

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

Present:

Cllr S Eyres, Chairman, Cllr C Weight, Cllr D Goodrham, Cllr J Burton, Cllr L Pratt, Cllr A Shepherd, Cllr J Marston and Mrs F Brown (Clerk to the Council). There were 6 members of the public present and a representative from the Police.

1. The Chairman's opening remarks

The Chairman welcomed everyone to the meeting.

2. Apologies of absence

Apologies were received from Cllrs Fox and Goad. Both Councillors are on holiday. 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 7th February 2013

It was proposed by Cllr Goodrham to accept the minutes. The proposal was seconded by Cllr Marston. Cllr Weight abstained due the fact he was not at the previous meeting. All other Councillors 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 for clarification of removal of signs from the roundabout. He asked whether the Parish Council had ordered these to be removed. The clerk explained that on 28th January 2013, the Highway Rangers were asked to remove any old signs from the roundabout and surrounding verges. The resident advised that signs advertising an Antique Fair in Hingham had been removed and Highways had explained that this was the Parishes wishes. The clerk explained that any signs that do not have permission to be on the highway are subject to being removed. The resident advised that they had permission and that he will speak to Highways about this matter.

The same resident asked why there was no cold calling sign in the Brecklands were properties 1,2,3 reside. The clerk explained that this matter had been looked into before and a reason was given but she will contact Trading Standards again.

A resident stressed to the Council that he was very concerned over the amount of water on the new development near his property in the Lammas. He advised that he had seen a contractor pumping water from a gulley in the development straight into this flooded area and he was not happy about this. The Chairman explained that a meeting had been set up with Bennetts on Friday 8th March and this matter will be raised with them.

The same resident asked about Agenda item 6.2 Dispensary in Mundford. Cllr Shepherd explained the situation and the resident disputed what was said. Cllr Shepherd explained that this was not a matter the Parish Council need to be involved in, and if the resident was worried they should contact their surgery. The information sought by Cllr Shepherd is believed to be correct as the system has been tested by herself. She did advise that if a resident is unable to pick up a prescription then the community car can get involved at a small charge.

There were no further comments from the public, so the Chairman asked the representative of the Police for an update.

It was explained that there had been reports of Anti-social behaviour in the Wissey View area, including criminal damage. She advised that increased patrols have been sanctioned as well

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as letters placed through doors of estates in that area asking for residents to report any anti-social behaviour. Crime numbers are low with 2 reported crimes in January and 4 in February. It was explained that oil thefts are increasing and if anyone needs crime prevention advice to contact the 101 number and they would be glad to help.

The Chairman explained a particular incident that happened a few weeks ago where youths suspected of anti-social behaviour were followed to an address in Adeane Meadow by a resident. This was reported but there was no evidence of any wrong doing. He suggested that these letters should be delivered to this estate as well. The representative agreed to take this suggestion to PC Dave Ready who was dealing with this matter.

6. Matters Arising

Outstanding Highway

There were no outstanding issues.

Dispensary in Mundford

This matter had already been discussed in Public Participation.

Highways letter for match funding

The Clerk and Chairman met with Paul Groom on 4th March to discuss potential Highway Partnership ideas. Firstly the area outside Malsters Close was looked at. Mr Groom said that kerbing could be placed along the verge but it would be a very low priority bid. No costs were given at this stage.

The clerk showed Mr Groom the area down Lynford Road where the council would like to widen in areas. 'Haunching' as Mr Groom explained would cost approx £110 a metre depending on the road construction. Heavy machinery would need to be brought in, as well as the issue of power cables and cutting into natural woodland which you may need permission for. He explained to the clerk that this would not be a viable project for this grant and would be very low priority anyway seeing as there is low traffic volumes.

Pig Sty Lane was looked at to see if any improvements could be made. Mr Groom explained that the footpath is in very good condition and any overhanging trees need to be cut by neighbouring property owners. The Rangers would not do any work in this area.

A project that was not discussed at the previous meeting but was highlighted to the clerk a few weeks ago was an idea to improve safety for children crossing from St Leonards Street over to the Village Hall Car Park. Vehicles constantly park next to the zig zag lines opposite the Hall Car Park and it causes visibility problems for the children while crossing. A letter had also been sent to the clerk from a Teacher at the Primary School indicating that the children had learnt a great deal about road safety recently in the village and had taken measurements, photos and written reports on the issue. They would be keen to see an improvement to this area to allow the children to cross safely. The clerk spoke to Mr Groom about this matter and they both visited the area outside the school to see if there were any improvements that could be made. Mr Groom advised that a dropped kerb could be placed on both sides which will hopefully stop vehicles parking there as well as making it a safer place to cross. There are restrictions due to this spot being in the conservation area and the cost would be slightly higher than usual. The clerk took pictures of the area and presented them to the council and the public to see.

There was further discussion and questions were asked whether double yellow lines could be placed on the road instead or the zig zag lines extended. The clerk had already spoken to Highways about these issues and the zig zags cannot be extended any further and they would not allow double yellow lines.

The cost of the project would be in region of £1800 which means the council would pay the shortfall of approx £450.

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It was finally proposed by Cllr Shepherd that the council should move forward with this project and contact highways for their approval. It was seconded by Cllr Goodrham. There were no other proposals. All were in favour to proceed.

Bus Service

The Chairman explained that 7 passengers used the Swaffham service and 4 used the Watton service. There is £80 to pay by the council this month.

Training and Courses

The clerk intends to visit the NCC Highways depot in Kings Lynn on 8th March for their Partnerships working project. The clerk will update the council at a later stage.

Bennetts Development

An email was read out from Mr Parker, the Managing Director of Bennetts asking for a site meeting to discuss a boundary issue. The meeting is set for 11am 8th March. Cllrs Marston and Pratt agreed to attend as well as the clerk and the Chairman.

Handyman and Litter Warden

Interviews took place for the Handyman and the Chairman explained that both candidates were very good. Mr Neil Balding was offered the position. The Chairman explained the interview process and the fact that there were 3 people interviewing made good sense and was less intimidating as it has been done in the past. Cllr Pratt advised that he felt that the Chairman should definitely be on each interview panel. The Chairman advised that this matter should be discussed again at another time, set as an Agenda item.

The Chairman also stated that Mr Traube has commenced his role as the litter warden. Job descriptions for both of the positions have been signed, and the Chairman countersigned them and these are to be kept on file.

Time Capsule

The Time Capsule has been received. There was more discussion on ideas of what could be placed in the capsule. The clerk asked if the Priest would like to add anything from the church. He agreed to think about this matter and report back to the clerk. The clerk mentioned she had spoken with the Scout leader and Playgroup. Both were keen to help but it may take a while to get material together, especially photographs as permission may need to be sought. Cllr Goodrham stated that there was no rush for this as we need to be happy with what is placed in the capsule, and want to include as many groups and organisations as possible. It was decided to place this in the newsletter again.

Archiving

The clerk deposited items at the Norwich Archive Centre as agreed at the previous meeting. The clerk showed the council the receipt she was given along with a list of all the contents that Mundford PC have in their account. The Chairman asked the council if they would like items archived every year instead of collating the material after a longer period. It was proposed by Cllr Burton that they should be archived every year. This was seconded by Cllr Shepherd and all were in favour.

Volunteer Fundraising Projects

Councillors were asked for their thoughts on potential projects for fundraising. There were no forthcoming ideas, so the Chairman proposed that the money needed to pay for the crossing project could be raised. There was a short discussion and if the council achieve funding for the rest of the project then this would be a good idea. It was then seconded by Cllr Pratt, all were in favour. Mr Nash will be contacted after approval from Highways.

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STANTA trip 23rd April 2013

There has been an overwhelming response to the advertisement in the newsletter and two buses were filled within 3 days of the newsletter being circulated. A third bus has been requested; however it is clear from the amount of names on the list that a fourth bus would be required to satisfy need.

Cllr Goodrham proposed that the council should apply for another tour in 3 years time, this was seconded by Cllr Shepherd. It was proposed by Cllr Shepherd that a third bus should be booked and paid for by the council. This was seconded by Cllr Pratt and all were in favour. It was also discussed that a short standby list should be put together in case some passengers do not attend the tour at short notice. It was agreed that a summary of events should be placed in the newsletter.

Community Car Scheme

Cllr Pratt has come forward as a volunteer driver for the scheme. Arrangements have been made for a medical to take place in early April. The clerk is awaiting approval of the cost of the medical from Breckland as they will be funding this.

Leaflet ideas

A draft leaflet was circulated to each councillor prior to the meeting. The clerk explained that the leaflet can be produced for £95 for 700 folded copies. Both Mr Eyles and Mr Lynch kindly agreed to post them round the village. It was proposed by Cllr Goodrham that the leaflet should be produced and this was seconded by Cllr Marston, all were in favour.

Christmas Tree on Village Green

The clerk spoke with the council's insurance provider and the council are covered for public liability if anything should happen, but they did suggest that a qualified electrician should deal with the lights for the tree and that a contractor should place the tree in the Village Green. The Chairman explained that this matter takes a lot of planning and there is an issue of vandalism that cannot be ignored. The main problem at this stage is how to locate the lighting source. Cllr Goodrham suggested that he will speak to someone he knows about this issue and bring back the information to the next meeting. The Chairman thanked Cllr Goodrham.

Anti-social behaviour

This matter was covered in public participation.

No Cold Calling Zones

A resident had requested for Fir Close to be a No Cold Calling Zone. The clerk gave the resident information from Trading Standards and suggested he canvass other residents and then bring his findings to the Parish Council so that support can be given before sending the information back to them. No response has been received since the initial request, so it was decided for this matter to be taken off the Agenda for now.

7. Correspondence

The Chairman read out a letter from a resident that was also placed in the newsletter. The letter asked for residents to kindly move shingle and stones from the footpath back on to their drives. It was noticed that since the letter had been published in the newsletter that two properties have cleared their paths.

The clerk had heard from Gary Coote who co-own the land that the PROW is situated opposite London Lane. It has been noticed that since the footpath had been cut there has been a lot of dog excrement found and path users had complained. There was a short discussion on

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this subject, as it is a common problem on footpaths as well as round the village. Notes have been placed in the newsletter and unless the public actually catch someone allowing their dogs foul there is little that can be done. It was agreed that a note should be placed in the newsletter about this specific problem.

8. Finance

8.1 Accept and sign cheques

The clerk explained that it was coming up to the end of the financial year and she will ask the internal auditor to look at the accounts in early April. HMRC have introduced Real Time Information (RTI) and will be phasing this in shortly. The Chairman read the cheque payments out for March, and Cllr Goodrham proposed that they should be accepted and signed. This was seconded by Cllr Weight, all were in favour.

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

Cheque	Description	Total
101516	Iceni Pest Control – subscription	£ 48.00
101517	West Norfolk Community Transport	£ 80.00
101518	K & M Lighting Services (2 lanterns)	£ 795.94
101519	Mrs F Brown(salary/post/tel) 4 weeks	£ 681.86
101520	Mrs A Shepherd (CCS)	£ 150.00
101521	Anglian Water (Parish Office)	£ 48.64
101522	Ridgequest (Time Capsule)	£ 264.00
101523	Eon (Parish Office)	£ 22.55
101524	Mundford Village Hall (grant)	£2500.00
101525	Mundford PCC (grant)	£ 630.00

The savings account stands at £10,888.80

The Chairman explained that the Village Hall grant had been approved by council on 7th June 2012, minute item 8.4. The invoices proving the works have been completed have been received.

The Chairman also explained that the Mundford PCC grant was approved on 2nd August 2012 by council, minute item 8.4.

8.2 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/2012/1202/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.** An appeal is now in place and written representation needs to be received by 18th March 2013. The Council agreed that the letter already written to the Breckland Council explained the Parish Council's concerns fully and no other comments are needed.

10. Street Lighting

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It had been noticed that the column that had been re-aligned by the maintenance company in December was leaning slightly. The clerk had taken a photo of the light and sent this to the company to ask for them to look into this issue.

Cllr Shepherd reported light 9015 in Malsters as not working.

11. Reports

There were no reports sent by Cllrs Steward and Monson.

Village Hall

Cllr Burton advised the next event at the Village Hall is taking place tomorrow (8th March). It is expected that 30 people will attend a Tea Dance in the afternoon. There is also a concert with buffet supper taking place on 12th April that has also gained interest from the public.

School

The clerk explained that a new cleaner has been taken on to cover 10 hours a week. The next Governors meeting is 20th March.

12. Members' Matters

Cllr Goodrham stated that the gully outside the Butchers is in a very bad condition. The Chairman explained that it had been reported to Highways some weeks ago. Cllr Goodrham was very concerned that if work is not completed soon then it could lead to further problems. The clerk will report this again and ask for an update from Highways.

The Chairman advised Cllr Burton that whoever placed the wooden advertising boards on the verges has driven onto the verges and could have damaged the spring bulbs. He stated that it would be much appreciated if they cannot do this in future. Cllr Burton agreed to mention this at the next Village Hall committee meeting.

The Chairman mentioned that last year fertiliser was purchased and he laid this on the bulbs. It isn't clear yet if this has made any impact on the bulbs, and will be placed on the Agenda next month to discuss whether fertiliser should be purchased again.

Cllr Marston stated that youths that use the school bus from Icen Academy have been seen walking across the area outside West Hall Drive where a number of bulbs are. It is understood that they are trying to destroy some of the bulbs for fun. It was discussed whether it should be mentioned in the newsletter, but it was deemed not a good idea as it may exacerbate the problem further.

With nothing more to discuss, the meeting closed at 9.06pm.

Chairman: _____ Date: _____

Clerk: _____ Date: _____