

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

Present:

Cllr S Eyres, Chairman, Cllr J Goad, Vice Chairman, Cllr Weight, Cllr T Fox, Cllr D Goodrham, Cllr J Burton, Cllr J Marston and Mrs F Brown (Clerk to the Council). There were 5 members of the public & two representatives from Norfolk Constabulary.

1. The Chairman's opening remarks

The Chairman welcomed everyone to the meeting.

Dispensation forms for the discussion over the precept had been received prior to the meeting.

2. Apologies of absence

Apologies were received from Cllrs Shepherd & Pratt. Cllr Shepherd's mother is returning from hospital today, and Cllr Pratt had a death in the family. This was accepted by the Council.

3. To accept and sign the Minutes of the Parish Council Meeting held on Thursday 1st November 2012

It was proposed by Cllr Fox to accept the minutes. Cllr Burton abstained from this decision as he was not present at the last meeting. The proposal was seconded by Cllr Goodrham. 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

A resident advised that the new Watton service in her opinion will not be used by the majority of bus users. She stated that she wished for the service to revert back to the fortnightly service to Swaffham. There were 10 passengers recorded on the first trip and in her opinion 5 will not be attending anymore. She put forward her case and another two residents who did travel to Watton disputed her comments. The Chairman advised that this matter is an Agenda item and will be discussed and any decisions made then, but thanked the residents for their comments. Cllr Fox made comments on the service being on a trial basis and decisions will be made purely on passenger numbers.

A resident asked about the Flexibus Service. The clerk commented that she had tried to find this information out on various occasions, even enlisting help from County Cllr Monson. The information received was not adequate, and the clerk will endeavour to get further information and pass onto the resident.

The Chairman stated that two representatives from Norfolk Constabulary were present and gave the public and the Council opportunity to ask questions before they had to leave the meeting.

The Council asked whether it is an offence to park a car on a footpath, blocking the public from using it. The PC stated that they base each decision on an individual basis, but if they feel that there has been neglect by a driver then they will take action. They did stress that they tend to use 'Common Sense Policing' on these occasions. The Chairman asked how much room they would feel acceptable for the public to have when using the footpath. It was agreed that a double buggy width was acceptable within reason. The Chairman then went on to ask the representatives if they thought it was acceptable for our PCSO to state that she didn't feel there was an issue on these footpaths, but when there was a vehicle parked on the footpath that there was adequate room on the other side of the road. The PC agreed to report back these issues. He did stress however, that enforcement on parking issues is now dealt

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with by NCC rather than the Police. After further discussion and following the council stating that they had undertaken leaflet drops and newsletter articles to try to dissuade residents from parking on the footpath, the representatives mentioned that any problems can still be reported to them if necessary.

The PC also mentioned that at this time of year anyone concerned over cold calling issues should report them to the 101 number and they will take the matter seriously.

The Chairman thanked them for attending the meeting.

6. Matters Arising

Outstanding Highway

The Rangers visited on 5th November. They completed everything on the list apart from finishing the siding out along the A134 footpath as they had to attend an emergency. Mr Groom, the Highways Engineer has since advised the council that from 2013 if a Council does not have any list formulated then Highways will not attend the Parish.

Mr Groom from NCC Highways visited Mundford on 22nd November and met with the clerk and the Chairman. He stated that he would not do any patching work alongside the Village Green but would keep monitor the situation. The Chairman advised that if the Council decided to kerb along the other side of the Green then this cost would be estimated at £2500-£3000.

The Chairman asked Mr Groom what his thoughts were on a Cherry Tree situated on the property of No1 Fir Close causing a visual obstruction to the Pedestrian Crossing. Mr Groom stated that as the right hand light is still easily visible no action will be taken at this time. However, he was not adverse to the Parish Council sending a letter to the owner asking them to cut it back. After a short discussion it was proposed by Cllr Goad to send a letter asking the resident if they would be kind enough to cut back the tree a little for the benefit of others. This was seconded by Cllr Fox and all were in favour.

Mr Rands has been contacted notifying him of two trees being taken down near Bracken Rise. There has been no response. This can be taken off the Agenda.

The clerk had left numerous messages for Matt at Flagship to contact the clerk over the gritting management policy. Cllr Goad recommended that the clerk should contact Matt's manager to resolve the issue. Cllr Fox stated that a letter should be sent recorded delivery to Flagship asking for a response. After a short discussion it was proposed by Cllr Goad that in the first instance a phone call should suffice, then if no response, then a letter sent to the manager recorded delivery should be actioned. This was seconded by Cllr Fox. All were in favour.

The clerk wrote a letter to the owners of 10, Adeane Meadow asking them to cut their tree outside their home from overhanging the street light. A phone call had been received advising that the owner was using crutches at present, but will get it cut back as soon as practical.

Update on Gritting Management in the Village

The concrete bases are now all done and the grit bins are all in place and filled. The clerk has given Mr Lynch two shovels and high visibility vests for the volunteers. The clerk has asked Mr Lynch to keep her updated.

The Chairman stated that a volunteer was needed for the Adeane Meadow area. The clerk agreed to place some flyers through doors in the area asking for help.

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The Chairman then outlined a recent phone call the clerk had dealt with where a resident from Fir Close was concerned that there were no grit bins in Fir Close and Brecklands, after reading a previous newsletter article. The clerk advised the resident that in fact two have been placed in these areas and are now filled. This led to a discussion over the surface dressing of the roads in these estates which was also dealt with by the clerk. The resident's last query was over the lack of street lighting in the cul de sac in Fir Close. She felt that the lighting was very poor and asked if the council could help with this. The clerk notified the resident that this would be discussed at the meeting.

The Chairman asked for the council's thoughts. In light of the recent decision to replace 11 street lanterns in The Lammas, it was proposed by Cllr Fox that once that scheme had been completed that the council could look into other areas in the village. This was seconded by Cllr Goad, all were in favour.

Bus Service

After the previous discussions in public participation, there was little more to discuss. Cllr Fox proposed that any decision has to be made on passenger numbers, and that the service will be reviewed after the six months trial as previously decided by the council in October. This was seconded by Cllr Burton. All were in favour.

Training and Courses

The Clerk attended the Autumn Seminar at Sandringham in early November. She made a brief report of the day and thanked the council for allowing her to attend as it was very beneficial.

Public Right of Way opposite London Lane

Mr Groom from NCC Highways has looked at the site and both Mr Groom and the clerk went through any risks involved, as well as agreeing that the volunteer can cut up to a one and a half metre strip of the footpath. The Chairman stated that he had put fuel in the strimmer and a new line ready for Mr Powell to use it. Mr Powell is hopeful to complete the work on 7th December. There was a short discussion over petrol being stored in the Parish Office. It was decided that a sticker should be purchased advising the public that flammable liquid is present in the office. This will be stuck on the front door. This issue is now to be taken off the Agenda.

Land to maintain

The grit bin is now in place and filled. This matter can now be taken off the Agenda.

Bennetts Development

The clerk had been notified that the footpath near the bowls club will be kept to the original plan. Bennetts have also advised that the footpaths will be completed on 14th December. The clerk had noticed that concrete had been placed around the drains as preparation for further works. Residents will be informed by letter shortly.

Cars parked on pavements

The clerk completed a leaflet drop in the areas discussed at the last meeting. This has proved successful as a number of cars that were parked on the footpaths have placed them on the road, however there are still a few that are not adhering to the Council's requests. It was proposed by Cllr Goodrham that the residents parking their cars on the bend should be reported to the Police to ask for them to deal with it. This was seconded by Cllr Fox, all were in favour. An American resident living in Adeane Meadow is still persisting to park his car on the footpath and it was proposed by Cllr Fox that a note should be placed through his door

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advising him that if it does persist then the council will inform his base commander. This was seconded by Cllr Goodrham. All were in favour.

Grass Cutting

TTSR Ltd has now completed the cut in November. The Chairman asked the Council if they thought that there should be one cut in October and one in November next year. The council agreed that they would prefer to leave this decision until next Autumn.

Handyman and Litter Warden

There has been no response from the newsletter article again this month. The Litter warden has given in her resignation to complete at the end of December. She has now taken on a full time job which does not allow time for this position. It was decided that a poster should be placed in the Post Office and the Parish noticeboard advertising both positions. It was also agreed that a letter of thanks should be sent to the Litter warden for all her hard work and dedication to the role.

Time Capsule

The Clerk confirmed that Terry Gascoine had agreed to take up the boulder in the Village Green to allow access to the time capsule. This was welcomed by the council. After a detailed discussion with regards to what should be placed in the capsule, it was proposed by Cllr Fox that a new time capsule should be purchased so that items placed in there are safe from the elements. This was seconded by Cllr Goad and all were in favour. The clerk will do some research on this along with dimensions of the capsule to ensure that all the items will fit in the capsule. This information will be circulated to councillors and a decision will be made based on this.

Cafe Cluster meeting – Mundford

The clerk has been approached by NALC to hold a cafe cluster meeting in Mundford. This is likely to be in February or March and the clerk will notify the council accordingly. Cllr Burton and the clerk advised the council on what to expect from these meetings as they are very informal.

Archiving

The clerk has recently visited the Archive Centre in Norwich to view some documents. This was due to a resident querying who has ownership to the Village Green. The clerk found this very interesting and explained what she had found. She also took the minutes from 1999-2004 to the Archive Centre so that they will be kept safe. The council can view these at anytime. The clerk is concerned that the minutes from 1993-1998 are not in the office or at the Archive Centre. The clerk would like to go through all the boxes in the Parish Office and archive further material. There are documents that need to be kept for a certain amount of years and since this has not been done for some years, the clerk felt that this should be looked into. Cllr Burton volunteered to help the clerk and the Chairman also stated that he would like to help. The Chairman also advised that the office itself needs cleaning and certain items cleared. There are two monitors and computers stored in the office which are no longer used. Any old material had been previously taken off the computer on a memory stick. Any information stored on the hard drive will be subject to the Freedom of Information Act so there should be no sensitive information on there. It was proposed by Cllr Fox that EACH (children's hospice) should be contacted to donate the computers, this was seconded by Cllr Burton. 6 were in favour and one against.

The Chairman discussed the matter of the ownership of the Village Green and asked if the council wished to undertake further investigation at this stage. The clerk advised that the resident who enquired about this has not so far written to the council asking for this

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information, which is the process agreed for the Freedom of Information policy that the Council set in place. It was decided at this stage that no further investigations should take place.

Parish Office

Most of this Agenda item was discussed in Archiving, however the Chairman asked the council if they were happy for him to clear round the side of the office as there was an amount of debris to be removed.

7. Correspondence

An e-mail was read out from a local resident about the issue of cars parked on Wissey view hill. The clerk has spoken to the resident and explained that this is a long standing issue and the council have tried to resolve the problem. The resident is happy with the response.

A letter was received by a resident in Lynford Road asking for his road to become a No Cold Calling zone. The clerk has since investigated, and has been sent some information by Trading Standards along with an application form. The representative from Trading Standards advised the clerk that the ownership of this project does not have to be with the Parish Council and the resident can complete this himself. The council decided that the resident should be given the information and to act on it as long as the majority of residents from Lynford Road were in agreement.

8. Finance

8.1 Accept and sign cheques

Firstly it was advised that the cost of realigning the street lighting column that is leaning would be £104.20 ex Vat. It was proposed by Cllr Fox that this should be accepted and this was seconded by Cllr Goad, all were in favour.

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, 6th December, 2012 and cheques were signed by Cllr Eyres and Cllr Fox. The payments sheet was signed by the Chairman.

Cheque	Description	Total
101492	Iceni Pest Control – subscription	£ 48.00
101493	J Farrell (Litter Warden)	£ 70.00
101494	K & M Lighting (contract and lantern)	£ 477.03
101495	Mrs F Brown (Sal/post/tel 4wk period)	£ 676.18
101496	Mr S Eyres (concrete bases + extra labour)	£ 290.00
101497	Mrs A Shepherd (CCS)	£ 250.00
101498	West Norfolk Community Transport	£ 140.00
101499	Anglia Computer Solutions (Office 10)	£ 109.99
101500	Anglian Water (Parish Office)	£ 48.62
101501	Mr D Freeman (Bus Shelter cleaning)	£ 60.00
101502	Norfolk County Council (Grit)	£ 54.95

The savings account stands at £10887.44.

8.2 Budget 2013/14

Dispensation had been given to the councillors present at the meeting to discuss and agree the precept. It was proposed by Cllr Goodrham that the precept should be kept the same at £30,000 this was seconded by Cllr Marston. 6 Councillors were in favour and 1 abstained. It

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was agreed by the clerk and proper officer that the dispensation would stand until the next election.

8.3 Website

This is progressing nicely. The clerk explained that Rosemary Godfrey has been a huge help and has completed a lot of work to get the website to a satisfactory stage. The clerk is hopeful to take on the responsibility of the website once Rosemary has done everything necessary. However, she will always be available for advice and help when needed. Mrs Godfrey has sent in an e-mail stating what work was completed and to ask for a one off fee of £250.00. Because she has completed such an amount of work it was proposed by Cllr Burton that this should be accepted, this was seconded by Cllr Fox, all were in favour. It was also suggested that it should be advertised in the next newsletter that the website is ready for use. A further cheque was written and added to the payment sheet.

Cheque	Description	Total
101503	Mrs R Godfrey (website)	£ 250.00

9. Planning Applications

3PL/2012/1185/F Mundford Poultry Description: Link connections between adjacent poultry buildings to form large open barns. Storage lagoon to collect and recycle water with associated pump house and water storage tank. Security Lodge. There were no objections from the council.

3PL/2012/1221/F 30 Impson Way Description: First floor extension. There were no objections from the council.

3PL/2012/1202/A Marketforce Ltd Description: Sponsorship signs. The council feel very strongly about this application and object on the basis of Highway safety. The clerk will send a letter of objection to Breckland and copy Cllr Ann Steward into this correspondence.

3PL/2012/1228/F 4, West Hall Road Description: Conservatory. There were no objections from the council.

10. Street Lighting

The clerk has set up an arrangement with the street lighting company that one lantern should be changed every month for the next 11 months. This will include 10 lanterns in The Lammas and one in Wissey View.

There had been problems with the lantern opposite No 11 The Lammas, but this has now been corrected.

Cllr Goodrham reported that street light No 9074 is not working in Billy Emms Court.

11. Reports

Cllr Monson and Cllr Steward did not send reports to be read out.

Village Hall

Cllr Burton reported that the Village Hall committee is slowly moving forward with fund raising. There had been a successful 'Hall of Stalls' evening in November that raised nearly £700 for the Hall.

School

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The clerk explained that the new caretaker resigned from her position only a day into her contract. The school have now advertised again for a new caretaker and interviews will take place next week.

STANTA

The Chairman and two councillors attended a liaison meeting at STANTA headquarters in November. Cllr Goad explained that there was little to say, but they are extremely busy up to 2015. They will try and advise Parish Council's in advance on low flying or circling aircraft in the area, but this is not always practicable.

12. Members' Matters

The Chairman discussed that there were problems with moles opposite the entrance to Malsters Close. Icen Pest Control have been informed and he is dealing with the moles, but it is difficult to set the traps when the ground is freezing as they are sometimes set off to early and therefore not working effectively.

With nothing more to discuss, the meeting closed at 9.23pm.

Chairman: _____ Date: _____

Clerk: _____ Date: _____