

**Minutes of the Mundford Parish Council Meeting  
Held at Mundford Primary School, Mundford  
on Thursday 1<sup>st</sup> November 2012**

**Present:**

Cllr S Eyres, Chairman, Cllr J Goad, Vice Chairman, Cllr L Pratt, Cllr Weight, Cllr A Shepherd, Cllr T Fox, Cllr D Goodrham, Cllr J Marston, County Councillor Ian Monson 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.

**2. Apologies of absence**

Apologies were received from Cllr J Burton as he had attended a funeral in Kent today. This was accepted by the Council.

**3. To accept and sign the Minutes of the Parish Council Meeting held on Thursday 4<sup>th</sup> October 2012**

It was proposed by Cllr Goodrham to accept the minutes. Both Cllr Fox and Cllr Goad abstained from this decision as they were not present at the last meeting. The proposal 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**

None.

**5. Meeting suspended for public participation**

There were no comments from the public.

**6. Matters Arising**

**Outstanding Highway**

The Rangers will visit again on 5<sup>th</sup> November. The clerk has sent across a list of jobs to complete. The Chairman asked if there were any other matters for the Rangers. There were no comments from the council.

A letter had been sent to the owner of 27 Brecklands as their Weeping Willow trees were overhanging onto the road causing problems for motorists. It was also mentioned that the street light was obscured due to the trees. Since this letter was sent the trees have been clipped and the light is more visible. It was decided to take this off the Agenda.

The resident from Swaffham Road who complained that the stream near her home was overgrown with weeds has informed the council that Breckland Council have now been to see the problem and are helping to deal with it. She thanked the council for their help with this matter. It was decided to take this off the Agenda.

The clerk took photos of the area that had been reported as breaking up by the Village Green and sent them to Paul Groom at Highways. Mr Groom's feedback was that "...The Village Green is over run from vehicles, there is no defect identified within the photo so would not look to do anything at this stage". The Chairman reported that he had looked at the area and he felt that it was breaking up. The Chairman suggested to the council that the Parish could look into funding a project to kerb round the

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Village Green. Cllr Pratt asked if Highways would even agree to this idea. Cllr Fox stated that he was not sure it is something the Parish Council should contemplate as it would be extremely expensive. It was decided that the clerk would ask Paul Groom to look at the area directly when he is next visiting Mundford.

The clerk had taken photos of the area where two trees had been taken down adjacent to Bracken Rise. It was believed that the trees may have been taken down by a resident from Bracken Rise. The photos were originally sent to Highways, but they do not have responsibility for this piece of land. Cllr Weight had kindly provided evidence that showed that Mr Gerald Rands, a previous resident of Mundford who now lives in the Isle of Man, owns the area. The Chairman asked for the Council's thoughts on the matter. It was proposed by Cllr Fox to contact Mr Rands to advise him of the situation, this was seconded by Cllr Goad. All were in favour.

The clerk had spoken with a representative of Flagship with regards to a complaint from a resident of Billy Emms Court that there were cuttings and tree debris near the church. Flagship had visited the area but was unsure of the problem as they have not sanctioned any work in this area for over a year. They have requested that the resident who had made the complaint contact them and they will be glad to visit the resident in person. The clerk has sent a letter to the resident asking her to get in touch with Flagship.

The Chairman stated that a resident from the same estate had approached him to ask if it was possible for a grit bin to be placed on the site. The clerk had spoken with Flagship about this issue and they stated that they do not deal with grit bins. It was proposed by Cllr Fox that a letter should be sent to Flagship stating that there have been concerns over the gritting management of the site. This was seconded by Cllr Goad and all were in favour.

**Update on Gritting Management in the Village**

The Chairman stated that one concrete base had been completed in the Brecklands. He also mentioned that he had spent nearly four hours digging the site near Adeane Meadow to make room for the concrete base. There were a number of roots and stumps which had been left by the contractor which caused the problem. The Chairman then received a phone call from Cllr Goodrham stating that a resident who lives adjacent to the site was concerned over the location of the bin. The resident was worried that people could jump onto the bin and over the fence onto their property. Both the Chairman and Vice-Chairman have had a look at the area and as the resident has expressed a concern they suggested that the base should be moved nearer the birch tree. Cllr Goad proposed that The Chairman should submit an invoice for the extra work he has encountered. This was seconded by Cllr Shepherd, all were in favour. There was a short discussion over equipment needed for the gritting team in the Brecklands. It was decided that the shovels that have been bought with the bins will suffice at this stage. The clerk has managed to get some high visibility vests from Breckland Council for no charge.

**Roundabout**

There has still been no response from Style. The Chairman asked for the council's thoughts on whether the roundabout should still be cut at a cost of £11.50. Cllr Fox stated that he had spoken to a few local people about this subject. Everyone he spoke to was not happy that the Parish Council was not receiving any money from the

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sponsorship. The opinion was that the roundabout should be cut otherwise it will spoil the look of the village. It was suggested that a note be placed in the newsletter stating the fact that the Parish Council are not receiving any money from the sponsorship. Cllr Goad stated that he felt the Parish Council should not cut it, at least for an experimental period until the end of June, and then make a decision. Cllr Goodrham asked if a decision had to be made now or whether it could be deferred until next year. The Chairman stated that in his opinion there was little point in putting this on the Agenda next year, and that a decision should be made now. Cllr Pratt stated that he felt it would be a shame if the roundabout was left uncut. The Chairman asked for a vote on whether the roundabout should be cut. Cllr Fox proposed that it should be cut and this was seconded by Cllr Shepherd, 5 were in favour. Cllr Goad proposed that the roundabout should be left to grow and this was seconded by Cllr Goodrham, 3 were in favour. Resolved.

**Training and Courses**

The Chairman stated that in future could all councillors inform the clerk if they wish to undertake training or attend any meetings. It is important for the clerk to know in case there are any relevant questions that could be asked in her absence. Additionally, as the councillor would be representing the council, it is helpful for other councillors to be aware.

The Chairman mentioned that the clerk would like to attend the Autumn Seminar on 7<sup>th</sup> November at a cost of £35. The clerk outlined what was on the Agenda and how this would benefit her. It was proposed by Cllr Shepherd that she should attend and this was seconded by Cllr Marston, all were in favour.

**Public Right of Way opposite London Lane**

There have been a few complaints to the council about the state of the path. This has been neglected by NCC Highways due to budget cuts this year.

The Chairman stated that a resident has kindly volunteered to trim the public footpath as long as he can borrow the council equipment. The clerk has spoken with the insurance company and the volunteer would be covered as long as a simple risk assessment is carried out and that the council provide all the safety equipment necessary. Highways will also need to be informed of the situation. Cllr Marston proposed that the resident should trim the footpath, this was seconded by Cllr Goad, all were in favour. Cllr Marston agreed to ask the leader of the walking group to see if they would alter their current route and involve the footpath to make sure the grass is kept low.

**Land to maintain**

The Chairman explained that the grass is coming up nicely, however he was disappointed and horrified to find that a tree had been cut very severely. After investigation on his part, it has been discovered that a resident that lives adjacent to the land has apparently employed a gardener to cut the tree. It was discussed that the resident is not within their right to cut down healthy trees, and there was not much care taken in cutting it back. Cllr Goad proposed that a letter should be sent to the resident highlighting that the council maintain this land. This was seconded by Cllr Goodrham and all were in favour. It was also agreed that there should be mention of

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this incident in the newsletter, suggesting that residents should not cut down trees on other people's land without prior permission.

**Bennetts Development**

A resident had contacted the Chairman explaining that the footpath had been stopped short near the bowls club, which was not on the plan. An e-mail was sent to Bennetts asking why this had happened. A reply was received advising that this decision was on request by Highways. The Council asked the clerk to contact Bennetts again to ask why Highways had come to this decision.

**Cars parked on pavements**

The Chairman explained that the clerk had delivered the leaflets through doors in Adeane Meadow, and selected areas in The Lammas. There has been no immediate result from this, but it was decided to mention this matter in the newsletter to reinforce the issue.

**Planting round the village**

The Bulb planting day was very successful. The Hyacinths will be planted around the Village Green very shortly by the Chairman. The tubs and the memorial bed will hopefully be planted this weekend.

**Grass Cutting**

After a short discussion it was proposed by Cllr Goad that the council should accept the grass cutting contract, including adding the areas near the memorial and the roundabout. This was seconded by Cllr Fox and all were in favour. The Chairman mentioned that he had noticed that Mundford had not received a cut in early October. This was checked by the clerk and TTSR Ltd have apologised and suggested that another cut could be done in November. This suggestion was proposed by the Chairman and seconded by Cllr Marston, all were in favour.

**Handyman**

The advert for this position has only just been placed in the newsletter and at present there has been no response.

**Pine Trees at the Rectory**

The clerk had received an e-mail from the Reverend explaining that there had been a few complaints from residents over the trees and this is now being investigated by a representative of the Diocese in Norwich. The clerk has received a response from the Diocese advising that there may be some work carried out in the future and this is mainly maintenance work, but the Parish Council will be informed of any future works. It was agreed to take this off the Agenda.

**Remembrance Sunday**

The Chairman will be attending on behalf of the Council and has the wreath supplied by the Poppy Appeal co-ordinator. Cllr Goad and Cllr Shepherd advised that they will also attend.

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**January Meeting**

The Chairman asked for the Council's thoughts on holding a January meeting. It was proposed by Cllr Fox that there should not be a meeting and this was seconded by Cllr Goad, all were in favour.

**Time Capsule**

The Chairman requested this in the Agenda to discuss the idea of adding some items to the Time Capsule due to the Jubilee year. He felt it would be nice to add some Jubilee memorabilia. This was echoed by many and the Chairman proposed that items should be placed in the capsule and this was seconded by Cllr Goad, all were in favour. Cost was discussed, as was the nature of the items currently in the capsule. The clerk advised that she will ask a local resident Terry Gascoigne if he would help with lifting the bolder from the area of the capsule so that this can be achieved. The Chairman asked Councillors to consider what items should be placed in the capsule and to bring these ideas to the next meeting.

**7. Correspondence**

A circulation is ready for Councillors

**8. Finance**

**8.1 Agree and sign cheques**

The Chairman read the cheque payments out and Cllr Weight proposed that they should be accepted and signed. This was seconded by Cllr Goad, all were in favour. The following payments were authorised at the meeting, 1<sup>st</sup> November, 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>
101479	Iceni Pest Control – subscription	£ 48.00
101480	J Farrell (Litter Warden)	£ 70.00
101481	K & M Lighting (2mths & emergency)	£ 372.94
101482	Mrs F Brown (Sal/post/tel 4wk period)	£ 673.03
101483	Mr S Eyres (concrete base)	£ 125.00
101484	Mrs A Shepherd (CCS)	£ 250.00
101485	Information Commissioner (Data P)	£ 35.00
101486	The Poppy Appeal	£ 100.00
101487	Norfolk ALC (Autumn Seminar)	£ 35.00
101488	Didlington Nurseries	£ 461.00
101489	Glasdon Manufacturing	£ 645.61
101490	TTSR Ltd (Grass cutting contract)	£1002.11
101491	Viking Direct (Stationary)	£ 81.40

The savings account stands at £10886.08.

**8.2 Budget 2013/14**

The budget sheets and proposals were circulated prior to the meeting to ensure that councillors were fully briefed. The Chairman stated that an issue that needed

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discussion was the phasing in of new street light lanterns in The Lammas and parts of Wissey View. It has been stated by the street lighting company that these lanterns are obsolete and have deteriorated. It was proposed by Cllr Fox that the council could budget for one lantern replacement each month. This was seconded by Cllr Pratt and all were in favour. Cllr Goodrham asked about the columns being painted and the Chairman explained that the handyman will be given this task. Cllr Goodrham went on to advise that street light No:9046 is leaning and needs attention. The clerk will ask for costs on this.

The Chairman went back to the budget and advised that Cllr Burton had spoken with him prior to the meeting stating that Breckland's budget has been delayed until December so precept requests do not have to be submitted until January 2013. He was concerned that their budget could impact on the Parish Council. The Chairman asked Cllr Monson for his thoughts on this. Cllr Monson stated that he was not aware of anything that could impact on the council.

Cllr Fox stated that he did not feel there was any benefit in delaying the decision, and as the council still had significant funds he proposed that the precept should stay at £30,000 and the £3,000 needed for the lanterns can be taken out of the reserves. This was seconded by Cllr Goad, all were in favour.

**8.3 Risk Assessment and Health & Safety**

The clerk and Cllr Burton undertook the Risk Assessment. A report was circulated prior to the meeting stating what needed to be done. There was nothing classified as high risk and needing urgent attention. Most of the other issues that were identified can be completed by the handyman on his appointment.

The Chairman mentioned in the report that overhanging branches and bushes located near the bus shelter need cutting back. These are on the property of Mr Walker. It was proposed by Cllr Goad that a letter should be sent to Mr Walker, this was seconded by Cllr Shepherd, all were in favour. It was proposed by Cllr Goad that the Risk Assessment & Health & Safety documents should be approved by the council and this was seconded by Cllr Goodrham.

**8.4 Donation Criteria**

A new draft document was circulated to councillors prior to the meeting. It was proposed by Cllr Goad that this should be approved and this was seconded by Cllr Goodrham. All were in favour.

**8.5 Website**

Mr Leigh Hibbs sent an e-mail early in October stating that he wanted to progress with the website. The clerk e-mailed to advise that she would be happy to meet with him to discuss this further. There has been no response so far from this e-mail. The clerk has since spoken with Rosemary Godfrey who is happy to help with the website. She is currently undertaking a family project but will contact the clerk when she has time to progress with it. Cllr Fox proposed that the council should wait until Mrs Godfrey can help with the website, this was seconded by Cllr Shepherd and all were in favour.

**9. Planning Applications**

There are no planning applications at present.

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**10. Street Lighting**

It was discussed that the light situated outside 10, Adeane Meadow was obscured by a cherry tree. Due to a couple of complaints to the council, it was decided that a letter should be sent to the owners of the property to ask them to kindly cut it back from the light.

**11. Reports**

The Chairman stated that he felt privileged to be invited on a tour of the Brecks that took place last week. He thanked Cllr Monson. Cllr Monson explained that the object of the tour was to promote the Brecks area, and for the future of the Brecks to be recognised. It was to help with maintaining footways, leisure, protect environment and heritage. Both the Chairman and Cllr Monson agreed that the tour was excellent. Cllr Monson went on to explain the situation involving the issue of Broadband. Norfolk has been given £40million of funding to ensure by 2015 that everyone is accessible to a fibre optic cable to their home.

He explained that an apprenticeship scheme involving a £3.5million funding initiative is being launched.

He advised that NCC will not be increasing their element of the council tax this year. However they had needed to find £44million in efficiency savings under a three year scheme, and as this is the last year of this 3 year scheme, it is hopeful that next year it will bring stability. He advised that the voluntary sector have done great work in helping with the current situation.

Cllr Fox asked if Cllr Monson was aware of any developments at Lynford Lakes. He advised that due to financial restraints from the Forestry Commission it is unlikely that anything will happen for some time. He reassured Cllr Fox that he would agree to be involved in requesting improvements to the junction of the A1065 and Lynford Road due to the potentially increased traffic if the development of Lynford Lakes was approved.

**Village Hall**

There was no report.

**School**

A new caretaker has been employed to start on 5<sup>th</sup> November.

**STANTA**

Two letters were received from STANTA. The first was to invite councillors to a liaison meeting on 22<sup>nd</sup> November. Cllrs Fox, Goodrham, Goad and the Chairman wished to attend.

The second letter was to confirm that the tour of the STANTA area for the Parish Council was booked for 23<sup>rd</sup> April 2013. This was gratefully accepted by the council and the Chairman suggested that this matter should be placed on the February Agenda to discuss arrangements. The clerk will advise STANTA that the council accept the date of the tour and to advise which Cllrs to attend the liaison meeting.

**12. Members' Matters**

Cllr Goodrham stated that street light 9076 is not working.

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The Chairman asked Cllr Monson why there were no cats eyes on the A134 through the village. Cllr Monson advised that they do not place cats eyes where there are street lights present.

The Chairman explained that he had noticed that a cherry tree on the property of 1 Fir Close is obscuring the view of the pedestrian crossing left hand traffic light. Cllr Goad also agreed that this was apparent. The clerk will speak with Highways about this issue, and place on the Agenda next month if necessary.

With nothing more to discuss, the meeting closed at 9.41pm.

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

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