

**Minutes of the Mundford Annual Parish Council Meeting
Held at Mundford Primary School, Mundford
on Thursday 3rd May 2012**

Present:

Cllr S Eyres, Chairman, Cllr J Goad, Vice Chairman, Cllr C Weight, Cllr J Burton, Cllr D Goodrham, Cllr A Shepherd, Cllr L Pratt, Cllr T Fox, Cllr J Marston, County Cllr Ian Monson and Mrs F Brown (Clerk to the Council). There were 6 members of the public, including Mr A Hibbs and Mr L Hibbs to discuss the website.

1. Election of Chairman & signing of acceptance form

The existing Chairman Cllr Eyres asked the Council if anyone wished to step forward for the position of Chairman. Cllr Goodrham proposed Cllr Eyres as Chairman for a second term. This was seconded by Cllr Pratt, all were in favour. The Chairman thanked the Council for their support and signed the acceptance of office form.

2. Election of Vice-Chairman

The Chairman asked the Council if anyone wished to step forward for the position of Vice-Chairman. Cllr Marston proposed Cllr Goad for a second term. This was seconded by Cllr Fox, all were in favour. Cllr Goad thanked the Council.

3. The new Chairman's opening remarks

The newly elected Chairman welcomed everyone to the meeting. He explained that at the previous meeting it was approved that a birthday card should be sent to residents reaching 100 years old. A card was sent to local resident Mrs Singer and her son contacted the Chairman prior to the meeting with her thanks and appreciation.

4. Apologies of absence

Cllr Shepherd will be slightly late for the meeting due to a family commitment. This was approved by Council. There were no other apologies of absence.

5. To accept and sign the Minutes of the Parish Council Meeting held on Thursday 5th April 2012

Cllr Goad advised that on agenda item 'Bennetts Development', it stated a Police Constable, when in fact it was a PCSO. It was agreed by Council to amend this to PCSO. The Minutes were then duly accepted by the Council as a true record. These were signed by the Chairman.

The Chairman also asked the Council if there were any inaccuracies with the Annual Parish Meeting Minutes. These do not need to be approved until next year. There were no comments.

Cllr Shepherd arrived at the meeting. (7.40pm)

6. To receive Declarations of Interest

None.

7. Meeting suspended for public participation

There were no comments from the public.

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Website discussion

Due to Mr Hibbs and his son having to leave the meeting early, the Chairman decided to bring this agenda item forward so that this can be discussed. This was agreed by Council.

The Chairman invited questions from the Council to Mr Hibbs and his son Leigh who are helping with the website.

Cllr Goad asked "Is there a simple way of explaining how the website will work?"

Mr Hibbs clarified a few points and explained the progress has been slow due to technical issues that are now sorted. Cllr Burton and the clerk have met with the Hibbs family a couple of times to discuss the website and how to move this forward, and since their last meeting the Clerk has written 3 A4 pages of suggestions which the Hibbs are fully supportive of.

Cllr Goad asked "Can there be an area solely for the Parish Council and a separate section for community projects and organisations?"

Mr Hibbs explained that in general anything is possible and suggestions from the clerk have included this. However, due to the amount of work involved with the Jubilee project, there has not been much progress on the website for the Parish Council. This will change once the Jubilee is over.

Mr Hibbs explained the constraints they have worked with on the website. He also mentioned that the sign of a good website is good content rather than how it looks.

Mr Hibbs asked the Council if they had looked at the Jubilee section of the website? He explained that he had produced a virtual treasure hunt online to raise money for the Jubilee fund. They have already received their first entry from someone in Las Vegas! It is titled 'The Great Mundford Commonwealth Google Treasure Hunt'.

The Chairman thanked Mr Hibbs and his son for their help with the website. He did stress there were a few points that needed to be changed i.e the Rector's contact details etc, and Mr Hibbs asked for any information to be e-mailed to the clerk or to him so that this can be changed.

Mr Hibbs and his son Leigh left the meeting.

8. Matters Arising

Outstanding Highway

The clerk informed the Council that the Rangers did not attend on 30th April due to staff shortages. However, a member of the ranger's team spoke with the clerk on 2nd May to express his apologies and asked if there were any jobs that needed doing. The clerk asked if it was possible for the tree debris on the A134 to be taken away. This has now been done. The clerk also asked when the sign cleaning will take place. He asked for areas where the signs needed cleaning and this was explained to him.

The pot holes around the village have all been reported and Mr Groom from Highways assured the clerk that these have been programmed for works shortly. There has been a case of fly tipping of grass clippings on the verge adjacent to the A1065 on Brecklands. The Chairman asked the Council whether they felt that a letter should be placed through every door along this strip of land asking residents to be vigilant and report any fly tipping. This was proposed by Cllr Eyres and seconded by Cllr Goodrham, all were in favour.

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Gritting Management

Mr Groom from Highways met with the clerk and a resident of Brecklands, Mr Lynch to discuss the possibility of a grit bin in this area. Mr Groom explained that it was not possible for a grit bin to be placed here as this did not meet the criteria. However, he was happy to help if a group of volunteers came forward to help clear the footpaths in severe weather. Mr Lynch has since informed the clerk that he has a few volunteers and would like the Council's approval to take this matter further. It was proposed by Cllr Goodrham that Highways should be contacted again for further information. This was seconded by Cllr Fox and all were in favour. The clerk will contact Mr Groom.

Verge on A134 opp Impson Way

It was mentioned that the verge opposite Impson Way has now been cut and this has improved the area. The Chairman stated that a litter pick on 14th May will take place and this area will be cleared of rubbish again.

Diamond Jubilee Celebrations

The money from the Breckland Pride Scheme has still not been received; the clerk will ask Breckland when this is likely to be placed in the account. The Chairman mentioned the art competition and it was discussed that the school had chosen three categories with a first prize only. It was agreed after a short discussion that a £10 book token and a £5 commemorative coin should be purchased for the prize. The clerk advised that the Jubilee committee had asked that the Chairman choose the winner of the competition. The Chairman thought the whole council should be involved in the decision. The Chairman asked Cllr Burton if cancellation insurance had been purchased as this was part of the reason why the grant was given from the council. He stated that after speaking with the insurers it only covered cancellation if they experienced severe weather that puts lives at risk. After a further discussion it was proposed by Cllr Goad that the previous decision should be amended as it was unreasonable for the Jubilee committee to take out extra insurance. This was seconded by Cllr Fox.

Cllr Burton asked for the Council's approval on signs being placed on the verges to advertise the Jubilee. This was accepted by Council as long as the signs are taken down straight after the event.

The Chairman mentioned that the posts round the Village Green need to be refreshed with white paint and the chains to be cleaned to help make the village look nice for the Jubilee weekend. A suggested date was 21st May at 10am. The Chairman advised those that could attend to bring a paintbrush. The clerk will purchase the masonry paint and will bring reflective jackets on the day. It was decided that the grass cutting contractor should be contacted prior to the painting to check when the grass will be cut round the green.

The Chairman mentioned that Cllr Goodrham had suggested that a tree could be planted in the middle of the green to commemorate the Jubilee. The Chairman also mentioned that he has in his possession a sapling of an oak tree from the Sandringham Estate that was donated by the Woodland Trust. After a short discussion on the most appropriate place for planting, it was proposed by Cllr Goodrham for the tree to be

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planted and this was seconded by Cllr Shepherd and the clerk will ask Highways for their views on this matter.

Training and Courses

The clerk informed the Council her next Cilca training session will be the end of May, therefore there are no updates. The clerk advised that Cllr Burton and herself would like to attend the Summer Conference in July at a cost of £45 each. The Chairman asked the Council for their thoughts. Cllr Goad asked Cllr Burton who has attended a few courses if there is any benefit in them? Cllr Burton stressed that the events are very useful and would recommend that both the clerk and himself should attend. The Chairman proposed that both the clerk and Cllr Burton should attend; this was seconded by Cllr Shepherd. There were 6 for and 3 against.

Land to be maintained

The Chairman stated that three Cllrs attended the site meeting which were himself, Cllr Goodrham and Cllr Weight. The landowner also attended and was very happy for the Council to maintain the area. He gave the Council a signed letter confirming that he gives permission for the Council to take down trees, and erect a bench and a grit bin when necessary. The Chairman explained to the Council what decisions were made at the site meeting including which trees to come down and certain shrubs that should remain. The Chairman wanted to gather opinion on this from Councillors. After a short discussion including positive feedback, the Chairman proposed that quotes should be sought for the work to be carried out. These should be from contractors that are fully insured tree surgeons. This was seconded by Cllr Goodrham and all were in favour. Cllr Fox proposed that a grit bin should be placed on the site and this was seconded by Cllr Goodrham, all were in favour. It was agreed that the clerk should ask Highways whether they would fill a bin that was placed on private land. It was also suggested that the owner of 1, Lawrence Close should be informed as the contractor may have to go on his land when felling trees. Cllr Shepherd suggested Mr Smith who the Council already have a grass cutting contract with to contact for a quotation.

Swaffham Bus Feedback

The Clerk read out two e-mails from West Norfolk Community Transport (WNCT) who are running the scheme stating that on both Saturdays the bus has been well attended. In fact, the Council will only have to subsidise the service by £45 this month. This news was well received by the Council. The clerk explained that WNCT had also been asked by a resident if two friends could be picked up from Foulden which will help with the cost of the service even more. After a short discussion it was decided not to proceed with this suggestion as the service is meant for Mundford residents. The clerk will contact WNCT with this information.

Bennetts Development

An e-mail was read out by the clerk with updates on the development. There was a short discussion and it was decided that they should be contacted about the grassed area of open space on the development that the Council thought would be a 'holding area' for water so that the site would not get flooded in severe wet weather.

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Localism Bill

There were no updates.

Cars parked for sale

The Clerk read out two e-mails that she had received from Trading Standards regarding the cars that are parked for sale on Fir Close. It was proposed by Cllr Goad that Breckland Council should be approached to ask for their opinion on events and to see if they will take any action. This was seconded by Cllr Goodrham and all were in favour.

Benches

The Chairman asked the gardener if he had looked at the bench outside the Bowls Club for deterioration. The gardener replied that he had not looked at the bench as yet but will do so at the weekend and inform the clerk of his findings. The Chairman asked the Council for their thoughts on the two or three remaining benches that are still kept at Trojan Timber in Ickburgh. He asked whether the Council should ask for them all and keep them in the office for future use. This suggestion was proposed by Cllr Fox and seconded by Cllr Shepherd, all were in favour. The Chairman also mentioned that many of the benches are looking tired and need re-staining. Cllr Goodrham proposed that the Friends of the Village could be asked to take part in this project, but after more discussion and input from the gardener, Cllr Goodrham withdrew his proposal and put forward another proposal for the gardener to re-stain the benches. This was seconded by Cllr Shepherd and all were in favour.

Dog Fouling

The Chairman stated that there had been a recent complaint from a resident in St Leonards Street whose land backs onto Pig Styne Lane. The incident involved excrement that was left on his land and he was not sure if it was human or canine, and the resident felt that this was intentional. He had spoken to The Chairman, then Cllr Fox on a Saturday and then the clerk on a Sunday. The clerk and Cllr Fox had advised him that the incident was not a Parish Council matter and directed him to contact Environmental Health or the Police. The clerk has however helped with the issue a few more times since then and has contacted Environmental Health on the resident's behalf to try and help, this also included a message to the dog warden. The clerk was informed by Breckland that the resident's details have now been passed to the Anti-social behaviour team and he will be contacted accordingly. It was proposed by Cllr Fox that the matter should be mentioned in the newsletter as this was requested by the resident; this was seconded by Cllr Goodrham. It was also suggested that a note should be placed in the newsletter asking residents only to contact the clerk in reasonable working hours and not the weekend.

9. Correspondence

The clerk mentioned a letter that was received by Cllr Goad in early April just after the last meeting. This letter was from a resident in Lynford Road that was unhappy about the precept being higher than last year and wanted an explanation. He also wanted the Council to consider the suggestion of a Jubilee Beacon for the village.

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The clerk had since written back to the resident and read out the letter to members so that everyone was informed.

A letter was read out by the Chairman from the gardener explaining what plants he wishes to buy from Didlington Nurseries. The gardener had listed plants and costs for all of the tubs and the memorial bed. The Council was very happy with his suggestions and it was proposed by Cllr Fox that everything listed in the letter should be included apart from the compost. This was seconded by Cllr Burton and all were in favour. The compost will be sourced by Cllr Goad as he knows where to buy good quality compost at a reasonable price. It was agreed that Cllr Goad can purchase the compost and claim this cost back from the Council.

A letter had been received from the Primary School stating that the Local Authority had agreed that hire charges for the hall should be increased. At a recent Governor's meeting it was decided that due to the previous financial support from the Council, that a raise in charge will not apply. It is also welcomed that the Council can use the hall in school holidays due to the fact that the clerk is a key holder. The clerk explained that she had also spoken to the new appointed caretaker and she is happy to be on standby over the holidays if she is needed. The Council was happy with this information.

An e-mail was read out by the clerk from Gavin Broad at NCC. This was in relation to the speed traffic assessment that will be carried out shortly. NCC has suggested two locations for the assessment to take place and these were located on a map that the clerk passed round to everyone. The Council agreed the locations.

10. Finance

10.1 Agree and sign cheques

The community car refund and the precept were received in April.

The following payments were authorised at the meeting, 3rd May, 2012 by the Parish Council and cheques signed by Cllrs A Shepherd and T Fox. The payments sheet was signed by the Chairman.

Cheque	Description	Total
101404	Iceni Pest Control – subscription	£ 48.00
101405	J Hubble (Litter Warden)	£ 52.50
101406	Mr M S Peate (gardener)	£ 33.40
101407	Mrs F Brown (Sal/mil/post -5wk period)	£ 928.47
101408	Viking Stationary	£ 62.29
101409	MHB Street Light Contract	£ 156.32
101410	Anglia Computer Solutions	£ 319.99
101411	Bookkeeping Solutions (internal audit)	£ 60.00
101412	Mr S Eyres (mileage claim)	£ 6.40
101413	Mundford Primary School (Hall hire)	£ 75.00
101414	West Norfolk Community Transport	£ 45.00
101415	Broker Network Ltd (insurance)	£ 739.25

Savings account stands at £25,880.40

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10.2 Audit 2011/2012 – approval of accounts

The accounts were given to the internal auditor Mrs Barnes. She has looked at the accounts and is happy with them. She has signed the annual return. The clerk will now prepare them for Mazars, the external auditor.

10.3 Savings Account

The clerk advised the council that she had not been able to retrieve information on interest rates and accounts available to the council from Barclays. She had tried to contact the business advisor many times but had not received a reply. The clerk will endeavour to retrieve this information by the next meeting. The clerk did advise that she had received three quotations on insurance for the Council due to the seemingly high price from the current provider Aon. These quotes were read out and after a short discussion it was proposed by Cllr Goad that the cheapest quotation from Came & Company should be accepted. The cover is the same as the current provider and there are also some added extras to the policy. This was seconded by Cllr Shepherd. This is a saving of over £300 to the council. The clerk will make the necessary arrangements.

10.4 Clerk's allowance for working from home

The clerk advised that she felt that as long as the Council are willing to pay for all her costs relating to council expenses then an allowance is not applicable at the present time. This was accepted by the council.

10.5 Website

This matter had been discussed earlier in the meeting.

11. Planning Applications

3PL/2012/0007/TL 5, Swaffham Road. Erection of two storey dwelling and detached garage. There was a majority vote that no objections to be sent to Breckland. However the clerk did mention the concerns from the council on an overdevelopment of the area.

3PL/2012/0456/F 35, Brecklands. Single storey front extension and rear dormer. This is currently being circulated.

12. Street Lighting

The stencilling of the numbers on the street light columns has now been done.

13. Reports

County Councillor Ian Monson

Cllr Monson advised that a number of re-surfacing works will be taking place shortly in our area. This included parts of Swaffham Road and Cranwich Road and the Lynford Crossroads on A134 to the Santon Downham turn off. There will also be re-surfacing to the Fir Close and Brecklands. The council were very happy with this news.

Cllr Monson was especially delighted about the new Swaffham bus service. He advised that the new recycling centre in Thetford is underway and will be open by 2013. He mentioned public rights of way, and how private landowners will be

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required to keep public rights of way clear and how Peddars Way etc are going to be maintained by County Council as usual.

Methwold High School have had a difficult time with a recent Ofsted inspection. He believed Methwold was an excellent school but has run into difficulties with the new Ofsted regime and they are now in special measures. They are now trying to form an academy, which in turn will make them independent, and no controls from County Council. Governors and Trustees will have responsibility. This will mean a large injection of capital and new buildings.

He was delighted to announce that the gritting maintenance programme for this coming winter is the same so the village will be gritted again this year.

Cllr Eyres asked if Cllr Monson knew where the new recycling centre would be. Cllr Monson was unsure at this stage but will inform the council at the next meeting.

A question was asked on how much it would cost to raise the dip on the A134 that is to be re-surfaced soon. Cllr Monson advised that he did not think that would be a viable prospect, but he was confident that the question on whether double white lines being extended further to help with safety could be raised. He advised the council that traffic calming measures along this road could be considered and he will bring this to the attention of those concerned. Cllr Marston was certain that the dip had been raised in the past.

Village Hall

Cllr Marston stated that the AGM will take place in two weeks.

School

The clerk advised that the budget had been agreed. The next Governors meeting will be in the summer term.

14. Members' Matters

Cllr Fox advised that there was a drain causing a problem in the Brecklands and hoped this would be dealt with when the re-surfacing took place. The clerk advised that Highways had looked at this area as this had been reported a few times. From her memory she believed that the matter was a serious one that would be placed on the maintenance programme when budgets allowed. Cllr Monson agreed that he would look into this matter.

Cllr Goodrham asked if anyone had seen a PCSO looking at parked cars on footpaths. No-one had seen any activity. Areas were discussed where it was more of a problem. It was decided that this matter should be placed on next month's agenda and the clerk will contact the Police for an update.

Cllr Eyres discussed an idea that a note could be placed through the door kindly asking the owner of the vehicle to park on the road and not the footpath.

With nothing more to discuss, the meeting closed at 9.50pm.

Chairman: _____ Date: _____

Clerk: _____ Date: _____