

**Minutes of the Mundford Parish Council Meeting  
Held at Mundford Primary School, Mundford  
on Thursday 4<sup>th</sup> April 2013**

**Present:**

Cllr S Eyres, Chairman, Cllr J Goad Vice-Chairman, Cllr C Weight, Cllr T Fox, 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 12 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**

None.

**3. To accept and sign the Minutes of the Parish Council Meeting held on Thursday 7<sup>th</sup> March 2013**

It was proposed by Cllr Weight to accept the minutes. The proposal was seconded by Cllr Burton. Cllrs Fox & Goad abstained due the fact they were 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**

The Chairman reminded the public that one person can only speak for a maximum of 3 minutes on any one subject and this is the only time in the meeting that residents can participate.

Rev'd Wiffen mentioned that the church have acquired the Police Choir to do a performance on 7<sup>th</sup> June 2013 and this includes songs from shows, classical and pop music.

The Chairman stated that decisions are likely to be made this evening on the Bus Services and if anyone wished to make representation then it would be wise to do this now. Graphs and explanations had been put together by the clerk and copies given out to the public.

A resident explained that passenger numbers could be slightly down due to the bad winter that we have had. Another resident advised that Kings Lynn and Bury are easily able to get to and bus passes can be used so there is no cost to pensioners.

Other services were also discussed to advise residents of what is available.

It was mentioned that a service to Brandon would be advantageous as residents could pick up links to other train and bus services.

Cllr Weight stated that Mrs Read a bus user could not attend this evening but she wished for the fortnightly Swaffham service to be resumed. The clerk stated that Mrs Godfrey had also asked for this. The Chairman asked if any passengers used both the Watton and Swaffham service but this was not the case. The Chairman asked residents to look at the graphs provided and went through costs involved to the council and how it is important to ensure passenger numbers increase to keep the service.

A resident asked whether the Council could join together with Northwold Parish Council as this will ensure passenger numbers are increased. The Chairman stated that this had been suggested before and the Council were not agreeable. Northwold also have a much lower precept to Mundford and would probably not have the funds to help. However, the Chairman thanked the resident for her suggestion.

There was more discussion by residents on the service and councillors noted their suggestions.

The Police representative mentioned that there had been no further developments on the Wissey View incident.

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**6. Matters Arising**

**Outstanding Highway**

The Rangers will be visiting Mundford on 22<sup>nd</sup> April. The Chairman mentioned a few areas they could work on, and it was reported that a pot hole had formed outside 43/45 Swaffham Road which was noted.

From the previous meeting there was a request for a sign to be erected in the area of 1,2,3 Brecklands to show it was a no cold calling zone. The clerk made enquiries but there is not an adequate place to place it unless a new column is erected. The resident will have to request this himself from Trading Standards. The clerk has informed the resident.

The Gully outside the Butchers has still not been fixed. Highways has informed the clerk that this is due to financial reasons, and that it is now on the list to be completed in 4-6 weeks. The Cats Eyes that had been removed from the A134 last year have left holes in the road that are starting to get bigger in places. These have been reported to Highways.

**Highways letter for match funding**

The Chairman read out a letter from Rev'd Wiffen stating his concerns over the proposed safety crossing near the Rectory. The council understood his concerns and Cllr Goad suggested that 'no waiting' cones could be purchased and placed outside the school when children are arriving and leaving the school premises. They discussed the school purchasing 6 cones. The Council liked the idea and even though it is not enforceable it will be a visual deterrent. The Rev'd was asked whether he would be agreeable and he was very happy with this solution. Cllr Weight asked whether a note in the newsletter asking people not to park over people's driveways would help. The Chairman advised that notes in the school newsletter have been sent home to parents and this is more likely to make an effect.

Cllr Goodrham asked the Rev'd how many times his driveway had been blocked and he needed to get his car out. The Rev'd explained that it had only hindered his exit once, but this was still an issue for him. Cllr Goodrham agreed that he needed to be able to get out of his driveway, but it hadn't been raised as a problem by previous Rectors.

Finally Cllr Goad proposed that the safety crossing idea should not go ahead and instead the school should be approached about purchasing cones. This was seconded by Cllr Shepherd, all were in favour. It was suggested that the school could ask the Parish Council to fund the purchase of the cones.

The kerbing suggestion outside No 5/7 Malsters Close was discussed and a cost of £1900 had been supplied by Highways. This would leave £470 to pay by the council. Cllr Goad proposed the council should leave the area as it is and this was seconded by Cllr Fox. The Chairman proposed that this area should be kerbed to protect the piece of grass, this was seconded by Cllr Marston. A vote was taken and 5 councillors were in favour of Cllr Goad's proposal and 4 in favour of the Chairman's proposal. Majority carried.

The final suggestion was to change a number of street lights under the Parish Partnership scheme. The clerk has suspended the agreement with the contractor to replace any more lights until a decision is made. It was proposed by Cllr Goad that it was not just the Lammas looked at, but that other areas in the village should be considered too, this was seconded by Cllr Pratt and all were in favour. These are LED lights and will save a lot in energy use, therefore giving less financial burden to the council. The Council would pay approx £80-£100 for each light instead of £265 which is currently the case, and these lights would be more energy efficient and less maintenance.

The clerk mentioned that there was a meeting on 12<sup>th</sup> April 2013 in Swaffham with the current contractor to discuss this matter further. The clerk felt that it would be a very good idea to attend this meeting to gain a better understanding of the scheme and enable her to submit a bid that was more likely to be successful. The Chairman asked if there were any

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councillors that would attend with the clerk. No one came forward so the Chairman advised that he would attend. Cllr Goad proposed that a reasonable amount of lights should be asked for, in the region of 25 and this was seconded by Cllr Fox, all were in favour.

#### **Bus Service**

The graphs had already been explained and representation from passengers given so the Chairman asked for councillor comments. Cllr Shepherd proposed that the service should remain the same for the next 6 months. Councillor Pratt proposed that the service should change to a fortnightly Swaffham service with a 6 month trial period. There was further discussion and it was pointed out that if the service remains a financial burden to the council then the service may have to cease in the future. The Chairman asked for a seconder to Cllr Shepherd's proposal; there was no seconder. A seconder was asked for Cllr Pratt's proposal and it was seconded by Cllr Weight, 8 councillors were in favour. The Chairman said that the Watton passengers should be apologised to but the reasons behind the decision explained, and the new information will be placed in the newsletter. The clerk will arrange the new service and contact the passengers.

#### **Training and Courses**

The clerk visited the NCC Highways depot in Kings Lynn on 8<sup>th</sup> March for their Partnerships working project.

#### **Bennetts Development**

The Chairman stated that the bollards had been repositioned. Councillors had a site meeting with the Managing Director of Bennetts on 8<sup>th</sup> March to discuss a few issues. This was all detailed in a report to each councillor. The Chairman explained a summary of events and asked the council for their comments on the boundary issue. There was a short discussion and it was clear that the council were happy with the situation. Cllr Fox proposed that the council accept the piece of land that Bennetts are offering to the council, this was seconded by Cllr Goad and all were in favour. It was agreed that a solicitor would need to be engaged. Cllr Fox asked whether there had been any developments on the matter of land owned by Mary Ann Turner transferred to the Parish Council's ownership. The Chairman explained that at present her house in St Leonards Street is still being sold, once this has gone through then the Council will know more. There has been nothing official received by the Council.

#### **Handyman and Litter Warden**

An update had already been given to the Council by the litter warden including areas that were worse than others. In particular the area known as 'The Pocket Park' between Impson Way and The Lammas was discussed again, due to the amount of litter that is regularly found there. It was proposed that a litter bin should be purchased to place here. This was seconded by Cllr Shepherd and all were in favour. The clerk explained that in the first instance permission will need to be sought from the Local Authority.

The Chairman stated that it was the time of year that jobs should be given to the handyman. He suggested that the rest of the light columns that were in need of painting should be done. Cllr Goad asked whether it would be worth waiting until the street lights had been replaced in case the columns themselves were rotten, but the Chairman advised that the columns only had surface rust. It was agreed that the Chairman will meet up with Mr Balding to explain what the council would like him to do.

#### **Time Capsule**

The Time Capsule was shown to the public, and it will be stored in the office until needed. The clerk has contacted a number of organisations in the village and is hopeful that some will provide a photo or information that could be placed in the time capsule. The Chairman

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suggested that a date should be set for the burial. After a short discussion Cllr Goodrham proposed that that end of the school year (24<sup>th</sup> July) would be a suitable date. Cllr Goad proposed that the 1<sup>st</sup> June which is a Saturday would be a suitable date to coincide with the end of the Jubilee year. The Chairman asked for seconds. Cllr Marston seconded Cllr Goodrham's proposal and Cllr Pratt seconded Cllr Goad's proposal. The Chairman asked for a vote. There were 6 members that agreed to Cllr Goad's proposal and 3 for Cllr Goodrham's proposal. Therefore the date of 1<sup>st</sup> June was set at 11am. The clerk will contact Mr Gascoine to check that date would be suitable for him to remove the bolder from the Village Green. This date will also be placed in the newsletter along with a deadline for items of 15<sup>th</sup> May. Cllr Fox proposed that the plaque that is situated on the stone on the Green should either be amended or a segment added to commemorate the day that the time capsule is buried. This was seconded by Cllr Goad and all were in favour. Cllr Fox agreed to look into costings and will bring this information to the next meeting.

**STANTA trip 23<sup>rd</sup> April 2013**

The final list has been completed and everyone who is going on the tour has been sent tickets. Everyone that applied that did not get on the tour has also been told. There were some mixed responses, with some residents that were not happy with the situation. The clerk has asked for another tour in 2015. The Chairman asked for suggestions on how to collect the donations and whether they should be banked and then give a cheque to Stanta, or whether to give them the bag of cash on the day. After further discussion the Chairman proposed that the money should be collected in and banked, this was seconded by Cllr Goodrham. Cllr Shepherd proposed that the money should be given on the day and this was seconded by Cllr Goad. The Chairman's proposal achieved 4 votes and Cllr Shepherd's achieved 5 votes. It was agreed that the money should be collected in cash bags as people enter the bus. The Chairman asked for volunteers to be at the car park at 4.30pm in case there are any early arrivals. The clerk and Chairman agreed to attend.

**Community Car Scheme**

Cllr Pratt has his medical on 8<sup>th</sup> April and the clerk is helping with a CRB check liaising with Norfolk County Council. Two cheques are to be signed tonight so that these procedures can be paid for.

**Christmas Tree on Village Green**

Cllr Goodrham had spoken to an electrician for advice and there was a suggestion that a telegraph pole that is on the Village Green could possibly be used to run a line to an electricity supply in the newsagents. The Chairman stated that he had looked at the pole and this was used by EDF energy so this will pose problems. It was decided that a site meeting would be useful to discuss the issue properly. It was agreed to meet on Sat 13<sup>th</sup> April at 9am.

**Spring Bulb Fertilizer**

The Chairman placed fertilizer feed on the bulbs last year as there were a lot of blind plants, and it was felt that this would make a difference. Due to the cold weather this spring the bulbs have been slower coming up so it is not clear what impact this has made yet. It was proposed by Cllr Weight that this matter should be placed on next month's agenda and this was seconded by Cllr Goad, 8 were in favour.

**Grass Cutting**

The Chairman discussed the three areas that our grass contractor had been asked to cut this year as extras. Firstly the Adeane Meadow site has now been cut by the Chairman and the contractor has been told not to cut this area until the council says otherwise. The second area in discussion was the roundabout and the Chairman proposed that this area should not be cut

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until all the bulbs have died down. This is due to the contractor cutting the outer ring of crocuses last year and they have not recovered. This was seconded by Cllr Shepherd and all were in favour. The last area discussed was the extension to the memorial site. The area was strimmed to the sign which was originally agreed, but on reflection it would look better if they had cut up to the end of the embankment. The Chairman proposed that the contractor should be approached with this to see whether they would be kind enough to add this on for free or a minimal charge. This was seconded by Cllr Goad and all were in favour.

*Cllr Shepherd left the meeting.*

**7. Correspondence**

The Clerk read out a comment from the newsletter highlighting that a resident was very grateful to the volunteers that helped with the gritting this year in Fir Close and the Brecklands. This was well received by the Council.

A letter was read out from the Village Hall thanking the council for their donation to help with the repairs and heating in the hall.

**8. Finance**

**8.1 Accept and sign cheques**

The Chairman read the cheque payments out for April, and Cllr Fox 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, 4<sup>th</sup> April 2013, and cheques were signed by Cllr Fox and Cllr Shepherd. The payments sheet was signed by the Chairman.

<b>Cheque</b>	<b>Description</b>	<b>Total</b>
101526	Iceni Pest Control – subscription	£ 48.00
101527	West Norfolk Community Transport	£ 80.00
101528	K & M Lighting Services (2 lanterns)	£ 477.03
101529	Mrs F Brown (salary/post/tel) 4 weeks	£ 686.68
101530	Mrs A Shepherd (CCS)	£ 200.00
101531	Viking Direct (stationary)	£ 54.94
101532	Barkers (leaflets)	£ 93.00
101533	Anglia Computer Solutions (hosting package)	£ 58.00
101534	Norfolk ALC (subscription)	£ 280.00
101535	Brandon Medical Practice (CCS)	£ 70.00
101536	Norfolk County Council (CRB check)	£ 25.00
101537	Mr D Freeman (Bus Shelter Cleaning)	£ 60.00
101538	Mr D Traube (Litter Warden)	£ 70.00
101539	Eagles Coaches (Stanta trip)	£ 280.00
101540	T.T.S.R Ltd (Grass contract 50%)	£1210.72

The savings account stands at £10,888.80

**8.2 Audit 2012/2013 Approval of year end accounts**

A copy of the accounts were circulated to each councillor prior to the meeting to give adequate time for them to digest the information and bring any questions or queries to the meeting. Cllr Goad proposed that the accounts should be approved, this was seconded by Cllr Marston and all were in favour. The Clerk explained that the Internal Auditor had also looked over the accounts and signed the sheet on file. The Chairman also signed Section 1 of the Annual Return and Section 2, and discussed and signed the Annual Governance Statement 2012/13. The Annual Return will now be given to the Internal Auditor to look at and approve.

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**8.3 Council Tax in relation to Precept**

The tax base has reduced and therefore the Band D figure has risen slightly. The clerk spoke with Breckland about this issue and if the Parish Council had accepted the £2,941 grant then the tax rise would have been 11.9% instead of 0.9%.

**8.2 Website**

Rosemary Godfrey had given a proposal to the clerk for the Council to consider. Due to the amount of decisions already made this meeting, it was decided that this matter should be deferred to the next meeting. The clerk copied the proposal to all councillors so they have adequate time to look through it.

**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 7<sup>th</sup> January 2013.** The council is waiting for the decision on an appeal.

**10. Street Lighting**

Light 9046 is still leaning. The contractor will be dealing with this matter as soon as possible. Cllr Marston stated that the column itself was bent in his opinion. The clerk will look at the column and report it if necessary.

**11. Reports**

There were no reports sent by Cllrs Steward and Monson.

**Village Hall**

The Village Hall have made many improvements to the Hall and had thanked the Council for its donation.

**School**

The budget has been approved.

**12. Members' Matters**

Cllr Goad stated that the Forestry had been contacted over a large amount of fly tipping in Lynford Road. The Forestry are happy to clear the area but would appreciate some help from residents. He intends to meet with a representative of the Forestry next week. Cllr Goad asked the council whether the Friends of the Village would be able to help with the clear up. The Chairman stated that once Cllr Goad had met with the Forestry and discussed the matter if he was to contact the clerk she will make the necessary arrangements.

Cllr Goodrham reported that street light 9087 was not working. The clerk had reported this yesterday after a resident phone call.

Cllr Marston stated that on the approach to the roundabout from the A1065 Swaffham Rd visibility is impaired due to a yellow triangle sign.

With nothing more to discuss, the meeting closed at 9.46pm

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

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