

**Minutes of the Mundford Parish Council Meeting
Held at Mundford Primary School, Mundford
on Thursday 2nd August 2012**

Present:

Cllr S Eyres, Chairman, Cllr J Goad, Vice Chairman, Cllr J Burton, Cllr L Pratt, Cllr Weight, Cllr T Fox, Cllr J Marston and Mrs F Brown (Clerk to the Council). There were 6 members of the public.

1. The Chairman's opening remarks

The Chairman welcomed everyone to the meeting. He then asked for any questions to be directed through the Chairman. This was due to an incident at the July meeting. He wanted to ensure more control at forthcoming meetings.

2. Apologies of absence

Cllr Shepherd gave her apologies as she is away due to a family funeral. Cllr Goodrham gave his apologies at the previous meeting as he was on holiday. These were accepted by the Council.

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

It was proposed by Cllr Goad to accept the minutes and this was seconded by Cllr Weight. All were in favour apart from Cllr Fox who abstained as he was not present at the previous meeting. 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

There were no comments from the public.

6. Matters Arising

Outstanding Highway

The Rangers will be visiting the village on Monday 6th August. The Chairman asked for any further issues that needed reporting through to them. Cllr Fox had been approached by a resident of Crown Rd concerned that there is a drainage issue that needs to be addressed. The council are aware that a new footpath along this road has previously been requested to Highways and this is currently on a long waiting list, however it is Cllr Fox's suggestion that Highways should be contacted to ask for their advice on what can be done to alleviate the problem. The clerk will discuss this with the Rangers first. The Chairman also reported that the roundabout sign outside No7/9 Swaffham Rd is obscured by branches; this will be reported to the Rangers.

The Grassed area outside the substation on Malsters Close is in the ownership of UK Power Networks. They have advised that they will contact their contractors to visit the site and cut the grass.

The hedge outside No 2 Fir Close has been reported to Flagship and they have agreed for a Community Ranger to visit the site to see what work needs to be done.

There has been a complaint from a resident in Impson Way that a grassed area next to 34 Impson Way is very overgrown and looks untidy. The clerk is aware that it did not

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belong to Breckland and Highways. A title plan was requested on 34 Impson Way from the Land Registry, which confirmed that the grassed area is within the boundaries of the property. After a short discussion it was proposed by Cllr Fox that the owners should be asked to tidy this area. This was seconded by Cllr Goad, all were in favour. The clerk will write a letter to the owners.

Update on Gritting Management in the Village

The clerk has spoken with Paul Groom from Highways and as yet no decision has been made on whether the grit bins are permitted to be placed in the two areas previously discussed at a site meeting. Currently both Mr Groom and Mr Lynch are finalising dates to meet in early September with the volunteers. No equipment can be bought until the council receive a decision from Highways.

Roundabout

The Chairman wanted to ask the Council's thoughts on contacting Style who have sponsored the roundabout asking for a donation towards the grass cutting maintenance. Serco currently have this on a two-three cuts a year programme and this is why the Parish Council has it cut more regularly. Now TTSR Ltd can no longer sponsor the roundabout, they will no longer cut it for no charge. The Chairman proposed that a letter should be sent kindly asking Style for financial support to help keep the roundabout looking nice. Cllr Fox stated that the money Style has paid to sponsor the roundabout has gone to NCC and not to the village. The Chairman's proposal added that the letter should be circulated to Councillors before it is sent to ensure the right wording is agreed. This was seconded by Cllr Goad. All were in favour.

Training and Courses

The Clerk has now sent off her portfolio for the CiLCA qualification to be marked.

Land to maintain

Stage two of the work has now been quoted for at a cost of £395. This quote was delivered by Mr Sayer who lives in West Tofts. The Chairman explained to the Council that even though the work had been sanctioned by the Council at a previous meeting, the cost was discussed with some Councillors prior to the meeting and they all agreed for Stage Two to go ahead as soon as possible. The Chairman explained that he has weed-sprayed the area free of charge and Mr Sayer will attempt to start the works week commencing 13th August. Stage Three will include seeding the area, and the Chairman asked Cllr Marston if the Cricket Club would consider the Council purchasing some grass seed from them for this purpose. This was approved by Cllr Marston.

Bennetts Development

There were no updates on this item.

A134/A1065 30mph Campaign

The speed survey has taken place and the clerk will update the council when there are any results. Cllr Goad clarified why the speed bumps were taken away and then returned for a while before being removed permanently.

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Code of Conduct

Interest forms have been completed and sent to Breckland along with the Council's acceptance to the District Council's Code of Conduct.

Benches

The Chairman commented that he had spoken with Sue Crane at Trojan Timber and he had agreed to take the remaining benches from their site to be stored in the parish office. She was also kind enough to refund the council for the two remaining benches due to their bad condition. This resulted in a cheque to the council for £237.96.

Compost Complaint

A letter was received from Scotts, the supplier of Miracle Gro compost. This was shown to all members at the meeting. After a short discussion and explanation by the Chairman of the situation why a complaint was made to Scotts, the reply was deemed as unsatisfactory. Cllr Goad requested that a letter should be sent to Scotts advising them that the Council thanks them for the explanation and will publicise the letter on their website as they have a duty to their parishioners to pass on advice. This was seconded by Cllr Marston and all were in favour.

Chairs for Council Meetings

It was explained by the Chairman that the cheapest stackable chairs were sourced through the school catalogues at a price of £40 each. There was also the issue of storage which the school could not give assurance for. However, the school had been kind enough to offer the staff room chairs and office chairs from the ICT room if needed. Cllr Burton was pleased with the offer from the school but did not feel that this was solving the problem entirely as some will still be sitting on children's chairs. After a short discussion it was proposed by Cllr Weight that the offer from the school should be accepted. This was seconded by Cllr Goad and all were in favour.

Cars parked for sale

Sue Arnold the planning officer from Breckland has reported to the council that the owners of 35, Fir Close will no longer be selling cars from their business at this address. She passes the property during the week on her way to work so will monitor the situation. This can be taken off the agenda.

Cars parked on pavements

The Chairman has the new flyers to be placed through doors shortly.

7. Correspondence

Thank you letters were received from East Anglian Air Ambulance, Macmillan & Help for Heroes.

8. Finance

A VAT return was received for £667.67 and a Community Car Scheme Refund from Breckland Council of £297.02.

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8.1 Agree and sign cheques

The Chairman read the cheque payments out and Cllr Fox proposed that they should be accepted and signed. This was seconded by Cllr Burton, all were in favour. The following payments were authorised at the meeting, 2nd August, 2012 and cheques were signed by Cllr Eyres and Cllr Fox. The payments sheet was signed by the Chairman.

Cheque	Description	Total
101445	Iceni Pest Control – subscription	£ 48.00
101446	J Farrell (Litter Warden)	£ 70.00
101447	Mr M S Peate (gardener)	£ 49.60
101448	Mrs F Brown (Sal/post/sund -5wk period)	£ 825.52
101449	West Norfolk Community Transport	£ 92.50
101450	K & M Lighting Services	£ 158.12

Savings account stands at £10883.70

8.2 Audit 2011/2012 – approval of accounts

The Council is awaiting the return of the Annual return.

8.3 Donation Criteria

The Chairman stated that decisions need to be made with regards to the Council's grant and donations criteria as there has been a recent situation with the Church being asked for accounts and asking whether the group or organisation was VAT registered or not, and some Councillors are unhappy with this.

Cllr Goad proposed that VAT is not a matter for this council and donations when granted should be made in full for the amount agreed by the council. If an organisation is able to claim back VAT then this is further helping them. This motion was seconded by Cllr Fox and all were in favour.

Additionally, Cllr Goad stated that in his opinion requests for grants should be dealt with on an individual basis. The Council should ask for an account of what fund raising has been done in order to agree on a donation by the council, and may require a copy of accounts which show the donation being made and how it has been spent within 12 months from date of donation. The Council should only request full accounts if there is any doubt re monies held by an organisation and the amount requested exceeds the 'relevant minimum' which is £2000. Also organisations should supply an invoice for work carried out and then the donation will be made.

There was a short discussion and Cllr Burton stated that the Parish Council did adopt the National standard in February and this is practiced by most Council's and NALC. The Council can decide to adopt their own standard and Cllr Fox added that he would like to see the invoice paid at the end of the project to ensure the Council is working responsibly. This was agreeable to Cllr Goad and in light of this his proposal was seconded by Cllr Fox. All were in favour. Cllr Fox suggested that a copy of the amendments to the criteria should be sent to each Councillor. This was accepted by the Council.

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8.4 Application for Financial Assistance

The Clerk advised that the Church were holding a meeting this evening and the subject of retrieving some accounts for the Council will be discussed. However, due to the decisions made in Agenda Item 8.3, the Chairman stated that the Church will not need to send accounts for their application. The Church has requested £1500 from the Council towards the grass cutting maintenance, which has been the same amount over the last few years. When taking into consideration the amount given on the invoice of £630.00 which is 50% of the year's grass cutting contract, the Chairman proposed that the difference in funds which equated to £240.00 should be given to the church on the understanding that the hedge is cut along the side near Billy Emms Garages as this has become very overgrown. Cllr Goad asked if the hedge affects the public using the footpath, which the Chairman replied that in his opinion it does. Cllr Pratt suggested that the public could use the path on the other side.

Cllr Fox suggested that the Church should be contacted and asked to cut back the hedge anyway. The Chairman stated at this time that any maintenance work the church may undertake would not be done by him.

Cllr Fox proposed that the invoice of £630 should be paid now and once the other invoice of £630 is received by the church then this will be paid at that time. A letter should be sent with the cheque asking them to cut back the hedge. The Chairman withdrew his proposal. Cllr Fox's proposal was seconded by Cllr Goad and all were in favour.

The second application for financial assistance was received from Mrs Fran Brown, who intends to start a Badminton Club in the Village Hall for children aged 7-11 years. The application was for £65 towards equipment and hall hire. A further application for a grant has been made to Breckland Council. The Clerk (Mrs Brown) left the meeting while this was being discussed. On her return it was proposed by Cllr Fox that £65 should be granted and a cheque issued once an invoice for the Hall Hire had been received. This was seconded by Cllr Burton and all were in favour. The Clerk thanked the Council.

8.5 Savings Account

The Chairman explained that £15,000 has now been transferred from the premium account to the new bond. This will mature on 26th April 2013.

8.6 Website

There has been no further contact from Mr Leigh Hibbs regarding the website after further attempts to contact him. Cllr Burton had spoken to Mr Andy Hibbs, his father, and it was evident at that time that the Council will need to find an alternative. The website is still showing the Jubilee Fayre and Cllr Burton advised that his daughter will be visiting for a few days next week and she is keen to help with the website in the short term while she is in the village.

The Chairman asked for the Council's thoughts. There was a short discussion including the idea whether an advert should be placed in the connect asking for help with the website. It was eventually agreed that Mrs Godfrey who put the Village Hall Website together should be contacted in the first instance to see if she would be willing to help.

9. Planning Applications

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3PL/2012/0561 West Hall, Mundford – application for listed building consent for alterations. No objections received from Parish Council.

3PL/2012/0690/F Home Farm, Cranwich Rd, Mundford. Removal of agricultural occupancy condition on pp 3/84/0122. No objections sent by the Council.

Bennetts Plc have sent an application to Breckland proposing two dwellings in the new development. Once plans have been received they will be circulated promptly.

10. Street Lighting

No reports

11. Reports

There were no reports from either Cllr Steward or Cllr Monson as they both could not attend. Cllr Fox asked how the Council felt about sending a letter to both Cllrs stating that the Council are sorry that they cannot attend meetings like they used to and the Council and public benefit greatly when addressing important issues.

After a short discussion this was proposed by Cllr Fox and then seconded by Cllr Goad, all were in favour.

Village Hall

Cllr Burton stated that the Village Hall are at present gathering quotes for various items needed for maintenance of the Hall. The anticipated cost of this is between £20-£30k. The Hall is currently intensifying their fundraising efforts and plan a number of events in the next few months and into next year.

After a circulation that was sent to Cllrs prior to the meeting, a number of Cllrs mentioned that a congratulations letter could be sent to the Village Hall for getting the Hall back on track after the previous year of uncertainty. After a short discussion it was decided that there was no reason at this stage to send a letter.

There were no reports from the school or STANTA.

12. Members' Matters

The Chairman stated that the clerk is on holiday from 10th August to 25th August, so if there is anything Cllrs wish for the clerk to do then please contact her before she leaves for holiday. The clerk will ensure all letters are sent out and the minutes completed before her holiday.

The Chairman stated that he is on holiday from 11th to 18th August.

Mr Barry Ellis who intends to create a portfolio of the History of Mundford has been contacted by the Clerk with the current Archive disk and a few contacts of residents in the village that may be able to help him with his efforts.

With nothing more to discuss, the meeting closed at 8.46pm.

Chairman: _____ Date: _____

Clerk: _____ Date: _____