

**Minutes of the Mundford Parish Council Meeting  
Held at Mundford Primary School, Mundford  
on Thursday 7<sup>th</sup> June 2012**

**Present:**

Cllr S Eyres, Chairman, Cllr J Goad, Vice Chairman, Cllr J Burton, Cllr A Shepherd, Cllr L Pratt, Cllr T Fox, Cllr J Marston and Mrs F Brown (Clerk to the Council).  
There were 7 members of the public.

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

The Chairman welcomed everyone to the meeting.

**2. Apologies of absence**

Cllr Goodrham gave his apologies as he is recovering from surgery, Cllr Weight gave his apologies as he was unwell and County Cllr Monson had another engagement this evening. The apologies were accepted by the Council.

**3. To accept and sign the Minutes of the Annual Parish Council Meeting held on Thursday 3<sup>rd</sup> May 2012**

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

**4. To receive Declarations of Interest**

Cllrs Burton and Marston declared a prejudicial interest in Agenda item 8.4 to discuss the application for financial assistance by the Village Hall. The Chairman declared a personal interest on the same Agenda item but for an application from the Primary School.

**5. Meeting suspended for public participation**

A member of the public asked if there had been any comments to the Council with respect to what he considered false allegations regarding a recent planning issue being dealt with by Breckland Council. Both the Clerk and the Chairman stated that they were unaware of this issue and it was not discussed further.

A resident from Brecklands asked when the Brecklands and Fir Close were to be re-surfaced, and if this included the footpath. The Clerk mentioned that she was unaware of the date at present but usually letters are placed through residents doors to advise them nearer the time as this will affect their ability to enter driveways etc. The Clerk agreed to send a request for the date and will endeavour to pass this onto the resident. It was also discussed that the footpath will not be re-surfaced at the same time, but this matter has been placed on the 'wishlist' at Highways, and when budgets allow this will be done.

A resident asked whether a bus service to Watton could be considered and discussed her reasons to the Council. After a detailed discussion including the fact that numbers are already dwindling on the Swaffham service, it was proposed by Cllr Fox that the matter be discussed again in 3 months time as that is what was agreed when the Swaffham Bus Service was approved. This was seconded by Cllr Shepherd and all were in favour. The Clerk took their phone numbers to call them to invite them to that meeting.

The gardener's wife explained that there had been some damage to the tubs, mainly at the pedestrian crossing. This involved a few plants being damaged and a number of pieces of litter being pushed into the soil. She asked whether this should be

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highlighted in the newsletter. The Chairman asked the Council for their thoughts as would this attract more attention to this issue causing more damage. It was agreed that this matter should be raised in the newsletter asking residents to be vigilant. The Chairman mentioned a similar issue regarding a grit bin that has been targeted in the Wissey View area and now the Police have become involved. He urged people to contact the 101 number and the more reports received the more likely they will react to them.

A resident complained that there was an increasing amount of garden rubbish being dumped in the forest at the back of Brecklands, and this prompted a discussion over motorbikes being seen at the same location. Again, the Chairman advised residents to contact the 101 number if they see anything. It was agreed that this issue should also be highlighted in the newsletter.

**6. Matters Arising**

**Outstanding Highway**

Some of the prominent pot holes that were reported in May have been dealt with, but the smaller ones have not. The Clerk explained that she had reported them but they are more likely to be done within 6-12 weeks due to the fact they are not urgent.

The Chairman explained that the ditches had been dug out more near the memorial site which will be a huge improvement to the drainage issue on the roundabout once the drainage contractors have been out to clear the pipes underneath the ditches.

Highways have informed the Clerk that this will take place in the next 4-6 weeks.

The Highways Technician has also looked at the area with the Clerk and advised that Highways will cut back the area further, more towards the Mundford sign and into the trees, but this will be a one-off cut and the Council would need to agree to maintain the area. After a short discussion it was proposed by Cllr Fox that the area should be maintained subject to a quotation from Wil Smith. This was proposed by Cllr Goad, all were in favour. The Council were very pleased with this decision.

**Gritting Management**

A meeting has been set up in early July for Mr Lynch and Mr Groom along with a number of the volunteers in early July to discuss the gritting maintenance programme.

The Chairman mentioned again the issue over the grit bin in Wissey View being targeted.

**Diamond Jubilee Celebrations**

The Chairman thanked the 'Friends of the Village' for painting the posts on the Village Green and the litter pick which was undertaken in bad weather on 14<sup>th</sup> May.

The Clerk also contacted Breckland and Wil Smith to ensure that the grass cutting was done in time to ensure the village looked tidy in preparation for the celebrations. He extended his thanks to Mr & Mrs Rodger Powell for taking the time to paint the posts near the Lynford Road turn off.

The Chairman invited Cllr Burton to give an update on the Jubilee Fayre. Cllr Burton gave out copies of the income & expenditure which demonstrated a profit of £675.46, which was after a £500 cheque to reimburse the Council for their donation. He also gave his thanks to Mr & Mrs Powell for helping him on the day. The Chairman stated that Cllr Goodrham wanted to pass on a suggestion for the remaining profit, which

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was to donate it to the Village Hall as they have an impending cost to deal with over building issues and re-decoration. Cllr Burton was thankful for the suggestion and will pass this idea to the Jubilee Committee who will be meeting again on Friday evening.

**Training and Courses**

The clerk advised that there is one more Cilca training session to attend in June and then her portfolio will need to be brought together ready to submit for marking. This could take sometime due to the amount of work involved, but the Clerk did advise that the registration fee of £150 was now due. Once registered the Clerk has up to two years to send off her portfolio.

Both the Clerk and Cllr Burton have been booked onto the Summer Conference in July and will give an update of the event at the next meeting.

**Land to be maintained**

The Chairman stated that four tree contractors had been asked to quote for the job of removing trees and clearing up the area near Adeane Meadow. Unfortunately only one quote has been received, from a Mr Marjoram. Even though this was disappointing the Chairman did state that it was a reasonable amount of money. It states in the Council's financial regulations that the Council needs to actively seek three quotations for a project under £1,000 in value but a decision can still be made on one quotation. The Chairman asked for the Council's thoughts. Even though it was disappointing that only one had come forward, it was proposed by Cllr Fox that this quote should be accepted and this was seconded by Cllr Goad. All were in favour. The Chairman will contact Mr Marjoram. The Chairman also stated that the Clerk had spoken with the owner of 1, Lawrence Close which is situated next to the land in question. He was happy for any trees to be taken down but was very much against a bench being placed there. After further consultation he was not happy with a grit bin but agreed for this to be placed on the land as long as it was away from his boundary. These comments were duly noted by the Council.

**Bennetts Development**

An e-mail was circulated prior to the meeting with the information regarding the 'holding area' that was discussed at last month's meeting. The Chairman mentioned that the owner of Rosemary Cottage which backs onto the development has concerns over her boundary and the footpath to be installed next to the new development. The Chairman has given the resident Bennetts contact details as this is a personal matter.

**A134/A1065 30mph Campaign**

The speed assessment took place w/c 28<sup>th</sup> May, but it has been noted that the speed detectors have been placed on the A134 again, so the result may take longer than expected.

**Localism Act**

The Clerk had been notified prior to the meeting that the code of conduct is due to expire at the end of June, so a new code of conduct needs to be approved by Council by the beginning of July. The Clerk explained that she had put together an information pack to be circulated to each councillor. There were three options but it

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was evident that at the present time only one option was available to the Council as Breckland have not yet adopted a code of conduct for the Council to copy. Nalc have drafted a code for the Council to use and this has been circulated. A decision can be made at the next meeting, or an extra-ordinary meeting can be called in the month for this to be discussed then. It was decided to await comments from each councillor and make a decision once these have been received by the clerk.

**Cars parked for sale**

A letter had been received by Breckland informing the Council that they will investigate the matter for any breach of planning regulations. With this in mind, the Council decided to take this matter off the Agenda.

**Benches**

The Chairman advised that the bench outside the Bowls Club is in need of replacing but at present it is deemed not to be an emergency and the risk is classed as medium. It was decided that this bench should not be stained at this time. The Chairman informed the Council that he had not been in touch with Trojan Timber yet to discuss the matter of the two remaining benches, but he will endeavour to do so in the next few weeks.

**Health & Safety – Anglian Water**

It was reported since the last meeting that a fence panel had been removed next to the Anglian Water Sub-Station in the Lammas. This was deemed a health and safety risk as the public could fall into the ditch adjacent to the fence. Anglian Water have been contacted and as a gesture of goodwill they have replaced the fence panel. It was agreed that this matter should be taken off the Agenda.

**Date for August meeting**

The Clerk requested that she could change the date of the August meeting back to 2<sup>nd</sup> August. This was duly accepted by the Council. She also advised her holiday dates in August.

**The Gardener**

The Chairman advised that the gardener was concerned that he was requesting a lot more hours than originally agreed in his job description and wanted the Council to approve this. The Chairman mentioned that since his appointment the memorial bed and the Jubilee flower display have both been erected which would incur more hours to plant, water and maintain these areas. Cllr Goad stated that even though 10 hours a month were originally stated in his job description, the gardener did not claim for many hours in the winter and has never claimed for any hours unnecessarily. Cllr Goad therefore proposed that the gardener should claim for any extra hours he deems appropriate. This was seconded by Cllr Fox and all were in favour.

**7. Correspondence**

An e-mail was received by PCSO Marquiss with regards to the matter of cars parking on the pavements. The Police do not see there is a problem in Mundford at the present time. The Chairman asked the Council for their thoughts, which included going back to an idea of creating an A4 flyer to be placed through doors of offending

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car owners respectfully asking them not to park on the pavement. This idea was pursued but after initial discussion it was proposed by Cllr Goad that flyers should be placed along one street instead of one house in case the wrong car owner was in receipt of a flyer and filed a complaint. This was seconded by Cllr Shepherd and all were in favour. It was decided that the clerk should create the flyer and circulate this in the next few weeks for Councillor approval.

Information was received for the Tree Warden from Breckland Council; this was given to Cllr Marston.

A letter was received from Breckland advising the next Town and Parish Forum. Cllr Fox suggested that he may be able to attend and will consult his diary.

## **8. Finance**

### **8.1 Agree and sign cheques**

The grant from Breckland Council for the flower display has now been received for £250.00

The following payments were authorised at the meeting, 7<sup>th</sup> June, 2012 by the Parish Council and cheques signed by Cllrs A Shepherd and T Fox. The payments sheet was signed by the Chairman.

| <b>Cheque</b> | <b>Description</b>                     | <b>Total</b> |
|---------------|--|--------------|
| 101416        | Iceni Pest Control – subscription      | £ 48.00      |
| 101417        | J Farrell (Litter Warden)              | £ 70.00      |
| 101418        | Mr M S Peate (gardener)                | £ 196.68     |
| 101419        | Mrs F Brown (Sal/mil/post -4wk period) | £ 732.02     |
| 101420        | Anglia Computer Solutions              | £ 58.00      |
| 101421        | Mr F Goad (compost for flower display) | £ 138.64     |
| 101422        | NALC (Summer conference)               | £ 90.00      |
| 101423        | West Norfolk Community Transport       | £ 65.00      |
| 101424        | E.ON (Parish Office)                   | £ 7.19       |
| 101425        | Anglian Water (Parish Office)          | £ 51.01      |
| 101426        | SLCC-CiLCA Management                  | £ 150.00     |
| 101427        | Mrs A Shepherd CCS                     | £ 350.00     |

Savings account stands at £25,883.70

### **8.2 Audit 2011/2012 – approval of accounts**

The Annual return is now ready to send to Mazars, the Council's external auditor. A notice will be placed in the notice board on 11<sup>th</sup> June to advise parishioners that they may view the accounts from the 2011/12 financial year. A letter was read out from the Audit Commission in respect of a consultation regarding their external auditors. The letter states that the Council does not need to reply if they feel happy with the service they receive from Mazars. The Clerk advised that she is happy with the current process. The Council agreed that no reply should be sent.

### **8.3 External Donations**

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Cllr Burton asked if any external charities had applied for funds from the Council. The Chairman explained that the procedure is different for external donations. There was further discussion on this subject and Cllr Burton proposed that both internal and external donations should apply by the same procedure. There was no seconder. Cllr Goad proposed that charities that help people in Mundford should be discussed on an individual basis with a cap of £100. This was seconded by Cllr Shepherd, 5 were for and two against.

The Chairman outlined the list of charities that the Council had donated to in the past and asked for any other suggested charities. The decisions made were:

| <b>Name of Charity</b> | <b>Amount</b> | <b>Proposed</b> | <b>Secunder</b> | <b>For/Against</b> |
|------------------------|---------------|-----------------|-----------------|--------------------|
| British Legion         | £100          | Cllr Goad       | Cllr Fox        | 6/1                |
| Help for Heroes        | £100          | Cllr Fox        | Cllr Goad       | 6/1                |
| CAB (Brandon)          | £100          | Cllr Fox        | Cllr Goad       | 6/1                |
| EAAA                   | £100          | Cllr Goad       | Cllr Shepherd   | 6/1                |
| EACH                   | £100          | Cllr Shepherd   | Cllr Goad       | 6/1                |
| NA Rescue              | £100          | Cllr Fox        | Cllr Shepherd   | 6/1                |
| Macmillan              | £100          | Cllr Goad       | Cllr Marston    | 6/1                |

In total £700 in external donations were approved. The cheques will be written for the July meeting.

**8.4 Application for financial assistance**

Two applications were received by the Council. The first to be discussed was for a £2500 grant for works at the Village Hall. Cllrs Marston & Burton left the room as they are currently members of the Village Hall Committee.

The Council agreed that this was a well presented application, and the Chairman asked for comments. Cllr Goad stated that he had no objection to the application as the Village Hall is a major part of the village. Cllr Shepherd also agreed once a few points had been clarified. Cllr Fox commented that they have £12k in the bank at present and the Council have donated a lot of money to the Village Hall in the past. It was discussed whether any donation should be split into quarterly amounts like last year, but this decision was based on previous bad management of the accounts which is now not the case. Cllr Fox proposed that £2k should be agreed to and to reiterate that this money will be the only donation from the Council for this year unless there is a specific emergency. There was no seconder to this proposal. The Chairman proposed £2,500 but did agree with Cllr Fox's point that no further money should be approved within the next year unless there was an emergency. This was seconded by Cllr Shepherd. There were 4 for and 1 against this proposal. It was also agreed that the funds will be released once an invoice had been received showing the works have been completed.

Cllrs Marston and Burton were invited back to the room and informed of the decision.

The second application was from the Primary School asking for £1200 towards the cost of replacing the curtains in the main hall. The Clerk explained that a current BCR had been received showing the accounts as they stand, but due to the school being at the start of the financial year it is not a true reflection of funds available to the school for projects such as the re-decoration of the school hall.

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After a short discussion it was proposed by Cllr Fox that £1200 should be approved and this was seconded by Cllr Goad. All were in favour. The school will be advised that once an invoice has been received the Council will release the funds.

**8.5 Savings Account**

Information had been circulated prior to the meeting with regards to savings accounts available to the Council. It was agreed that a short term bond was a good idea and it was proposed by Cllr Goad that £15k should be invested when a bond becomes available. This was seconded by Cllr Fox, all were in favour. The clerk will ask the business advisor for Barclays when the next bond is available to the Council.

**8.6 Youth Project**

Originally the Chairman wished to discuss a cycle track for the Village Hall grounds, but since the problems associated with teenagers on motorbikes racing round the village have arisen, the Chairman decided that he did not believe that this project will help. This view was endorsed by the Council.

**8.7 Insurance**

The new insurance documents have now arrived and have been kept on file. The next time insurance will be reviewed is April 2015.

**8.8 Website**

The Chairman asked if a date could be set for an informal meeting at the Cricket Club to discuss the website. No dates were suggested, but a Thursday night seemed favourable. The clerk will arrange a date with the Cricket Club and Mr Hibbs and his son.

**9. Planning Applications**

**3PL/2012/0007/TL** 5, Swaffham Road. Erection of two storey dwelling and detached garage. Permission was granted on 11<sup>th</sup> May 2012.

**3PL/2012/0456/F** 35, Brecklands. Single storey front extension and rear dormer. No objections were sent to Breckland.

**10. Street Lighting**

The Chairman explained that sadly MHB Services Ltd have gone into administration. The Clerk explained that Karen and Maurice, who managed the firm, have set up their own business with all the original engineers, vehicles etc and wish to carry on with business as usual. A contract has been received, matching the approved contract the Council had had with MHB, except for one extra street light that was mistakenly forgotten on the previous contract. Just prior to the meeting, the clerk had received another contract from Westcotec Ltd which wish the Council to consider switching. Again, the price is still the same. After further discussion, it was proposed by Cllr Fox that K&M lighting run by Karen & Maurice should be accepted. This was seconded by Cllr Shepherd. All were in favour.

**11. Reports**

**Village Hall**

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Cllr Marston stated that the AGM had not been well attended but the Chairman has continued in the role. The Chairman explained that Natasha from the Village Hall has now taken the remaining boxes out of the Parish Office and thanked the Parish Council for the loan of the space.

**School**

The clerk advised she had not attended the last Governor meeting.

**STANTA**

There had been a complaint from a resident in Swaffham Road that two helicopters had been flying extremely low over her garden. The clerk had asked a representative of the camp to investigate this and an e-mail reply was read out to the Council.

**12. Members' Matters**

Cllr Goad wanted to convey his wife's thanks to the Parish Council for taking up her suggestion of a Jubilee Flower display. She is very pleased with the result.

He also wanted to mention his thanks to the Chairman. He stated that Cllr Eyres had given up a lot of his time and effort to help with the Jubilee display and other related matters building up to the Jubilee and the Council are very fortunate to have such a proactive Chairman. This view was endorsed by the other councillors.

Cllr Fox advised the Council that he had been stopped twice near Brown's Garage asking for directions to the Village Centre. He asked whether there was a sign originally pointing down Crown Road towards the Centre. Councillors did not believe there was ever a sign placed here, but thought a sign was erected near the bus stop. The clerk agreed to ask Breckland Council if a sign could be placed in Crown Road. She will report this at the next meeting.

With nothing more to discuss, the meeting closed at 9.37pm.

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

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