there

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may be a better deal. There was a brief discussion and it was proposed by Cllr Burton that the clerk should seek other quotes. Cllr Shepherd seconded this and all were in favour. The clerk will report back to the next meeting.

Land near Adeane Meadow

The clerk had spoken with the builder who the council believes owns the land they wish to maintain. He was very happy for the council to maintain the land and offered to sign a letter confirming this if necessary. The clerk sought further advice from Sue at NALC and the response was circulated to the Council members before the meeting. There was a short discussion on where to go from here with Cllr Goad concerned about a few aspects of this issue. It was agreed that there should be a site meeting arranged. It was proposed by Cllr Goodrham that the builder should also be present to ensure that everyone is happy with any plans that are made. This was seconded by Cllr Marston and 6 were in favour and 1 against. The clerk will contact the builder.

Bus Consultation

The Chairman explained the service is to commence on Saturday and he was hopeful for a good attendance. The fare was agreed at £5 a journey and the rest subsidised by the council.

Promoting the Council

The Chairman stated that the leaflets that were distributed around the village were well received. The clerk had received quite a few positive comments about the leaflets even though the attendance for the APM was not as good as anticipated. He went on to ask the Council whether they thought this should be a yearly event to promote the APM and what the council have achieved during the year. After a short discussion it was proposed by Cllr Goodrham that the leaflet should be distributed once a year and this was seconded by Cllr Weight. All were in favour. The Chairman then stated his thanks publically to Mr Eyles and Mr Lynch from the Post Office for distributing them. He asked the Council whether they would like to agree a gift for both gentlemen. After a short discussion it was proposed by Cllr Goad that a gift should not be given and this was seconded by Cllr Goodrham. 5 councillors were for this proposal and 2 against.

Bennetts Development

The clerk asked Bennetts if they could possibly clear the area fenced separately from the development from litter. Bennetts were very thorough and cleared the area very quickly. They also reported that many of the crisp packets found on the site were filled with stones. This has highlighted the issue again that the gentleman who is littering the area is still doing it. The clerk has e-mailed Keith Fuller at Breckland but has not received a reply. She explained this to the PCSO that was present at the meeting along with the fact that the litter warden has also complained that glass is constantly being left along Pig Stye Lane which is a safety issue. This will be passed onto Breckland again by the Police.

Localism Bill

There were no updates.

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Cutting back trees/hedges

The Chairman stated that it is the time of year that hedges and trees will be growing at a quicker rate and the some may need trimming away from street lights, paths etc. A note was sent to the resident of 12, Fir Close and they have cut back their hedge. This was originally requested from highways, however the Chairman pointed out that in future any concerns regarding overhanging branches etc should be brought to the council and discussed to ensure consistency and that the same process is followed each time.

Freedom of Information

The clerk had explained at the previous meeting that certain policies and documents may need to be adopted or considered. This has been an issue that had been discussed while the clerk has been undertaking her training course.

The most recent document is Freedom of Information that needs to be adopted by the council. The clerk found a model of the document from NALC and has tailored it to the council. There are areas of the document that need completing as and when certain policies have been approved, but the clerk asked that the document be agreed in principal. The other matter was how much to charge the public for a hard copy of a council document. This could range from a single copy to a whole document or policy. The Chairman proposed that a single sheet should be 25p, but after further discussion he amended his proposal to 20p per sheet. This was seconded by Cllr Shepherd. A further proposal came from Cllr Goad that the cost should be £5 for a document whatever the size. This was due to the work involved by the clerk to retrieve the information. This was seconded by Cllr Burton. The Chairman asked for those in favour of this proposal and there were 4 for and 3 against. This was carried. It was pointed out that a great deal of information can be e-mailed or found on the website.

Celebration of Mundford Residents reaching 100 years

The Chairman advised that he asked for this to be on the Agenda due to a lady in the village becoming 100 shortly. He felt that it would be a nice idea to send a card to her from the Parish Council. This can then be the same for future residents. This proposal from the Chairman was seconded by Cllr Shepherd and all were in favour. It was agreed that the card should be signed by the Chairman on behalf of the Parish Council.

7. Correspondence

An e-mail was read out from a resident in Swaffham Rd stating that a friend of hers has some old trophies from the gardening club that she wanted to know if they could be stored at the Parish Office. It was decided that a reply should be sent to her stating that the Village Hall should be contacted to see whether they could display them. If this is not a viable prospect then perhaps the trophies can be distributed to the last winner.

A report was forwarded to the clerk from Chilzone on how the funds given from the Parish Council have helped the youth club go from strength to strength. Cllr Weight suggested that this could have been read out in reports at the APM and maybe in future years other groups and organisations could be persuaded to send in a report so that these can be read out. This was deemed a good idea by the council.

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8. Finance

8.1 Sign cheques

A bank reconciliation was given to each councillor. This mentioned the VAT refund and the £190 cash that was paid into the account for the grit spreader sale. The clerk also gave copies of her invoice to show that she has requested 5 hours overtime for the extra work she has endured in March. This was due to the end of year accounts and the amount of work involved for the Cilca training. This was proposed by Cllr Shepherd and seconded by Cllr Weight. All were in favour. The clerk thanked the Council.

The following payments were authorised at the meeting, 5th April, 2012 by the Parish Council and cheques signed by Cllrs A Shepherd and S Eyres. The payments sheet was signed by the Chairman.

Cheque	Description	Total
101388	Iceni Pest Control – subscription	£ 48.00
101389	J Hubble (Litter Warden)	£ 67.50
101390	Mr M S Peate (gardener)	£ 39.00
101391	Mrs F Brown (Sal/mil/post -4wk period)	£ 699.98
101392	Mr S Eyres (Jubilee display/cement/blocks)	£ 26.60
101393	MHB Street Light Contract	£ 156.32
101394	Mr D Freeman (Bus Shelter Cleaning)	£ 60.00
101395	Norfolk ALC (subscription)	£ 220.93
101396	Barkers Print & Design Ltd(leaflets)	£ 93.00
101397	Frimstone Ltd (soil for Jubille display)	£ 167.40
101398	Q-Lawns (turf for Jubilee display)	£ 31.68
101399	Post Office (for HMRC)	£ 9.75
101400	Mrs A Shepherd (CCS)	£ 350.00
101401	TTSR Ltd (grass cutting contract 50%)	£ 1002.11
101402	Collier Turf Care Ltd (bulb feed)	£ 107.76

Savings account stands at £25,880.40

8.2 Audit 2011/2012

The accounts were circulated to council members prior to the meeting to give adequate time for questions to the clerk. The clerk mentioned that the balance sheet shows the overall cash position of the council which is very healthy. Cllr Weight stated that the only issue that he wanted to mention was the fact that the interest on the savings account was so low. It was decided to place this on the agenda for next month.

The clerk explained the Statement of Governance sheet and stated that ‘yes’ marks had been given for all the questions asked.

The Chairman proposed that the accounts and the governance sheet should be approved and this was seconded by Cllr Weight. All were in favour. The Chairman and the clerk signed the Annual Return including the statement of governance. The clerk stated that she will now pass the necessary documents to the internal auditor for approval and ask for a written report.

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8.3 Financial Regulations

This document was circulated to Council members prior to the meeting. The clerk ensured that the document mirrored the Standing Orders of the Council. This was proposed by Cllr Burton and seconded by Cllr Marston. All were in favour. The clerk stated that the document should be reviewed annually.

8.4 Application from the Jubilee Committee

Cllr Burton had completed an application for a £500 grant to the Jubilee committee so that goods and services can start to be purchased. This is on agreement that if there is a surplus from the event then the money will be re-paid. The question was asked if there was a surplus and after monies paid to the council what will the other funds be spent on. Cllr Burton advised that this had been discussed by the committee but no ideas have been agreed. He asked that the council make suggestions and report these back to him. Cllr Goodrham asked Cllr Burton questions on the cost of the insurance. Cllr Burton advised the Council that the committee agreed not to have cancellation insurance. The Chairman stated that he thought that the Jubilee committee should have cancellation insurance due to the amount of money involved. He proposed that the Council agree to the grant with a stipulation that the committee amend the insurance to include the cancellation to ensure council money is secure. This was seconded by Cllr Goodrham. All were in favour. The Council agreed that the cheque should be written and signed this evening so that the committee can get started on buying what they need.

Cheque	Description	Total
101403	Mundford Jubilee	£ 500.00

The Chairman asked Cllr Burton about the art competition and what had been planned at this stage. Cllr Burton stated that the school had agreed to be involved with this competition but had asked whether the Parish Council would agree to donate the prizes. After a short discussion over what categories and what prizes should be awarded, the clerk advised that she will speak to the school and gauge their opinion. Cllr Burton asked if this request could be agreed in principal so that he could report this back to the committee. It was proposed by Cllr Goodrham that the council should donate the prizes and this was seconded by Cllr Shepherd. All were in favour. The clerk will report back to the committee next month.

8.5 Application for financial assistance

The clerk added this to the agenda again as she wanted clarification from the council on how to advertise this to groups and organisations, especially those who have had regular donations for many years. Cllr Goad suggested that a short note should be mentioned in the newsletter advising that there has been a change of Council policy and that village groups and organisations should apply to the Council. This was agreed by the Council.

8.6 Job description and salary review for the Gardener and Litter Warden

Copies of the job descriptions were circulated prior to the meeting. The Chairman asked if an appraisal was necessary for both positions and this was deemed not

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necessary by the Council. The Chairman asked the Council if the salary should be increased this year. Cllr Goad advised that even though he felt both the gardener and Litter warden do a fantastic job, due to the current climate he felt that their salaries should be kept at current levels. The Chairman disagreed and proposed that a 25p per hour increase should be given. This was seconded by Cllr Burton and 6 were for and 1 against. Both job descriptions were kept the same.

8.7 Clerk's contract, job description and salary review

The clerk circulated her salary review, contract and job description to Council members prior to the meeting. The clerk left the room while this was discussed. On her return she was advised that the Council had agreed for her to go up to the next salary scale. Cllr Goodrham proposed the increase and Cllr Shepherd seconded this. The clerk had asked for the Council's agreement to award another salary increase once she had gained her Cilca certificate as this was stated in her contract but it was decided that this should be discussed when the time arises. The clerk had asked for the Council to discuss the idea of her receiving an allowance for working from home which was also agreed in her contract. The Council had decided that this should be discussed at the next meeting.

The clerk thanked the Council.

8.8 Website

The clerk advised the Council that developments are being made including the idea of having pages for different groups in the village. The playgroup and Chilzone have already approached the clerk to ask if they could be added to the website. A meeting with Mr Hibbs and Cllr Burton will be arranged shortly to progress the site further. Cllr Burton asked what Cllrs had actually seen the website, and this lead onto how this could affect the newsletter. Cllr Burton advised that the thinking was that the website could be split into a community section and a Council section and explained a little more detail on how this would work. Cllr Goad suggested that Mr Hibbs should be invited to the next Council meeting to speak to the Council. Cllr Burton advised that he didn't want Mr Hibbs to feel like he had to sell his ideas to the Council as he is a volunteer who wishes to help the Council. Cllr Goad stressed that he should be invited to clarify certain details and give advice to the Council. This was approved by the Council. The clerk will invite Mr Hibbs to the next meeting.

9. Planning Applications

No planning applications in circulation.

10. Street Lighting

The gardener has painted three light columns in the Lammas. The clerk advised that she will contact the street lighting maintenance company to re-stencil the numbers onto the columns. The Chairman thanked the Gardener.

11. Reports

Both District Councillor Steward and County Councillor Monson both gave their reports at the APM.

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Village Hall

Cllr Marston reported that everything was running smoothly at the Village Hall but they do have concerns over a building issue. A structural Engineer is coming to look at the hall as there are major concerns which could result in large costs involved.

School

The clerk advised that the school had set its budget for this year. A new caretaker that will be job sharing with the current caretaker has just commenced her employment.

12. Members' Matters

The Chairman stated that the verges on the A134 towards Thetford will be cleared of rubbish in April due to Breckland working on a rota basis. The clerk asked if Breckland could clear the lay-by's as they were in a terrible state. After clearing the rubbish they agreed to install two litter bins to try and minimise the issue.

Cllr Goodrham stated that there is a spilt in one of the legs of a bench situated outside the Bowls Club. The Chairman asked for the gardener to look at the bench and report back to the clerk.

Cllr Goodrham also commented that cars are parked for sale in the driveway of a house in Fir Close. Even though this is acceptable to sell a car on a private drive, the residents have their own car sales business. This matter shall be reported to the Police for them to deal with if necessary.

Cllr Weight mentioned that it could be considered that groups applying for financial assistance should do so before the precept is decided upon. The clerk said that no decisions can be made in this part of the meeting but she will place this on the agenda next month.

With nothing more to discuss, the meeting closed at 9.49pm.

Chairman: _____ Date: _____

Clerk: _____ Date: _____