

**Minutes of the Mundford Parish Council Meeting  
Held at Mundford Primary School, Mundford  
on Thursday 4<sup>th</sup> October 2012**

**Present:**

Cllr S Eyres, Chairman, Cllr J Burton, Cllr L Pratt, Cllr Weight, Cllr A Shepherd, Cllr D Goodrham, Cllr J Marston, Mr Paul Groom (Highways Engineer), District Cllr A Steward and Mrs F Brown (Clerk to the Council). There were 12 members of the public and PCSO Marquiss from the Safer Neighbourhood Team in Thetford.

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

The Chairman welcomed everyone to the meeting. He was very pleased to see so many at the meeting. He wanted to express the Council's thanks to the Friends of the Village who have helped with many projects this year. It was proposed by Cllr Marston that a thank you letter should be sent to each volunteer from the Council to say thank you. This was seconded by Cllr Goodrham and all were in favour. The Chairman also expressed the Council's thanks to Sam the gardener and his wife Fiona for their commitment in enhancing the village. The Council all agreed that the flower tubs and the Jubilee Bed look fantastic. Thanks were also given to Jo Farrell the Litter Warden for her dedication to her role and her regular reports.

**2. Apologies of absence**

Apologies were received from Cllrs T Fox and J Goad due to holiday commitments and Cllr I Monson due to another engagement. This was accepted by the Council.

**3. To accept and sign the Minutes of the Parish Council Meeting held on Thursday 6<sup>th</sup> September 2012**

It was proposed by Cllr Burton to accept the minutes and this was seconded by Cllr Pratt. All were in favour. 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. Paul Groom, Highways Engineer**

The Chairman asked how the earlier meeting went with regards to the volunteer gritting programme. Mr Groom stated that the meeting went well and forms need to be completed by the volunteers and returned to the clerk. These will be copied and sent to Highways.

The Chairman asked when the weed sprayers will be visiting Mundford. Mr Groom advised that he thought they were in our area shortly, but he will clarify this and report back to the clerk.

The Chairman then stated that trees have been taken down on the verge near the entrance to Bracken Rise. He asked whether this was a Highways initiative. Mr Groom knew nothing of this and confirmed that this area as far as he was aware was the responsibility of Highways. He asked the clerk to send him details of this matter so that this can be checked.

The Chairman asked for any questions by the Councillors. There were none. The Chairman opened questions from the public.

A resident from Swaffham Rd asked for further investigation to be carried out on a collapsed drain outside his home. Mr Groom advised that he will contact the resident

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about this situation after the meeting to investigate further. The same resident asked if anything was being done with regards to the speed issue along Swaffham Road. Mr Groom explained what had been done in the past year up to the present, and our current wait for the results of the speed assessment done in the spring.

A resident asked if it was possible for a sign to be placed near the roundabout alerting vehicles that there is a pedestrian crossing approaching. Mr Groom explained that due to traffic regulations this is not possible and also explained at length reasons why a sign would have little effect. The lights are working at optimum efficiency and most issues are caused by poor driving and lack of concentration.

A resident asked whether the weeping willows outside 27 Brecklands could be cut back as they are obscuring the light. The Chairman advised that this matter was on the Agenda.

The Chairman thanked Mr Groom for attending and he left the meeting.

**6. Bus Service Discussion**

The clerk had given everyone copies of a chart outlining passenger numbers and revenue for the Swaffham Bus Service over the past 6 months. The Chairman stated that an average of 7 people are using the service a week and that there were dips in the number using it over the summer period. The clerk mentioned that there had been a few letters received from residents and phone calls asking for the Swaffham Bus Service to be retained but also asking whether a Watton bus on a Wednesday could be considered. The Chairman first asked the Council if they had any comments. Cllr Burton advised that if there would be a better uptake then Watton should be considered as an option. Cllr Pratt also stated that there is more going on in Watton at the present rather than Swaffham. Cllr Shepherd stated that maybe the service should be changed to Watton for a 6 month period and then passengers could decide which service they prefer. Cllr Steward mentioned that 250 new homes are being built in Swaffham and there are many projects to engage with the community, so Swaffham will be expanding.

The Chairman opened the discussion to the public. A resident mentioned that there was a flexibus service available to other parts of the County but it does not travel to Mundford. Cllr Steward advised that she will make enquiries with Cllr Monson and report back to the Council.

There were a number of residents asking for both a Swaffham service and a Watton service.

After a lengthy discussion by both the public and the Council, Cllr Goodrham proposed that there should be a Swaffham service and a Watton service once a month and this should be on a 6 months trial. This was seconded by Cllr Shepherd and all were in favour.

The Chairman asked the public if they were happy with this and the reply was very positive. It was agreed that the Watton bus will run on a Wednesday but will avoid the 1<sup>st</sup> Wednesday of the month due to the Over 60's monthly event in the Village Hall.

It was decided that once the Council had received approval from WNCT, then timetables will go in the connect and placed on the notice board.

A resident pointed out that the National Express timetable is wrong in the connect. The clerk will contact the Editor. It was also stated that the timetables in the bus shelters are over 5 years old. Cllr Steward said that she would report this.

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The Chairman had noticed that a No Smoking sign had been removed from one of the bus shelters. The clerk will replace this as soon as possible.

**7. Meeting suspended for public participation**

A resident advised that there is a lot of tree debris near the church which looks very unsightly and could cause problems for residents. The clerk mentioned that this area was the responsibility of Flagship housing. Mrs Peate advised that her neighbour works for Flagship and she will ask him to make a report. The Chairman thanked Mrs Peate for her kind offer.

**8. Matters Arising**

**Outstanding Highway**

The Rangers will visit again on 5<sup>th</sup> November. The clerk will start to collate a list, and there were a number of issues the Chairman asked to be included.

It was discussed that the weeping willow trees on the property of 27 Brecklands are overhanging on to the Highway and are clipping cars windscreens. The street light is also obscured due overhanging branches. It was proposed by Cllr Shepherd that a letter is sent to the owner of the property, this was seconded by Cllr Goodrham and all were in favour.

**Update on Gritting Management in the Village**

After the discussion earlier in the meeting, it was proposed by Cllr Goodrham that three grit bins be ordered immediately. This was seconded by Cllr Shepherd and all were in favour. The Chairman will do the concrete bases as soon as he can. There was a short discussion on what equipment to get for the volunteers, but it was decided to defer this until the next meeting. The clerk mentioned that she will ask Breckland Council whether they could provide some high visibility jackets.

**Roundabout**

There has been no response to the letter that was sent to style in early September asking for a donation to cut the grass on the roundabout.

The Chairman discussed the price quoted by the Council's grass contractor of £11.50 a cut. After further discussion it was decided to defer this decision until there is a full council next month.

**Training and Courses**

The Chairman stated that there will be a Chairman's course available in the New Year. He also announced that the clerk had passed her CiLCA course. The council congratulated the clerk.

**Land to maintain**

Stage three of the work has now been completed. The Chairman had weed sprayed the area and had applied grass seed. The seed has now germinated and has started coming through. Cllr Goodrham suggested that ribbon should be placed on the boundary of the area as he has seen youths in football boots walking across the area.

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The Chairman stated that that may cause more problems and that he would prefer to monitor the area.

**Bennetts Development**

The clerk had previously circulated an update from Bennetts, and this was read out again for the benefit of the public.

**Cars parked on pavements**

The Chairman apologised that putting leaflets through letterboxes in affected areas highlighting the issue had yet to be done. The Chairman and clerk will endeavour to do this in the month.

**Planting round the village**

Bulb Planting Day has been set for Saturday 13<sup>th</sup> October to commence at 10am. The Chairman asked if there would be any volunteers from the council. Cllr Weight, Cllr Pratt, Cllr Shepherd and Cllr Eyres stated that they would be happy to help and the clerk also volunteered. The clerk will advise the Friends of the Village of the event within their thank you notes.

**Grass Cutting**

Costs for extra areas to be cut round the village have been received, but it was decided to defer this information until the next meeting so a decision can be made with full council.

**The Gardener**

The Chairman stated that he had received an e-mail from the Gardener and explained the contents of the message. His circumstances mean that he cannot fulfil any other work apart from looking after the planting. The Chairman asked the Council's thoughts on employing a handyperson to fulfil these extra duties as and when they are needed. After a short discussion, it was proposed by the Chairman that a handyperson should be advertised in the Newsletter. This was seconded by Cllr Shepherd and all were in favour.

**9. Correspondence**

A letter from Breckland Council was read out by the clerk with regards to Parish Council Elections.

An e-mail was received by a resident in Swaffham Road stating that the stream running adjacent to the A1065 has become overgrown with weeds and is now causing flooding problems on her property. She has asked a neighbour to clean theirs out but nothing has happened. She asked the Council's advice. It was discussed that Breckland should be informed as they may be able to send letters to neighbouring properties requesting they clean out their ditches. The clerk will contact the resident with this information after speaking with Breckland.

**10. Finance**

**10.1 Agree and sign cheques**

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The Chairman read the cheque payments out and Cllr Marston proposed that they should be accepted and signed. This was seconded by Cllr Weight, all were in favour. The Chairman mentioned that Cllr Weight had met with the clerk to look at the accounts for internal controls. He agreed that they were all in order and signed a declaration of this fact.

The following payments were authorised at the meeting, 4<sup>th</sup> October, 2012 and cheques were signed by Cllr Eyres and Cllr Shepherd. The payments sheet was signed by the Chairman.

<b>Cheque</b>	<b>Description</b>	<b>Total</b>
101465	Iceni Pest Control – subscription	£ 48.00
101466	J Farrell (Litter Warden)	£ 45.50
101467	Mr M S Peate (gardener)	£ 78.90
101468	Mrs F Brown (Sal/post/sund -5wk period)	£ 788.04
101469	West Norfolk Community Transport	£ 70.00
101470	Mr D Freeman (Bus Shelter clean)	£ 60.00
101471	Anglian Water (Parish Office)	£ 52.85
101472	Mazars (Audit)	£ 342.00
101473	Mundford Primary School (donation)	£1400.00
101474	E.on (Parish Office)	£ 32.88
101475	Mrs A Shepherd (CCS)	£ 200.00
101476	Anglia Computer Solutions	£ 75.00
101477	Post Office (HMRC payment)	£ 53.15
101478	Mr S Eyres (bark chippings)	£ 11.00

The savings account stands at £10886.08.

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

The accounts have been approved by Mazars, the external auditor. Mazars had mentioned an issue regarding insurance and this was read out to the Council. The clerk will place a copy of the audit along with a notice in the notice board shortly.

### **10.3 Budget 2013/14**

The Chairman stated that the clerk will be undertaking the budget this month and will bring proposals to the Council to be discussed at the next meeting. He asked whether Councillors had considered any long term projects that would affect the precept. Cllr Burton mentioned that he had attended a meeting at Breckland Council the previous evening and discussed an issue regarding Council Tax, but this does not affect the Council's precept.

### **10.6 Risk Assessment**

The Chairman asked if a Councillor would like to volunteer to help the clerk with the Risk Assessment. Cllr Burton kindly offered. The clerk will contact him with a suitable date. The Risk assessment will be completed and circulated to Council before the next meeting.

### **10.7 Donation Criteria**

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The Donation Criteria had been amended and re-circulated to council prior to the meeting. All Councillors agreed that it was fine and Cllr Shepherd had made a comment regarding one issue that was discussed and clarified. Cllr Burton stated that there was one issue that he had regarding the section on registered charities. After a short discussion, the Chairman asked Cllr Burton if he could advise the clerk after the meeting what he would like to see on the document and this can be re-circulated to council in the view to approving it at the next meeting.

**10.8 Clerks Salary**

As the clerk has now passed her CiLCA qualification she is entitled to go up one salary scale point. This has been checked with NALC. No approval from Council is necessary.

**10.9 Website**

An e-mail had been sent to Mr Hibbs and the clerk had spoken to his mother, but there has still been no response. The clerk has since spoken with Rosemary Godfrey, a local resident and she is happy to help with the website, but at the present time she is working on a family project. The Council was happy to wait for Mrs Godfrey to finish her project rather than looking elsewhere for help.

**11. Planning Applications**

**3PL/2012/0872** West Hall, Mundford. Rebuild staircase, chimney, remove dormer, extend roof, (outbuilding) external canopy roof & extend kitchen. Permission granted.

**3PL/2012/0607** Bennetts Plc. Erection of two dwellings with garages and private drive. Permission granted.

**12. Street Lighting**

There have been many reports of street lights not working this month. Many have been sent through from Norfolk County Council as residents have contacted them. The clerk suggested that a note should be placed in the newsletter stating that any street light reports should be forwarded to the clerk. This was agreed by Council.

**13. Reports**

There were no reports from Cllr Monson. Cllr Steward stated that there had been much going on at Breckland. There have been a number of budget issues and a lot of calls surrounding the new benefits regime. There is a big consultation called 'Could we, Should we' which is similar to the Big Conversation that was discussed last year. New suggestions are coming forward from individuals. Cllr Steward will keep the Council informed.

**Village Hall**

Cllr Burton stated that thankfully there is no structural damage to the Village Hall. At the last Village Hall meeting the committee set up a sub-committee for fundraising and they are currently putting together a schedule of events.

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The Chairman asked if the small signs on the verges advertising Village Hall events will be a permanent feature. Cllr Burton advised that this was not the case, but they will be used often.

**School**

The clerk advised that the next Governor's meeting will be in a couple of weeks, however at present they are looking for a new caretaker. Interviews will take place shortly.

**14. Members' Matters**

Cllr Marston stated that there had been rumours that the Reverend intends to cut down Scots Pine trees at the bottom and side of his garden. These trees are extremely old, are rare and to some in the village would be seen as a heritage to the village. Cllr Marston advised that the clerk had e-mailed Gilbert Addison to see if anything could be done to prevent them being cut down as they do not have tree preservation orders on them, and the area is not in the conversation area of the village. Cllr Marston has since spoken to Mr Addison and is happy to meet with the Rev'd at a suitable time for everyone. The clerk will write a letter to the Rev'd asking for his intentions and whether a meeting could be arranged with all parties.

Cllr Weight mentioned that he had spoken with Mr Groom before the start of the meeting with a couple of Highway issues. One issue that the clerk needs to report is that the road next to the Village Green opposite the newsagents is breaking up. The clerk will take a photo and pass this onto Highways.

With nothing more to discuss, the meeting closed at 9.31pm.

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

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