

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

Present:

Cllr S Eyres, Chairman, Cllr J Goad, Vice Chairman, Cllr J Burton, Cllr Goodrham, Cllr L Pratt, Cllr Weight, Cllr J Marston and Mrs F Brown (Clerk to the Council).
There were 4 members of the public.

1. The Chairman's opening remarks

The Chairman welcomed everyone to the meeting.

2. Apologies of absence

Cllr Fox gave his apologies as he was on holiday and Cllr Steward gave her apologies as she was unwell. Cllr Monson will arrive later in the meeting.

3. To accept and sign the Minutes of the Parish Council Meeting held on Thursday 7th June 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

Cllr Weight declared an interest in a planning application for West Hall.

5. Meeting suspended for public participation

A member of the public asked if it was possible for more comfortable chairs to be made available. There was a short discussion and it was deemed a good idea to buy some new chairs, but in the first instance it was agreed that the clerk should speak to the school about this issue as there may be a problem with storage. The clerk will update the council.

Resident Barry Ellis commented to the Council that he would be very interested in collating material on Mundford's history. The clerk had already advised him of the Parish Archive that is currently available to view on the website and he confirmed that he had seen this. He would like to start a project with the help and support of the Parish Council. Council members were pleased that Mr Ellis had come forward to do this and the clerk agreed to get in touch with him shortly to discuss further.

Mr Ellis thanked the Council and left the meeting.

6. Matters Arising

Outstanding Highway

The area near the memorial will be cut back by Highways as soon as they have space in their schedule. The clerk has spoken with the grass contractor and he is happy to maintain this area for minimal cost.

The Rangers are due to visit the Parish on 6th August. The Chairman asked members to contact the clerk with any jobs they consider the Rangers could do. The clerk has already started a list.

The Chairman asked the clerk to find out whose responsibility it is to maintain a small grassed area outside an electricity substation in Malsters Close. The area was always cut by Breckland but this year they have left the grass to grow. The clerk took a picture of the site and attached this with a google map picture to showing the grass

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trimmed in the past. Mr Rowland from Breckland Council spoke with the clerk to confirm that Breckland are not responsible and it is most likely that the electricity company is. It was queried by members that if the electricity company do not have the resources to maintain it, whether they would pay the council to do so. The clerk will contact UK Power Networks and update the council.

Roundabout

The roundabout has now been sponsored by a double glazing firm. Despite the council's previous agreement with our grass contractor, there is nothing the council can do to alter this. The clerk has spoken with the grass contractor and he has kindly agreed to cut the roundabout for no charge until the end of this year but will include this in his contract next year.

Re-surfacing of Brecklands and Fir Close

A drainage survey has now taken place and Mr Groom from Highways has stated that completion of works could take between 18mths and 2 years due to the severity of the problem. The surface dressing of these roads will now not take place until these works have been completed. The footpaths are likely to be done at the same time but this is not guaranteed. This will be taken off the Agenda until more information is available.

Update on Gritting Management in the Village

A meeting took place between Mr Lynch, Mr Groom from Highways, the clerk and three volunteers on 3rd July. Information was given out to the volunteers to read and Mr Groom discussed procedures. After a walk around the estates two areas were identified as possible areas for a grit bin. The householders who reside in the properties that the bins would be located outside of have been contacted and they are happy for them to be placed there. The clerk has sent this information to Mr Groom and suggested a meeting in September at the clerk's home with all the volunteers so that this matter can be finalised. The clerk will update the council on when the equipment is needed to be purchased.

Training and Courses

The Chairman stated that the clerk had attended her last Cilca training session and was now collating her portfolio together before sending it off to be marked. The clerk stressed that there had been a lot of work involved and she would be very happy if any Cllrs wished to view the portfolio before it is sent off. She also advised that the course had been extremely beneficial and thanked the council for allowing her to attend. The Chairman asked Cllr Burton for an overview of the Summer Conference. He explained that it was not as good as last year and he went through the Agenda stating which speakers were good and which ones, from his perspective, were of less significance. Cllr Goad asked Cllr Burton if he felt that the cost of the conference was justified. He replied by saying on this occasion it wasn't but that the previous conference was very good. Cllr Burton referred an opportunity to the clerk regarding an issue on promoting the council and getting the public more involved with council business. The clerk explained that a Facebook page for the council maybe an idea to consider. She explained how this works and said it would be a good tool to use to involve residents in council matters.

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Land to maintain

Stage one of the work has been completed near Adeane Meadow. The clerk had taken a photo and showed Councillors on the laptop. The Chairman stated that stage two needed to be discussed. After a short discussion it was decided that a mini digger would be needed to clear the site and top soil be added before seeding. Cllr Goad mentioned a resident's name that may be able to help with this project and the Chairman agreed to contact him. He will update the council accordingly.

The clerk received a complaint from a resident of No 2 Bracken Rise asking whose responsibility it was to maintain the grassed area outside her home. After a lot of searching the clerk had an e-mail response from Breckland Council advising that they are responsible for maintain the land and they will pass this matter to their contractors. The clerk advised the resident of this information. The area has now been cut but not up to the boundary fence. Since then the clerk has spoken with Breckland and they are compiling a map of the Parish with areas maintained by them. The clerk has asked for a copy of this.

Bennetts Development

An e-mail was read out advising that there had been a delay in tarmacing the site but this should go ahead in July/August. Mr Parker also gave his apologies as there will be no street lights placed along Pig Sty Lane.

A134/A1065 30mph Campaign

The speed survey has taken place and the clerk will update the council when there are any results.

Code of Conduct

Both the Nalc code and the District codes were circulated prior to the meeting. All Councillors commented that they wished to adopt the District Council code once this has been adopted by Breckland Council today. Cllr Goodrham proposed that the Breckland District Code of Conduct should be adopted and this was seconded by Cllr Goad. All were in favour. The clerk had given each councillor a register of interests form to complete and return to her as soon as possible.

Benches

The Chairman has not seen the owner of Trojan Timber yet but will endeavour to do so shortly.

Compost Complaint

A letter of complaint was sent to the garden centre where the compost had been purchased. A reply was received stating that they have sent a copy of the letter to the manufacturer. The clerk will update the council once a reply has been received.

Village Centre Sign

The clerk explained that she had spoken with Highways and due to their signing policy they will not permit a second village centre sign to be erected in Mundford. This matter can now be taken off the agenda.

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Friends of the Village

The clerk sent off 20 photos and text to the Breckland Voice outlining what the friends of the village have achieved, including litter picks, spring bulb planting days and maintenance of the village. The purpose was to gain some recognition for the residents who generously give their time to help make Mundford look good. The Breckland Voice team agreed that it made a good article and are intending to publish a story on it in the next edition. A sample was sent to the clerk whom she copied to all councillors.

Cllr Monson arrived at the meeting at 8.30pm

7. Correspondence

The clerk sent a letter to the Forestry Commission following the comments made in public participation at the last meeting. A reply was received which was circulated in the meeting. A discussion took place and Cllr Goad advised that a crime reference number cannot be given for a fly tipping offence. After further discussion it was proposed by Cllr Goodrham that a letter should be sent in reply clarifying this but also to state that fly tipping issues in the forest should be reported to the Forestry Commission. Cllr Goad seconded this motion and all were in favour.

An e-mail was read out by the Chairman stating that the Breckland Torch Relay will take place on Saturday through Thetford Forest with a celebration at the Village Hall in Mundford in the evening.

8. Finance

8.1 Agree and sign cheques

The Chairman explained that the clerk has had to complete forms and submit photos and invoices with regards to the Jubilee Flower display.

The following payments were authorised at the meeting, 5th July, 2012 by the Parish Council and cheques were signed by Cllr Eyres. Due to Cllrs Fox and Shepherd non attendance the cheques will be countersigned after the meeting. The payments sheet was signed by the Chairman.

Cheque	Description	Total
101428	Iceni Pest Control – subscription	£ 48.00
101429	J Farrell (Litter Warden)	£ 70.00
101430	Mr M S Peate (gardener)	£ 52.70
101431	Mrs F Brown (Sal/mil/post -4wk period)	£ 695.13
101432	Didlington Nurseries	£ 247.50
101433	Mr D Freeman (bus shelter cleaning)	£ 60.00
101434	Post Office (HMRC payment)	£ 60.05
101435	West Norfolk Community Transport	£ 125.00
101436	Viking Stationary	£ 72.82
101437	K&M Lighting Services Ltd	£ 158.12
101438	Help for Heroes (donation)	£ 100.00
101439	Citizen Advice Bureau (donation)	£ 100.00
101440	East Anglian Air Ambulance (donation)	£ 100.00

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101441	EACH (donation)	£ 100.00
101442	Norfolk Accident Rescue (donation)	£ 100.00
101443	DM Landscape contractors	£ 720.00
Savings account stands at £25,883.70		

8.2 Audit 2011/2012 – approval of accounts

The Annual return has now been sent to Mazars. The clerk advised that she had received a phone call from Mazars and answered a number of questions. Mazars did not envisage any problems with the return.

8.3 Application for financial assistance

An application from the church asking for £1500 towards their grass cutting had been received only the day before the meeting so the Chairman decided to circulate the application while the council discussed other matters on the agenda.

Once all Councillors had seen the application the Chairman asked for comments. Cllr Goad stated that in keeping with the other grants given recently that a grant should be approved to the church as it is an important part of the village. He proposed that £630 should be granted which is what was mentioned on the invoice attached to the application. This was 50% of the total cost so another £630 should be made available once the church submits the next invoice in the Autumn.

Cllr Burton stated that no accounts were sent with the application and this is an important issue. He also stated that the VAT should not be given as the church could claim this back depending whether they are registered for VAT or not. More discussion took place on this issue. Cllr Goad mentioned that the council have not asked the school or the Village Hall whether they are VAT registered or not so there is no reason to ask the church. Cllr Pratt suggested that the application could be agreed in principal awaiting the submission of accounts, but this was denied. Cllr Goad made an amendment to his proposal stating that up to date accounts are required before a decision is made. The clerk will contact the church.

8.4 Savings Account

The clerk had received notification from the business advisor at Barclays that a short term bond is now available to invest in. Cllr Fox has signed a letter prior to the meeting stating that he approves £15,000 to be transferred into the bond on a 12month basis. Cllr Shepherd and Cllr Eyres both need to sign the form due to the banking mandate to allow the funds to be transferred. After a short discussion it was proposed by Cllr Goodrham that £15,000 should be invested, this was seconded by Cllr Weight and all were in favour.

8.5 Website

The clerk mentioned that she had sent two e-mails to Leigh Hibbs, the first outlining all the changes that need to be made (this was copied to Cllr Burton and the Chairman for approval first) and the second e-mail asking for an update and a suggestion of a date to meet with the council at the Cricket Club, as is awaiting replies. The clerk mentioned that she could attend some one-to-one website training in Norwich but this will be costly. The council agreed to give Leigh another month before alternative measures are sought.

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9. Planning Applications

3PL/2012/0456/F 35, Brecklands. Single storey front extension and rear dormer. Permission granted.

3PL/2012/0561 West Hall, Mundford – application for listed building consent for alterations. No objections received from Parish Council. The clerk will report these after the meeting.

3PL/2012/0690/F Home Farm, Cranwich Rd, Mundford. Removal of agricultural occupancy condition on pp 3/84/0122. Circulating.

10. Street Lighting

The new street light contract is now in place and faults are being reported as normal.

11. Reports

County Cllr Monson

He stated that the old RAF Coltishall site had been bought by the Council. No development has been decided yet as they are awaiting proposals.

County Hall is in need of a lot of repairs and improvements due to the age of the building. All maintenance will be financed through capital funds. They have a streamlining and modernisation programme in place.

A lot of surface dressing of roads has been delayed due to the bad weather, but since the major work on pot holes last year the roads are in a much better state.

Cllr Monson mentioned the well organised Olympic torch celebrations in Norwich and the recent Jubilee celebrations.

The Chairman asked whether there was any further road maintenance to be carried out on the A134. Cllr Monson advised there was no more planned this year.

Village Hall

Cllr Burton stated that the AGM took place recently and gave a short update on events.

School

The clerk advised that two new parent governors had been appointed. The next Governors meeting is next week.

STANTA

There were no reports.

12. Members' Matters

Cllr Goodrham gave his thanks to the council for a get well soon card he received. He also stated that there were black bags of rubbish around Holly Cottage, and finally that he could not attend the next meeting as he was on holiday.

The Chairman mentioned that the hedge outside the property of No 2 Fir Close needs clipping back as it is obscuring the view of motorists trying to turn out of the junction onto the A134. The clerk will contact Peddars Way to ask them to cut it back.

He also mentioned that there are a few overhanging trees outside the Old Rectory in St Leonards Street. The clerk will write a letter to the owner of the property.

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The Chairman mentioned that Cllr Goad had re-worded the note regarding cars parked on footpaths that the clerk circulated recently. All Councillors were happy for this to be changed and for this to be on a half page format. It was also discussed that any streets that have issues of cars parked on footpaths should first be discussed at a meeting, and decided upon whether it constitutes notes placing through doors before this is done.

With nothing more to discuss, the meeting closed at 9.20pm.

Chairman: _____ Date: _____

Clerk: _____ Date: _____