

**Minutes of the Mundford Parish Council Meeting
Held at Mundford Primary School, Mundford
on Thursday 7th February 2013**

Present:

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

1. The Chairman's opening remarks

The Chairman welcomed everyone to the meeting and wished them all a belated Happy New Year.

2. Apologies of absence

Apologies were received from Cllrs Weight & Goodrham. Cllr Weight is unwell and Cllr Goodrham had to work late. This was accepted by the Council. County Cllr Monson had another engagement to attend and sent his apologies.

3. To accept and sign the Minutes of the Parish Council Meeting held on Thursday 6th December 2012

It was proposed by Cllr Pratt to accept the minutes. The proposal was seconded by Cllr Goad. 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 asked if Agenda item 6.3 could be discussed now. The Chairman agreed. The resident asked if the Council had any information on the recent decision of closing the dispensary at Mundford Surgery. Cllr Shepherd outlined what she had heard, as did the resident, and after further discussion it was agreed that there was a lot of confusion. Another resident stated that he thought a shortage of doctors had been to blame at the Mundford Surgery and was worried that they could close it all together. It was proposed by Cllr Fox that the Council send a letter to Brandon Surgery asking for clarification on the matter and this was seconded by Cllr Goad. All were in favour.

The Chairman asked a resident that used the Watton Bus Service how passenger numbers were going. Numbers were low in January but in his opinion this was due to the bad weather.

6. Matters Arising

Outstanding Highway

The Rangers visited on 28th January 2013. The clerk updated the council on what had been completed. The Chairman mentioned that the footpath along the A134 had been edged, and even though it was a definite improvement, the grass taken from the edge had been placed on the verge which was disappointing, especially since the bulbs are now coming up.

The Cherry Tree in the garden of No1 Fir Close has been cut back. Action was taken very quickly, and a thank you note has now been placed through their door.

Information had finally been received from Flagship with regards to their gritting programme. The contact for this village had been off sick but his messages had not been forwarded on. The information has been placed through the door of the resident who originally made enquiries. A brief e-mail was read out to the Council from Flagship.

**Minutes of the Mundford Parish Council Meeting
Held at Mundford Primary School, Mundford
on Thursday 7th February 2013**

The owners of 10, Adeane Meadow have now cut back the tree outside their home so the street light is more visible.

Update on Gritting Management in the Village

With the recent severe weather, the gritting volunteers have been out in force. The Chairman advised that they had done a terrific job and the rest of the council agreed. Mr Lynch, the leader of the volunteers, has intimated that more equipment is needed to help make the job easier for the volunteers and to reduce the amount of grit that is used. It was agreed to discuss this again later in the year.

The Chairman stated that some residents had used grit on their own drives and were unaware that this is for the footpaths only. The Chairman showed an example of a small sign that could be placed on the grit bins. The councillors each thought that this would be a good idea and it was decided that the words 'This grit is not for use on private property' should be used. The Chairman stated that he can get the signs made for no charge to the council. The idea was proposed by Cllr Shepherd and seconded by Cllr Burton. All were in favour.

Dispensary in Mundford

This matter had already been discussed in Public Participation.

Highways letter for match funding

A letter had been received from Highways that had already been circulated to the council prior to the meeting. The letter advised that they would fund up to 75% of the cost on projects they feel would enhance or help the village.

The Chairman asked the council for any thoughts on projects that may qualify. Cllr Goad stated that the road leading towards the Arboretum is very narrow, and the grass verge could be channelled back by upto 4ft in places as the tarmac is visible under the vegetation. This would widen the road which in turn is safer for motorists and pedestrians. It was deemed a good idea by many, but also questioned whether this should be done anyway by Highways. However the idea was proposed by Cllr Goad and seconded by Cllr Shepherd. All were in favour.

Cllr Burton mentioned that the footpath along Pig Sty Lane was very muddy and the area needs clearing of overhanging trees and debris. It was suggested that the footpath could be levelled and shingle placed there to stop it getting so muddy. There was further discussion, and the idea was proposed by Cllr Burton. There was no seconder at this time, but the clerk advised she would speak to Highways to see if they had any ideas that would help the situation.

The Chairman advised that there is an area outside the entrance to Malsters Close that is not kerbed and vehicles have been known to park on there and damage the bulbs. The area in question is approximately 20metres in size. Cllr Burton asked if bollards could be placed there but this was deemed difficult due to the location. After further discussion The Chairman proposed the idea of kerbing this small section and this was seconded by Cllr Marston. Five councillors were in favour and 2 were not. The clerk will contact Highways to ask for an appointment to discuss these ideas.

Bus Service

A letter was read out from a resident in Cherry Tree Close stating that she was speaking for others as well as herself requesting a Kings Lynn service on a Thursday instead of the Saturday Swaffham service. There was also criticism of the Watton service. The Chairman stated that 6 passengers used the Swaffham service and 4 used the Watton service in January. The Chairman asked the Council's thoughts. After a short discussion it was agreed that no

**Minutes of the Mundford Parish Council Meeting
Held at Mundford Primary School, Mundford
on Thursday 7th February 2013**

further discussion should be made about the buses until April as originally planned. The clerk will contact the resident with this information inviting her to the April meeting.

Training and Courses

There are no course available at present.

Public Right of Way opposite London Lane

The area was cut by a volunteer in November and a thank you note has been placed through his door from the council. The council all agreed that he had done a wonderful job, and Cllr Goad advised that he was happy to do this again in the summer. It was agreed that a note of thank you should also be placed in the newsletter.

Land to maintain

No volunteers came forward to help spread the grit, but it has been noticed that the grit bin has been used. A letter was placed through the door of 62 Impson Way in December stating that the council were not happy that the Cherry Tree situated on the land maintained by the council had been severely cut. A phone message was received by the clerk this month which the Chairman had also listened to. The Chairman advised that many of the points raised were not correct and questioned whether the council should respond with another letter. After a short discussion, Cllr Fox proposed that this should be left and no letter sent. This was seconded by Cllr Goad, all were in favour.

Bennetts Development

The removable bollards were placed between The Lammas entrance and the new development but they were deemed to be quite a distance apart, allowing a small car to fit through. The Chairman tested this theory and pictures were taken to show that this was the case. The pictures were sent to Bennetts who have now advised that they have looked at the plans and agreed that the bollards were not secured in the right place and will be moved closer together.

Cars parked on pavements

The clerk took a photo of a car that persistently parked on the footpath in The Lammas causing obstruction to pedestrians and sent this to the Police for them to speak with the owner. It was agreed to take this matter off the Agenda.

Handyman and Litter Warden

There have been two responses for the Handyman position. An interview has been set up for Thursday 21st February commencing at 7.30pm for the first applicant and 8pm for the second. Cllrs Eyres, Shepherd, Fox and Pratt agreed to attend the interviews.

Mr Traube from Swaffham Road applied for the position of Litter Warden. As there was only one applicant and Mr Traube had taken part in many litter picks for the council with the Friends of the Village, it was proposed by Cllr Burton that no interview was necessary. Cllr Goad seconded this motion and all were in agreement. The clerk mentioned that she will give Mr Traube a P46 form to complete along with a job description to sign and return. As a litter pick has just taken place round the village it was decided that Mr Traube should start his role on 1st March 2013. The clerk will give him the necessary equipment.

Time Capsule

The Chairman advised that the time capsule had been ordered and will be with us in a couple of weeks. He asked for ideas for items for the time capsule. Many ideas were discussed, but the main idea that the clerk is to investigate is to take photos of each shop owner outside their shop, the pub etc, also inviting Mundford groups and organisations to send in a picture. The

Minutes of the Mundford Parish Council Meeting

Held at Mundford Primary School, Mundford

on Thursday 7th February 2013

clerk will also ask the school for their up to date school register and any photos that are allowed to be given out. It was agreed that information asking for material should be placed in the newsletter.

Archiving

The Chairman, clerk and Cllr Burton visited the office in January and looked through a number of documents to be placed in the Archive. Others were either disposed of, or kept in the Parish Office. The clerk will visit the Archive Centre in the next few weeks with the Minutes from 2005 – 2012 and the Annual Returns from the past 10 years. However, there are some missing minute books dating from 1999-2003. It was proposed by Cllr Eyres that something is placed in the newsletter asking if any old councillors have the minutes in their possession. This was seconded by Cllr Goad, all were in favour. The Chairman explained that the office had been tidied up inside and out.

Volunteer Fundraising Projects

Mr Nash, a resident from Lynford Road had approached the council to ask if there are any projects that the council could think of that he could get a small group of volunteers to raise money for. Cllr Goad stated that he had participated in a similar venture and raised approximately £300. The Chairman asked the council to consider some ideas and bring them to the next meeting. The clerk will contact Mr Nash.

STANTA trip 23rd April 2013

The trip will go ahead as planned on 23rd April. The clerk achieved quotes from three local bus firms. The quotes were £140, £195 and £260. It was proposed by Cllr Fox that the £140 quotation should be decided upon. This was seconded by Cllr Goad, all were in favour. It was then discussed on how the coach would be paid for. It was proposed by Cllr Fox that the council pay for the coach, so the trip will be free for residents. This was seconded by Cllr Marston, all were in favour. The clerk read out a small note from STANTA advising that cameras are restricted and under 18's are not allowed on the tour. The clerk prior to the meeting clarified a few points with them, and she will place this information into the connect when advertising the tour. The council decided that a 5pm meet at the Village Hall car park was sufficient. It was also discussed that the council could format the tour if they chose to but if that was the case then STANTA would need this information in advance as to where the group would like to go. It was proposed by Cllr Fox that the standard tour should be accepted, this was seconded by Cllr Goad, all were in favour. The Chairman asked if the council should make a donation or whether a request for donations should be asked from the public. After a short discussion, and the fact that the council already give a £100 donation to Help the Heroes, it was proposed by the Chairman that a minimum donation of £1.00 should be asked from each passenger as they enter the bus. This was seconded by Cllr Shepherd, all were in favour.

The clerk will keep the list of passengers and will arrange a second bus on stand-by in case one bus fills very easily. It was agreed that it was on a first come first serve basis.

Agree meeting dates for 2013 – APM & APCM

The clerk gave each Councillor a list of meeting dates for 2013. The Chairman asked if everyone was happy with the dates including the APM & APCM and this was agreed.

Leaflet ideas

The clerk developed a leaflet last year which stated projects that the council had been involved with up to that point, and it also advertised the Annual Parish Meeting, encouraging residents to come along.

**Minutes of the Mundford Parish Council Meeting
Held at Mundford Primary School, Mundford
on Thursday 7th February 2013**

It was agreed last year that the leaflet should be done again showing projects from 2012 as well as ideas for the future. The Chairman asked the council for ideas, and the Jubilee flower bed and Friends of the Village was mentioned along with the time capsule. The clerk will put the leaflet together to show the council at the next meeting. The Chairman asked if all the photos that the council have could be shown at the next meeting to decide which ones to use. The clerk advised that this is certainly possible but could take some time at the meeting. She will put together the leaflet and print some photos for the council to see if they wished to choose different ones.

Village Green

The Chairman asked the thoughts of the council on having a Village Christmas Tree. He felt that this could be a project to bring the village together. The tree could be placed on the Village Green, but the main issue would be the electricity supply. The Chairman stated that a car battery may work, but he wanted views from the council. Cllr Fox agreed that the idea was a good one, however, with his experience on Feltwell Parish Council a lot of thought is required before a project like this can be realised. He advised speaking with an Engineer for advice on the subject. Cllr Fox was kindly willing to donate lights for the tree, but did stress that security and electric supply were big factors that needed further investigation. The Chairman proposed that the council look into the possibility of having a Christmas tree on the Village Green. This was seconded by Cllr Shepherd and all were in favour. Cllr Steward advised that insurance on the project should be looked in to as well, as there may be restrictions depending on the insurance policy the council holds.

7. Correspondence

There was no correspondence.

8. Finance

8.1 Accept and sign cheques

The Chairman read the cheque payments out for January, including a VAT refund for £873.69 and Cllr Shepherd proposed that they should be accepted and signed. This was seconded by Cllr Goad, all were in favour.

The payments were:

Cheque	Description	Total
101504	Iceni Pest Control – subscription	£48.00
101505	West Norfolk Community Transport	£75.00
101506	K & M Lighting Services (alignment)	£283.16
101507	Mrs F Brown(salary/post/tel) 5 weeks	£807.25
101508	Eon (Parish Office)	£ 27.25
101509	Mrs A Shepherd (CCS)	£100.00

The Chairman read the cheque payments out for February, including a Community Car Refund of £353.41 and Cllr Goad proposed that they should be accepted and signed. This was seconded by Cllr Shepherd, all were in favour.

Both payments sheets were signed by the Chairman.

The following payments were authorised at the meeting, 7th February 2013, and cheques were signed by Cllr Eyres and Cllr Shepherd.

Cheque	Description	Total
101510	Iceni Pest Control – subscription	£ 48.00
101511	West Norfolk Community Transport	£ 85.00

**Minutes of the Mundford Parish Council Meeting
Held at Mundford Primary School, Mundford
on Thursday 7th February 2013**

101512	K & M Lighting (contract and lantern)	£ 477.03
101513	Mrs F Brown (Sal/post/tel 4wk period)	£ 647.08
101514	Mrs A Shepherd (CCS)	£ 250.00
101515	Didlington Nurseries	£ 117.00

The savings account stands at £10887.44.

8.2 Internal Controls

The Chairman viewed the accounts with the clerk in January and found them to be satisfactory.

8.3 Budget 2013/14

The precept form was sent to Breckland and they have confirmed receipt of it.

8.4 Website

The clerk is updating the website as necessary and has advertised this in the newsletter. The clerk has received a couple of positive remarks about the website. Currently the clerk is working on the Parish Archive to make it more readable to the public.

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. **Permission was granted.**

3PL/2012/1221/F 30 Impson Way Description: First floor extension. **Permission was granted 11th January 2013**

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. **Refusal was given 7th January 2013.** The Chairman asked if Cllr Steward knew anymore about this application. She advised that due to the fact an appeal may happen she could not comment at this stage.

3PL/2012/1228/F 4, West Hall Road Description: Conservatory. **Permission was granted 15th January 2013.**

3PL/2012/1328/F Adjacent to Barton Hay Description: Minor material adjustment. **Sent no objections on 21st January 2013**

10. Street Lighting

Street light 9064 in Adeane Meadow was fixed as it was not working but the lantern has deteriorated so much that it had to be taped up for safety reasons. Lighting Services has recommended that this lantern be replaced as soon as practicable. Cllr Goad proposed that this should be added to the list of lanterns to be replaced, this was seconded by Cllr Shepherd and all were in favour.

The clerk was asked by Norfolk County Council for a full inventory of lights. The hope is that all the information gathered will help NCC create a plan to replace all lights with more energy efficient lighting in the future.

11. Reports

**Minutes of the Mundford Parish Council Meeting
Held at Mundford Primary School, Mundford
on Thursday 7th February 2013**

Cllr Steward advised that Trevor Holden who used to be the Chief Executive of Breckland Council is now back in the role on an interim basis while they look for someone new. There will be no difference to services.

Cllr Steward advised there is a Community Construction Fund available but the closing dates for applications is 14th February. There were no questions to Cllr Steward.

Village Hall

Cllr Burton advised that the Hall will be redecorated soon including insulating the roof. The floor problems in the main hall remain an issue.

School

The clerk explained that there is a new caretaker in the school and they will be interviewing for a cleaner to do 2 hours work each day shortly.

12. Members' Matters

The Chairman mentioned that there has been a report that a group of lads have been smashing windows in the village. Police are aware of the problem. The Chairman also stated that door to door salesmen were spoken to by the Police as they were very suspicious. It was agreed that calling the 101 number if you are concerned was very effective as the Police were in Mundford within 20 minutes of the phone call.

With nothing more to discuss, the meeting closed at 9.14pm.

Chairman: _____ Date: _____

Clerk: _____ Date: _____