

**Minutes of the Mundford Annual Parish Council Meeting
Held at Mundford Primary School, Mundford
on Thursday 2nd May 2013**

Present:

Cllr S Eyres, Chairman, Cllr J Goad Vice-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 7 members of the public present.

1. Election of Chairman & sign acceptance form

The current Chairman asked if anyone wished to come forward as Chairman or whether anyone wished to propose a candidate. Cllr Goad proposed that Cllr Eyres should continue as Chairman and this was seconded by Cllr Marston. All were in favour. Cllr Eyres was asked if he was happy to continue his term for another year and he agreed. He signed the acceptance form.

2. Election of Vice-Chairman

The same procedure took place and Cllr Marston proposes that Cllr Goad should continue as Vice-Chairman and this was seconded by Cllr Shepherd. All were in favour. Cllr Goad agreed to continue his term as Vice-Chairman.

3. The new Chairman's opening remarks

The Chairman welcomed everyone to the meeting.

4. Apologies of absence

Cllr Fox had given his apologies due to a family commitment. This was approved by Council.

5. To accept and sign the Minutes of the Parish Council Meeting held on Thursday 7th March 2013

It was proposed by Cllr Goad to accept the minutes. 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.

6. To receive Declarations of Interest

Cllr Shepherd wanted to declare an interest in an item in correspondence. Cllr Shepherd had completed a disclosure form prior to the meeting stating that the nature of disclosure was family related. This was accepted by the Council.

7. Meeting suspended for public participation

The Chairman reminded the public that one person can only speak for a maximum of 3 minutes. A resident from Ickburgh stated that there was a planning application in circulation regarding the old Manor Farm Ducklings factory. It is proposed that the factory will produce pet food and will employ up to 62 people. He explained that he had spoken with Breckland Council as well as Ian Monson about this issue, but wanted Mundford Parish Council to know the facts especially since there could be an issue with the smell, noise and increased traffic. The Chairman explained that due to the fact that the factory is outside the parish there has been limited information given to the Parish Council. However, the clerk has been in touch with Cllr Ann Steward about this matter and asked her to look into this further. If the residents wish for this matter to go to committee then they will need to contact Cllr Steward and ask for her to represent them. The Chairman also stated that it is always a powerful tool to use letters, e-mails and petitions to get your voice heard. The clerk agreed to send the resident Cllr Stewards contact details for him to speak with her and perhaps lobby fellow concerned residents to make sure they make their own representations to the Local Authority. The resident thanked the council.

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8. Matters Arising

Outstanding Highway

The Rangers visited Mundford on 23rd April and completed the list given to them.

The Highways Technician and the clerk walked round the village last week and noted down areas that needed attention. This included various patching of the pavements in Brecklands, patching of larger areas outside the entrance to Malsters Close and the Mace and sweeping of the splays at the roundabout.

The tarmac around two gulleys by the roundabout have been fixed, but this looks to be a temporary fixing at this stage. The tarmac around the gully by the Mace has also been filled, but this looks to be more of a permanent fixing.

Graffiti has been removed from a garage in Billy Emms Court that was reported by the clerk to Flagship.

Highways letter for match funding

After two presentations and various information given to the Chairman and the clerk, it was evident that the Council would financially benefit from changing more of their lights than originally thought. The clerk sent round a proposal to councillors with costings and benefits to the council for changing 47 or 83 lanterns. It was unanimous that 83 lanterns should be asked for. The clerk put together a comprehensive view of why the council would benefit from having 83 lanterns including costings to the Parish Council and Norfolk County Council. The bid was submitted on 28th April which was before the deadline of 30th April. The clerk advised that decisions will be made in mid May and she will contact councillors accordingly with the result.

Bus Service

The service has now changed to a fortnightly Swaffham service commencing from Saturday 4th May. The clerk has written to passengers with this information and urging them to use the service otherwise it may cease in the future. A resident had approached the clerk to ask if a passenger from Cranwich could use the service. Due to the low passenger numbers it was deemed a good idea to offer this, but under the proviso that if more Mundford residents decide to use the service and the bus is full, then Cranwich passengers will not be offered the service in the future. This was proposed by Cllr Goodrham and seconded by Cllr Shepherd, all were in favour. The clerk will contact the resident concerned and the bus company.

Training and Courses

The Chairman would like to attend a Chairmanships course which is to take place on 10th June at a cost of £35. This was proposed by Cllr Goad and seconded by Cllr Shepherd, all were in favour.

Bennetts Development

Two new properties are being built adjacent to Pig Stye Lane and Bennetts offered a small triangle piece of land to the council. The clerk looked into the possibility of a solicitor to facilitate this and the costings ranged dramatically. Nick Hancox from Aylsham that deals with Parish and Town Councils exclusively were to charge in the region of £600 plus searches whereas Rudlings & Wakelam were to charge £200 plus reasonable searches. The clerk has already sent Mrs Brice from Rudlings a copy of the area in question and she advised that this did not look to be a problem, but would recommend searches to make sure this area is an asset to the Council and not a liability. Cllr Goad proposed that Rudlings should act for the Parish Council in this situation and this was seconded by Cllr Shepherd, all were in favour. Bennetts are happy to keep this area under their responsibility for as long as it takes to sort this matter out.

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The Chairman stated that the fence has now been erected down Pig Sty Lane and this has meant that part of the footpath is now banked up in places which could be a safety hazard, especially when the area gets wet. The clerk mentioned that she had spoken to Highways about the lane as it is a PROW and they were currently looking into it. The clerk suggested that she contact them again and ask whether the land could be levelled for safety reasons. The Chairman proposed that Bennetts be contacted as well to discuss the possibility that the feather edge board could be placed the other side with the rails then not being seen along the lane. This would give footpath users more room and there is less chance of people climbing over the fence which is a safety issue. This was seconded by Cllr Goad and all were in favour.

Handyman and Litter Warden

A litter pick took place on 1st May and 13 volunteers attended. The Chairman took the new Handyman, Mr Balding, around the village to look at areas that need attending to. A list was made including benches to stain, the Village Sign to be cleaned, and the remaining street light columns to be painted. The Chairman asked Mr Balding if he had all the necessary safety equipment, which he had and was happy to complete all the jobs over the next few months.

Time Capsule

The date for burying the time capsule is set for 1st June 2013 at 11am. There has been no response from any organisations around the village with submitting any material. The Chairman asked the Council for some thoughts on what to add to the capsule. Ideas were a copy of the connect, a copy of the Register of Electors, the STANTA review, Jubilee and STANTA photos. It was discussed that the School are unable to produce a list of children on the school roll as this would mean that every parent would have to give written consent. It was suggested that maybe a photo of the staff could be taken, or a photo of the children. Again it was discussed that consent would need to be sought by the school, but a photo could be taken of those children whose parents agreed to it. The clerk will ask the Headteacher. The Chairman suggested that photos taken by the EDP recently should be placed in the capsule. Unfortunately the photos are not given for free and need to be purchased and the clerk was unaware of the prices. The Chairman proposed that as long as any photos are below the cost of £25 then these should be purchased, this was seconded by Cllr Shepherd. Seven councillors were in favour and 1 was not. The clerk will look into this and buy the photos if necessary.

Cllr Goodrham stated that Cllr Fox has been researching the plaque and has everything sorted out. This will all be done by the 1st June.

STANTA trip 23rd April 2013

The trip was a success and those attendees that were asked stated that they thoroughly enjoyed themselves and found the tour very interesting. The clerk has requested another tour, and this has been confirmed. It is likely to be in 2015. The clerk has put together a review of the tour with pictures and this has been placed on the website.

Community Car Scheme

Cllr Pratt has now received his disclosure form and the medical has been completed. The clerk has completed forms with Cllr Pratt, and he is now able to drive for the Community Car Scheme. The clerk has sent copies of invoices to Breckland Council for a refund.

Christmas Tree on Village Green

A site meeting took place in April. The main issue was the supply of power to the tree. It was clear due to many factors that they cannot connect to the mains, so they are now in the

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process of looking at other ideas. A decision was made on where to locate the tree and this was discussed with the full council.

Mundford in Bloom

The EDP came to Mundford and took photos of some of the volunteers of the spring bulb project. The Chairman stated that the Gardener wanted to know whether the Council wished for a particular theme this year for the Jubilee and Memorial beds. After a short discussion it was agreed that the Jubilee Bed should be the same as it is now, but with a red background and a white centre, and for this theme to carry onto the memorial bed. It was proposed by Cllr Goad that the cost should remain within budget and this was seconded by Cllr Goodrham. All were in favour. The Chairman mentioned the problem with deer eating the flowers on the memorial bed. An idea of a high pitched device to be placed on the flower bed to deter deer and other animals was discussed. The clerk agreed to research this and report back to the council.

The Chairman asked the council on their thoughts on whether more fertilizer should be purchased for the spring bulbs. After a short discussion it was decided that a liquid fertilizer may be better and it was proposed by Cllr Goodrham to spend up to £120 on the fertilizer. This was seconded by Cllr Goad and all were in favour. Cllr Marston agreed to research this and report to the Chairman.

Cllr Marston then added that the bulbs outside the entrance to Impson Way have been quite poor over the last two years. He proposed that some should be dug up and stored, and perhaps new bulbs be planted there in the Autumn. This was seconded by Cllr Goodrham and all were in favour. Due to the fact that the bulbs are regressing to the ground, this needs to be done quickly. The Chairman suggested the date of Saturday 11th May at 9.30am, this was agreed by Council. Cllrs Marston, Eyres, Weight & Pratt will be attending plus the clerk.

Grass Cutting

The clerk contacted T.T.S.R.Ltd and asked whether they would cut to the end of the embankment on the A134. They kindly agreed to do this for no extra charge. However, even though they were asked not to cut the roundabout, this has recently been done. The clerk will contact them to make sure they do not cut this area until specifically asked to do so.

9. Correspondence

The clerk read out a letter from Miss Helen Shepherd. This letter had already been circulated to members prior to the meeting to enable councillors to bring their comments to the meeting. There were many concerns over the announcement of a Charity event to take place on 17th August 2013 on a field owned by a local businessman. The Council agreed that in principal it was a good idea to raise money for the homeless in Norwich, and Miss Shepherd has already been granted a licence from Breckland Council for the event to take place so there is little the Parish Council can do. It was proposed by the Chairman that a letter should be sent to Miss Shepherd outlining all the concerns that the Council have, which include timings of the event, how many people will be allowed in, access to the site, Police presence and health and safety issues. This was seconded by Cllr Goad. Cllr Shepherd abstained from voting due to her dispensation. All other councillors were in favour. The clerk will construct a letter as soon as possible.

A letter was then read out by the clerk from Donna Stocking, the co-ordinator for the 'Toad Patrol Project' in Cranwich. Mrs Stocking explained the how successful the project had been, and that they would like to move forward with the project to preserve more toads. The installation of toad tunnels has been discussed with NCC Highways and the Forestry ecologists. Both believe that tunnels will be beneficial to the project. Mrs Stocking asked whether the Parish Council would support the project and send a letter to Mike Jackson, the Planning & Transportation Manager at NCC. They do not require any funding from the

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Parish Council. It was proposed that a letter of support should be sent by the Chairman and this was seconded by Cllr Goodrham, all were in favour.

Finally, the clerk reminded the council of the Breckland Parish & Town Council Forum set for the 21st May 2013. The clerk was hopeful to attend, but asked if anyone wished to go with her. No Councillors came forward.

10. Finance

The clerk advised that the £15,000 that was invested into a savings bond has now matured and been paid back into the Premium account. A letter was received asking whether the Council wished to invest into another bond at a savings rate of 1.25% for a 9 month term. Due to the fact that the street lights may take a large amount of savings, it was proposed by Cllr Goad that £10,000 should be re-invested and this was seconded by Cllr Pratt, all were in favour.

10.1 Accept and sign cheques

The Chairman read the cheque payments out for May, and Cllr Weight proposed that they should be accepted and signed. This was seconded by Cllr Shepherd, all were in favour.

The following payments were authorised at the meeting, 2nd May 2013, and cheques were signed by Cllr Eyres and Cllr Shepherd. The payments sheet was signed by the Chairman.

Cheque	Description	Total
101541	Iceni Pest Control – subscription	£ 48.00
101542	West Norfolk Community Transport	£ 70.00
101543	K & M Lighting Services	£ 158.12
101544	Mrs F Brown (salary/post/tel/Mil) 5 weeks	£ 901.83
101545	Mrs A Shepherd (CCS)	£ 250.00
101546	Mr D Traube (Litter Warden)	£ 70.00
101547	Bookkeeping Solutions (Internal Audit)	£ 75.00
101548	NPTP (Chairmanship course)	£ 35.00
101549	Broker Network Ltd (Insurance)	£ 723.36

The savings account stands at £26079.53

10.2 Audit 2012/2013 Annual Return

The Internal Auditor has now completed her part of the Annual Return.

10.3 Annual Salary & Job Description review for the Gardener & the Clerk

The Clerk left the room while this matter was being discussed. On the clerk's return she was advised that she will not receive a pay increase this year.

The gardener's job description was reviewed and it was proposed by Cllr Goad that no pay increase should be given this year, this was seconded by Cllr Shepherd and all were in favour.

10.4 Financial Regulations

The financial regulations were reviewed and they were approved.

10.5 Website

The Chairman asked the Council's views on Mrs Godfrey's proposal to help with the website for a fee. The clerk had discussed the option of an annual payment rather than employing Mrs Godfrey on a regular basis. There was a short discussion, and costs were discussed. The clerk was also asked what difference Mrs Godfrey has made to the website. The clerk stated that she has made a huge difference to the development of the website and has helped the clerk immensely. It was the clerk's opinion that she would be a valuable asset to the council.

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The website is probably the first thing people will look at before visiting the village and it should be a professional with lots of interesting content. Mrs Godfrey had originally stated in her proposal that she would charge £20 every fortnight totalling £40 a month. This would cover the minimal time she needed to make sure the website was developed adequately. Ideally she would like the council to consider £20 a week, but after further discussion it was decided that the costings for an annual payment should be based on the minimal amount. It was proposed by Cllr Goodrham that £480 a year should be paid to Mrs Godfrey and this should be paid on a 6 month basis. This was seconded by Cllr Goad and all were in favour.

Cllr Shepherd left the meeting at 9.30pm

11. 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.** The council is waiting for the decision on an appeal.

3PL/2013/0279/F 1, Cherry Tree Close Description: Erection of a 2 metre close board fence to side of perimeter of property (retrospective). Objections were sent by the council on 23rd April 2013.

3PL/2013/0312/F Mundford Village Hall Description: Extension to Village Hall. No objections sent by the council on 23rd April 2013.

3PL/2013/0302/F 8, Green Lane, Mundford. Description: Demolish conservatory and erect a single storey extension. No objections were sent by the council.

12. Street Lighting

13. Reports

There were no reports sent by Cllrs Steward and Monson.

Village Hall

The Tea Dance and concert were both successful, and more events are being organised.

School

Year 6 students will be travelling to Cumbria in early June. The Chairman will be travelling with them to help for the week and this would mean that he cannot attend the next meeting. The Vice-Chairman will be chairing the meeting.

14. Members' Matters

Cllr Goodrham asked if the Mundford sign as you approach the village from the Brandon direction has been reported as bent. The Chairman and a few other volunteers did try and bend the sign back into shape but it was impossible. The clerk advised that she had reported this to Highways many months ago, but a new sign will not be ordered at the present time.

With nothing more to discuss, the meeting closed at 9.38pm

Chairman: _____ Date: _____

Clerk: _____ Date: _____