

**Minutes of the Mundford Parish Council Meeting
Held at Mundford Primary School, Mundford
on Thursday 6th September 2012**

Present:

Cllr S Eyres, Chairman, Cllr J Goad, Vice Chairman, Cllr J Burton, Cllr L Pratt, Cllr Weight, Cllr T Fox, Cllr A Shepherd, Cllr D Goodrham, Cllr J Marston and Mrs F Brown (Clerk to the Council). There were 2 members of the public and PCSO Parrott from the Safer Neighbourhood Team in Thetford.

1. The Chairman's opening remarks

The Chairman welcomed everyone to the meeting.

2. Apologies of absence

Apologies were received from Cllr A Steward and Cllr I Monson due to other commitments. This was accepted by the Council.

3. To accept and sign the Minutes of the Parish Council Meeting held on Thursday 2nd August 2012

It was proposed by Cllr Weight to accept the minutes and this was seconded by Cllr Pratt. All were in favour apart from Cllr Shepherd & Cllr Goodrham who abstained as they were 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

A resident advised the council that there was Ivy growing up the side of the Parish Office. This could cause problems if not cut down. The Chairman advised that the gardener should be consulted on this matter.

PCSO Parrott from the Safer Neighbourhood Team in Thetford advised that over the past three months 2 crimes had been recorded in Mundford, one was a theft of a motor vehicle and the second was a theft. There has been an increase of complaints regarding off-road motorbikes in the area. She advised that if anyone sees offenders, then they should be reported immediately so that they are able to sanction section 59 to seize the bikes. There have also been reports of teenagers throwing stones at vehicles along the A134. This has been dealt with and letters have been sent to the parents of the youngsters involved.

The Chairman invited questions from the Council. Cllr Goad stressed that teenagers in cars have been driving erratically around the village, and have been seen along the A1065 speeding in and out of junctions. The PCSO asked when this was more evident, and Cllr Goad advised it was in the evenings and weekends.

There was also discussion regarding another vehicle-related matter, which the PCSO has asked for additional information for.

6. Matters Arising

Outstanding Highway

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The Rangers visited early August and the list of jobs completed has been circulated to members. The Chairman highlighted areas that were not fully completed and that these should be placed on the next list.

The grassed area outside the substation in Malsters Close has now been cut, along with the Ivy on the fence.

Pictures were shown of the hedge outside No 2 Fir Close to show that the area looks to have been cut. There was no doubt that visibility on this junction has been enhanced.

Pictures were shown of the area outside No34 Impson Way, one before the grass and hedging had been cut and now after. The Council agreed that there had been a noticeable improvement.

The flooding issue along Crown Road had been discussed with the Rangers and they have since been in contact with the owner of No 3 Crown Road due to water flowing into their garden when there had been significant rain. The clerk advised that this issue is now being investigated and any results will be directed to the resident. Cllr Fox advised that the gulleys along this road are definitely blocked. The clerk advised that Highways are aware of the flooding problems in Crown Road, but will mention this again when writing her report to Highways after the meeting.

Update on Gritting Management in the Village

Currently both Mr Groom and Mr Lynch are finalising dates to meet in September with the volunteers. No equipment can be bought until the council receive a decision from Highways.

Roundabout

At the previous meeting it was agreed that a letter should be sent to Style who have sponsored the roundabout asking for a donation to the grass cutting. A letter had been drafted by the clerk to be checked at the meeting. The Council decided to take 'small donation' out and replace this with 'donation'. There was a long discussion on this and Cllr Goodrham felt that the letter should not be sent at all, and instead let Highways take over the responsibility of the maintenance of the roundabout. The Chairman disagreed and proposed that due to the amount of money and effort that had gone into making the area look nice, the area should be cut regardless of whether Style donated any money. After further discussion, it was agreed that the Council should send the letter and have further discussion once a reply had been received as to what action should be taken. The Chairman withdrew his proposal for the time being.

Training and Courses

The clerk is awaiting the decision on her CiLCA portfolio. The Chairman had asked whether there were any Chairman's courses available at the moment. At present there are none, but the clerk has requested to NALC that the Chairman would like to attend one in the near future.

Land to maintain

Stage two of the work has now been completed by Mr Sayer and his invoice has been received. The Chairman agreed that the area looks a lot better and is now ready to be seeded once there has been a further wet period. The Chairman mentioned that he had weed sprayed the area at no expense to the Council. He asked if there was a volunteer

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that would be happy to help him with the grass seed. Cllr Marston offered his assistance.

The Chairman also stated that Highways has informed the Council that the planned grit bin will not be filled by them unless specifically requested and paid for. The cost of this would be approximately £75 each delivery. The Chairman also stated that a concrete base would need to be placed there as well as the two areas in Fir Close and the Brecklands. Cllr Goad proposed that the Chairman undertake this work so that it is done to the right standard. Cllr Fox seconded this motion. All were in favour.

Bennetts Development

The clerk asked for an update from Bennetts on the progress of the development. An e-mail was read out explaining that they have some significant issues at present but these will be actioned shortly. Cllr Goodrham mentioned that there was a large amount of weeds on the site near the holding area adjacent to the affordable homes. The Chairman agreed with Cllr Goodrham and stated that Mr Ellis who lives on the development has sent a letter about this matter.

A134/A1065 30mph Campaign

Results from the speed survey that took place in the spring have still not been received. The clerk has spoken with Highways and any results could still take a matter of months before being released to the council. Therefore, the Chairman asked the Council if this can be taken off the agenda until the results had been received. All were in favour of this.

Code of Conduct

The interest forms are now available to be seen on the District's website. The clerk will attempt to place these on the website as soon as possible.

Compost Complaint

A letter was sent to Scotts with regards to any information they sent being placed on the council's website. No reply has been received. The clerk advised the council that she had received a phone call from a resident advising that in future the council could get compost from the recycling centres which could be more cost effective. After a short discussion and interesting comments Cllr Pratt had read in a newspaper, the Council decided not to buy compost from the recycling centres.

Cars parked on pavements

The Chairman advised that there is a car parked opposite the Mace that juts out into the pavement which is causing obstruction. The driveway was designed for two smaller cars. Cllr Goodrham proposed a letter should be placed through the resident's door asking for them to rectify this problem. It was discussed that the owner had originally asked the Mace if the car could be parked on their car park, but this was denied. Cllr Goodrham's proposal was seconded by Cllr Burton and all were in favour.

The matter of cars parked on pavements is ongoing and letters will be placed through doors shortly in nominated areas. The Chairman asked for a volunteer to help him, the clerk agreed to help.

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Bulb Planting & Litter Pick

It was agreed that the next Spring Bulb Planting Day should be Saturday 13th October at 10am.

The Chairman asked the Council's thoughts on purchasing hyacinths for the Village Green. After a short discussion, the Chairman proposed that a number of bulbs should be purchased. This was seconded by Cllr Goad and all were in favour.

The Chairman asked the council for other suggestions where bulbs could be planted this year. Cllr Goodrham suggested that a discussion should take place with regards to the Jubilee Bed as it is looking very untidy. Other Councillors agreed that a winter colour would look nice and to also resemble the Jubilee theme. Cllr Goad mentioned that he would like to see the Diamond in the middle with plants around the edges and this was approved by Cllr Goodrham. The Chairman asked what plants they would like to see and Pansies was the first choice as this will give plenty of colour. Two colours were also decided. It was also discussed that bulbs could be planted around the Jubilee bed. This was proposed by the Chairman and seconded by Cllr Pratt but there were no other votes. Cllr Goodrham proposed that the Jubilee Bed should be left alone and this was seconded by Goad. This second motion was carried by 7 votes to 2.

The Chairman stressed that a decision should be made tonight on whether bulbs should be planted around the village to enable time to purchase them. With the cost of the pansies to fill the Jubilee Bed and the Hyacinths for the Village Green, it was decided that costings for the pansies should be sought first and how many were needed and any money left over could be spent on spring bulbs. Cllr Fox proposed that £200 should be spent in total and this was seconded by Cllr Goad, all were in favour.

Grass Cutting

The Chairman asked the Council's thoughts on the grassed verge opposite Impson Way if it needs a further cut, as only three cuts had been budgeted for this year. After a short discussion it was proposed by Cllr Goad that a further cut at the end of October should be requested, this was seconded by Cllr Goodrham, all were in favour.

The Chairman mentioned that there had been a few complaints about the overgrown public footpath opposite London Lane that runs to Lynford Hall. The clerk showed photographs of the area to show the severity of the situation. The clerk also explained that Highways, who have responsibility for the footpath, will not be cutting it this year, this is a county wide issue. After a short discussion it was proposed by Cllr Goad that a letter should be drafted to the landowners asking them if they would kindly cut the path. This was seconded by Cllr Goodrham, all were in favour.

Cllr Goodrham was concerned over the state of the verges after Breckland had cut them. The Chairman stated that Breckland are only paid for 5 cuts a year and yet they do a great deal more, and with the extraordinary weather we have had this year the grass has grown at a more significant rate. He also mentioned that when looking at other villages in this area, Mundford looks very good. Cllr Goodrham wanted this to be monitored.

The Chairman mentioned that the gardener was having difficulty mowing the Jubilee Bed as his mower was not powerful enough. He has strimmed the area but he was not happy with the cut. It was discussed that a lawnmower sufficient for the job should

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be purchased. A limit of £300 was proposed by Cllr Fox and this was seconded by Cllr Goad, all were in favour.

Rose Bed on Village Green

The Chairman explained that the Council had purchased and planted 5 peace roses on the Village Green a few years ago, there is a plaque commemorating this event. However, now the roses are well developed it is evident that one of the roses is different from the others. The Chairman proposed that the rose be replaced with a peace rose and that more bark chippings should be purchased so that Mrs Whiting who currently weeds the area has an easier job. This was seconded by Cllr Goad, all were in favour. Cllr Goodrham asked whether the Oak Tree was planted in the Village Green to commemorate the Jubilee. The Chairman stated that the tree was planted on 5th June 2012, the day of the Jubilee.

Bus Service

A chart showing passenger numbers and costings of the service over the last five months was given out by the clerk to each councillor. The Chairman explained this in detail and explanations were given on certain aspects of the chart. Cllr Goodrham expected that there would be a dip in the summer months. Cllr Fox was concerned over the percentages of passengers that used the service. If the numbers had been 8-10 on average then this would be more acceptable, but on occasions only 5 were using the service. He also mentioned that some passengers had asked for a Watton service and it may be a good idea to look at alternative routes. It was agreed that Mrs Read who brought many bus users to the meeting 5 months ago, should be invited to the meeting in October and asked to bring others who use the service. It was also agreed that the clerk should update the chart after September's numbers and bring this with copies to the next meeting.

Future meetings in ICT Room

The Chairman suggested that the previous meeting that was held in the ICT room was a better environment and very comfortable. He asked the council's thoughts on whether they would like to hold the Council meetings in the ICT room in future. After a short discussion and concerns whether it was big enough to accommodate everyone, he proposed to use the ICT Room when necessary. There was no seconder. The Chairman then explained that the Village Hall is booked on the first Thursday of every month, so that is not an alternative option.

7. Correspondence

A thank you letter was read out from the Church for the donation given towards their grass cutting.

A thank you letter was received from the Citizens Advice Bureau for the council's donation.

A letter was received to the Council from a resident in Fir Close asking for action to be taken over flooding in the area. This matter has been passed onto the Highways Department. The clerk has also written to the resident personally.

8. Finance

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8.1 Agree and sign cheques

The Chairman read the cheque payments out and Cllr Goad proposed that they should be accepted and signed. This was seconded by Cllr Goodrham, all were in favour. The following payments were authorised at the meeting, 6th September, 2012 and cheques were signed by Cllr Eyres and Cllr Fox. The payments sheet was signed by the Chairman.

| Cheque | Description | Total |
|---------------|---|--------------|
| 101452 | Iceni Pest Control – subscription | £ 48.00 |
| 101453 | J Farrell (Litter Warden) | £ 70.00 |
| 101454 | Mr M S Peate (gardener) | £ 61.90 |
| 101455 | Mrs F Brown (Sal/post/sund -4wk period) | £ 630.28 |
| 101456 | West Norfolk Community Transport | £ 77.50 |
| 101457 | Void Cheque | £ |
| 101458 | Viking Stationary | £ 40.74 |
| 101459 | Mrs A Shepherd (CCS) | £ 100.00 |
| 101460 | Mr S Sayer | £ 395.00 |
| 101461 | Mundford Junior Badminton Club | £ 65.00 |
| 101462 | Mundford Football Club | £ 2400.00 |
| 101463 | Void Cheque | £ |
| 101464 | K & M Lighting Services | £ 158.12 |

There were two void cheques due to an error by K & M Lighting Services.

£15,000 had been invested in July into a one year fixed bond, therefore the savings account now stands at £10886.08.

The Chairman mentioned that a cheque for £2400 has now been written due to the football club achieving their funding target for the floodlights. An invoice is on file.

8.2 Audit 2011/2012 – approval of accounts

The Council is awaiting the return of the Annual return. A letter was read out by the clerk detailing that Mazars will be the Council's internal auditor for the next 5 years. The Chairman asked if there would be a volunteer to look at the accounts with the clerk to follow the council's internal control procedures. Cllr Weight kindly agreed. A date will be arranged shortly.

8.3 Donation Criteria

The Chairman wanted to clarify some issues from the previous meeting. Cllr Burton explained that a page was missing from the document. The clerk had not seen any extra pages. Cllr Burton showed the clerk the page and after further discussion he proposed that the notes that were circulated should be placed in the document and any amendments incorporated into the document. Once this has been completed it should be circulated to the council. This was seconded by Cllr Pratt, all were in favour.

8.6 Website

There has now been contact with Leigh Hibbs and he has made some amendments on the website with help from Cllr Burton and his daughter. Cllr Burton was concerned

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that no contact has been made since then and it may be worth speaking to others if Leigh is not in a position now to commit the time needed. This was agreed by many councillors and two names were suggested to contact of Georgina Sims and Rosemary Godfrey that both have experience in these fields. Cllr Goad proposed that these people should be contacted and this was seconded by Cllr Burton. All were in favour. The clerk mentioned that she will try and contact Leigh first to find out his intentions on whether he wishes to carry on with the website project.

9. Planning Applications

3PL/2012/0561 West Hall, Mundford – application for listed building consent for alterations. This application no longer exists due to a new application

3PL/2012/0872 West Hall, Mundford. Rebuild staircase, chimney, remove dormer, extend roof, (outbuilding) external canopy roof & extend kitchen. This application has recently been circulated and no objections have been sent to Breckland.

3PL/2012/0690/F Home Farm, Cranwich Rd, Mundford. Removal of agricultural occupancy condition on pp 3/84/0122. Permission granted 22nd August 2012

3PL/2012/0607 Bennetts Plc. Erection of two dwellings with garages and private drive. No objections sent to Breckland.

10. Street Lighting

There have been no reports. Cllr Goodrham asked about the painting of the street light columns. The Chairman advised that three of the worst ones have been done. Once the planting season has finished then the gardener will be asked to undertake more work.

11. Reports

There were no reports from either Cllr Steward or Cllr Monson as they both could not attend. Cllr Steward did stress in a text message to the clerk prior to the meeting that she sincerely apologised for not attending more meetings but there were valid reasons. However, she was keen to note that she will attend future meetings as much as possible. She would also like to hold a Cllr Surgery in the village and welcomed the council's views as to where to hold it. After a short discussion it agreed that she could use the Parish Office, however it is very small with little space due to the amount of items stored there. The other suggestions were the Crown and Village Hall.

Village Hall

Cllr Burton stated that the Village Hall are continuing discussions over the refurbishment. There are issues surrounding the surveyor at present. They are also currently looking to change the insulation, heating and to re-decorate.

School

The Chairman stated that 4/5 months ago Cllr Monson mentioned that he thought the Headteacher was leaving at Methwold High School. This appears not to be the case.

12. Members' Matters

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Cllr Goad reported that heavy rain has shown that a gully on the corner of Lynford Road and A1065 is blocked. The clerk will report this.

Cllr Goad also mentioned that the signs on this corner advertising Lynford Hall inhibits visibility in his opinion. The clerk will have a look at the area and speak with Lynford Hall if necessary.

Cllr Goad also mentioned that the issue of dog fouling is becoming more evident including those who place the dog mess in the bag but throw the bag on the floor rather than in the bin. He suggested that a notice on the front page of the newsletter would be a good idea asking for people to report people who let their dogs foul as well as reporting dog mess on the footpaths. He also mentioned that issues with fly tipping should be added to the front page. The clerk will speak with the editor of the newsletter to see if the front page can be requested.

Cllr Goodrham mentioned that the weeds on kerb lines around the village are becoming very visible now. The Chairman stated that they are sprayed twice a year at present, this should be more frequent but reductions in budgets have meant this is not possible.

The Chairman asked for the clerk to contact Icen Pest Control and mention that the area outside Malsters Close and near the entrance to the public footpath on A1065 have problems with mole hills.

The Chairman mentioned that the benches have not been rubbed down and stained so far as the gardener has not been able to fit this in due to other commitments. It was discussed that the friends of the village may like to get involved with this.

The verge adjacent to the A134 that was cut by Highways recently needs further attention. The Chairman suggested a site meeting to discuss the matter further. He also added that if there were no objections he would spray the area of weeds at no cost to the council. This was much appreciated by the council. It was agreed that the site meeting could go ahead after the litter picked planned for 13th September.

With nothing more to discuss, the meeting closed at 9.40pm.

Chairman: _____ Date: _____

Clerk: _____ Date: _____