

**Minutes of the Mundford Parish Council Meeting  
Held at Mundford Primary School, Mundford  
on Thursday 7<sup>th</sup> June 2013**

**Present:**

Cllr J Goad Vice-Chairman, Cllr D Goodrham, Cllr J Burton, Cllr L Pratt, Cllr T Fox, Cllr J Marston and Mrs F Brown (Clerk to the Council). There were 5 members of the public present.

**1. The Chairman's opening remarks**

Cllr Goad, the Vice-Chairman chaired the meeting. He expressed his thanks and appreciation to the Friends of the Village volunteers that helped to clean the area in Lynford road recently. He also wanted to thank the Chairman for all the extra work he is doing round the village to keep the village looking so nice.

**2. Apologies of absence**

Cllr Shepherd had given her apologies due to a family commitment. Cllr Weight gave his apologies as he is recovering from surgery and Cllr Eyres is currently helping on a school trip to Cumbria. The apologies were approved by Council.

**3. To accept and sign the Minutes of the Annual Parish Council Meeting held on Thursday 2<sup>nd</sup> May 2013**

It was proposed by Cllr Goodrham to accept the minutes. The proposal was seconded by Cllr Pratt. Five cllrs were in favour and one abstained as he was not present at the meeting. The Minutes were duly accepted by the Council as a true record. These were signed by the Acting Chairman.

**4. To receive Declarations of Interest**

None.

**5. Meeting suspended for public participation**

A resident from Swaffham Road expressed her discontent about the event being held on 17<sup>th</sup> August near her home. She was appalled to find out that the event was approved without consultation from the public and even more surprised to realise the Parish Council were not informed until recently.

The Acting Chairman explained that the Temporary Events Notice had been applied for in January to Breckland Council. The Police and Environmental Health were contacted and they didn't object to the event within the 48 hour timescale. He explained that the Parish Council were not informed until April when a resident first mentioned it. A letter was then received by the clerk shortly afterwards from Miss Shepherd, the organiser.

After further discussion it was decided to read out the response from Miss Shepherd in public participation rather than waiting until further in the Agenda. It was noted that she had agreed to finish the event at 12am instead of 1am which was positive news for the council. With regards to traffic control, she had taken the views of the council on board and stated that she would like to have Police at the event but this was not possible unless funding was available. Miss Shepherd asked the Council whether they would like to donate funds for this purpose. The Acting Chairman asked the view of the council. There was no proposal for this.

The Acting Chairman stated that most residents that are upset about the event is due to the fact that there has been no consultation. He also explained that any grievances should be forwarded to Breckland Council and the organiser of the event.

There was still discussion over the fact that the Parish Council were not consulted about the event and Cllr Goodrham proposed that a letter should be sent to Breckland Council asking why this was the case. This was seconded by Cllr Pratt, all were in favour.

A resident wanted to say thank you to the Parish Council for all their good work in the village. This was gratefully accepted by the Council.

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A resident spoke of his concern over the fact that the daffodils on a verge on the A1065 were cut down before their time. The Acting Chairman stated that this matter will be discussed later in the meeting as it is an Agenda item.

A resident expressed her disappointment that when the time capsule was risen from the ground last week, that it was not opened so people could see what was inside. She believed that this belonged to the village and yet residents didn't have an opportunity to see what was inside. The Acting Chairman stated that Mr Eyles who took on the responsibility of the last time capsule and made arrangements for its burial, was adamant on the day that this time capsule should be kept sealed for others to open in the future. He did advise what was in the capsule on the day. To ensure a smooth transition, it was placed next to the new time capsule.

**6. Matters Arising**

**Outstanding Highway**

The footpath in Pig Sty Lane that the council requested to be levelled was first of all declined. The clerk sent a letter with supporting photo evidence to show the extent of the problem. The council also had a complaint from a resident and this was forwarded to Highways. The clerk has since been advised from Highways that they will attend to the area shortly.

The area by the roundabout that keeps getting flooded will be dealt with by the end of the year. Highways are currently making plans for the work.

The area outside No 42 Malsters has not been maintained by UK Power Network. The same issue happened last year until the council asked them to cut the grass. The clerk has sent another request asking for this work to be carried out along with photo evidence of the problem. They have since replied and stated that they have received this request and will look into the issue. The clerk will monitor this.

The Highway Rangers will be here on 15<sup>th</sup> July. Any matters should be reported to the clerk.

**Highways letter for match funding**

The Council are awaiting the result of their bid for funding of the street lights. There has been an overwhelming response to the scheme so decisions have been delayed. The Council should expect to hear the result in a few weeks.

**Bus Service**

There were 7 passengers for the 4<sup>th</sup> May and 6 passengers for the 18<sup>th</sup> May journey. £85 has been charged to the Council.

**Training and Courses**

The Chairman will attend his Chairmanship course on 10<sup>th</sup> June. The Annual NALC Summer Conference will take place on 4<sup>th</sup> July. The clerk and Cllr Burton have expressed an interest to attend. The day conference in Norwich costs £45 each. It was proposed by Cllr Fox that both should attend and this was seconded by Cllr Marston. All were in favour.

**Bennetts Development**

The solicitor from Rudlings & Wakelam has been instructed to work on behalf of the Council to transfer the small triangle piece of land to their ownership. At present Bennetts have been contacted about this issue, but there is no further progress to report.

**Event in Mundford planned for 17<sup>th</sup> August 2013**

This matter has already been discussed in public participation, however there were letters received by the Council that had been directed to Miss Shepherd. They were read out by the Acting Chairman. It was also explained to the council that the clerk had been in touch with

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the insurance company and all the assets will be covered for accidental damage. As the Council has no responsibility for the event if any accident occurred in the village the council's public liability cover will apply.

It was agreed that a note should be placed in the newsletter, preferably the front page, to advise that the Parish Council do not have any responsibility for the event. There was a short discussion over the concerns of road safety, and even though the event will now finish at midnight which was pleasing to the council, it will still mean that people will still be on site for a while which could cause disruption to local residents.

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

The litter warden gave a short update, stating that there was an improvement in the amount of rubbish in the village and the pocket park is also much better. The Handyman has sanded down and painted columns and will start staining benches when he has finished the columns, and when the weather allows. The gardener has planted round the village and placed deer repellent in the memorial bed. However the granules that were purchased do not go very far and the gardener recommended that a spray treatment would be more cost effective. Cllr Goad proposed that the spray should be purchased, this was seconded by Cllr Goodrham, all were in favour.

#### **Litter Pick Risk Assessment**

The clerk put together a risk assessment after advice from the insurance company, which is to be completed and signed by each volunteer before a litter pick. This ensures that everyone is aware of the dangers and also shows the insurance company that the council takes risk very seriously. A copy will remain on file.

#### **Time Capsule**

The Time Capsule was buried on 1<sup>st</sup> June 2013 at 11am. The clerk had put together a review of the event and gave copies to the councillors and members of the public. The clerk advised that this will be placed on the website shortly.

Cllr Fox stated that he had been looking into costings for a new plaque on the bolder. A 8x6 glass plaque would cost approximately £200. The Acting Chairman asked the views of the council. After a short discussion it was agreed to update it, but the information already on the bolder should not be lost. There were discussions over how the plaque could be adapted but no decisions were made at this stage. Cllr Goodrham proposed that the Council should accept the quotation of £200 and this was seconded by Cllr Fox. All were in favour. All agreed for the plaque to be removed ready for the next meeting.

#### **A1065 Daffodils**

The Acting Chairman explained that on the area where the Council had planted bulbs owned by Mr Barry Walker, and the section owned by highways which is situated next to the A1065, the daffodils had been cut down too early. It is known that a relative of Mr Walker's had done this. It proposed by Cllr Goad that a letter should be sent to Mr Walker thanking him for tidying the area but could he refrain from cutting the daffodils too early in the future. This was seconded by Cllr Pratt and all were in favour.

#### **Speed Assessment results on A134/A1065**

The clerk had been awaiting a report from NCC from the speed assessment that took place in 2012. After attempts to find out the results the clerk was told that due to staff changes, it was clear that the report had been completed but not forwarded to the Council. NCC has apologised and has since sent the clerk the information. The Acting Chairman stated that the speed limit will remain the same at 40mph, but there will be new signage in areas. This

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information will be placed in the newsletter also advising people to contact NCC if they have further comments to make.

#### **Christmas Tree on Village Green**

The Acting Chairman stated that they are still waiting for prices. It was decided not to discuss this any further, but to bring this to the next meeting so that a timetable of works can be agreed.

#### **Litter Bin request on Impson Way Open Space**

The clerk has received confirmation from Breckland Council that initial consultation will take place with internal officers and local ward representatives. Once a decision has been made the Parish Council will be informed.

#### **Grass Cutting**

There had been a query with our grass contractor as the Chairman was unsure that Mundford had had two cuts in May. The clerk clarified this they confirmed that they had cut on 11<sup>th</sup> May and the 24<sup>th</sup> May. A suggestion from the grass contractor was for a member of the team to place a note through the clerks door every time they had cut the grass. The Acting Chairman asked for the Council's views on this, but it was deemed not necessary as it was felt this was a step too far. The roundabout has now been cut and it is hoped that Breckland will cut down the rest of the bulbs next time they are in Mundford.

#### **Toad Patrol**

A letter of support to the scheme was sent to NCC asking for them to consider funding toad tunnels. A letter has now been received from Paul Groom at NCC advising that there is no funding available to help with this scheme at the present time. It was decided to take this matter off the Agenda.

#### **History of Mundford**

The clerk had been to see Mr Barry Ellis who is currently working on the project of looking into and documenting Mundford's history. The clerk stated that Mr Ellis had put an amazing amount of time and dedication into this and he has passed a book onto the clerk that he published with the Swaffham History Group. It has been suggested that Mr Ellis could put together a book on Mundford eventually. At the present time, he would like to ask for more information from the public and maybe progress to launching a history group in the village in the future. It was proposed by Cllr Fox for a note to be placed in the newsletter asking for more information for Mr Ellis and this was seconded by Cllr Goodrham, all were in favour.

#### **Date for August Meeting**

The clerk had asked whether the date for the August meeting could be changed due to her holiday commitments. It was discussed that the following Thursday would be the Village Hall meeting and two councillors would not be able to attend. It was mentioned that the meeting could be cancelled, but due to the event taking place in Mundford on 17<sup>th</sup> August it was deemed a good idea to hold a meeting in case there were last minute issues. Cllr Fox proposed Tuesday 13<sup>th</sup> August, this was seconded by Cllr Goodrham, all were in favour.

#### **Village Hall Signs**

The Acting Chairman stated that signs advertising Village Hall events are not being taken down after the event has taken place. He asked Cllr Burton if he could mention this to the committee. Cllr Burton advised that he will deal with the situation.

## **7. Correspondence**

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A letter had been received from NALC with information on meetings organised to meet with the Police Commissioner.

A note was read out from the Reverend Wiffen with regards to a Police Choir at the Church on 8<sup>th</sup> June 2013.

**8. Finance**

**8.1 Accept and sign cheques**

The Acting Chairman read the cheque payments out for June, and Cllr Marston proposed that they should be accepted and signed. This was seconded by Cllr Fox, all were in favour. The following payments were authorised at the meeting, 7<sup>th</sup> June 2013, and cheques were signed by Cllr Fox. Due to the absence of Cllrs Eyres and Shepherd it was agreed that the cheques can be counter signed tomorrow. The payments sheet was signed by the Acting Chairman.

It was noted that the Annual Return is now ready to send to Mazars for inspection. The notice will be placed in the notice board shortly.

<b>Cheque</b>	<b>Description</b>	<b>Total</b>
101550	Iceni Pest Control – subscription	£ 48.00
101551	West Norfolk Community Transport	£ 85.00
101552	K & M Lighting Services	£ 158.12
101553	Mrs F Brown (salary/post/tel/Mil) 4 weeks	£ 696.60
101554	Mrs A Shepherd (CCS)	£ 300.00
101555	Mr D Traube (Litter Warden)	£ 70.00
101556	Eon (Parish Office)	£ 35.20
101557	Norfolk ALC (summer conference)	£ 90.00
101558	Mr M Peate (Gardener)	£ 112.50
101559	Mr N Balding (Handyman)	£ 52.97

The savings account stands at £16081.45

**8.2 Savings Account**

The clerk has now opened a new savings bond as instructed at the last meeting. £10,000 was transferred from the premium account for this purpose.

**8.3 Website**

A report was read out from Mrs Godfrey with regards to what she has achieved on the website this month. She also thanked the Council for her appointment.

**8.4 Insurance**

New documents have been received and the public liability certificate has been copied and placed in the notice board.

**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. The clerk has asked Breckland Council to inform the Parish Council once a decision from the inspectorate has been received.

**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 23<sup>rd</sup> April 2013. This has now been refused planning permission.

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**3PL/2013/0312/F Mundford Village Hall** Description: Extension to Village Hall. No objections sent by the council on 23<sup>rd</sup> April 2013. This has been granted planning permission.

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

**3PL/2013/0419/F 125, The Lammas, Mundford.** Description: Extension to bungalow. No objections were sent 21<sup>st</sup> May 2013.

**3PL/2013/0465/F 34 The Lammas, Mundford.** Description: Part two storey and part single storey extension and alterations. There are no objections from the Council.

The Acting Chairman mentioned briefly the open meeting that took place before the Parish Council meeting. The CEO Carol Orrow from Naturediet, a local pet food company, met with residents from Ickburgh and Mundford to discuss a planning application for the old Duck Factory in Ickburgh and plans for the future. He stated that some Councillors were present at the meeting. It was eventful, and it was clear that people were concerned and they stated their views openly. The Acting Chairman mentioned on a personal level that he felt that the information given from Mrs Orrow was not as concerning as previously thought. It was also evident that residents had no respect for Breckland Council as they do not believe they will enforce anything to stop this going ahead. It was also noted that it would have been beneficial if Cllr Steward could have attended.

**10. Street Lighting**

Cllr Marston reported light 9063 as not working. The clerk will report this.

**11. Reports**

There were no reports sent by Cllrs Steward and Monson. Cllr Goodrham stated that Cllr Steward had not attended many council meetings within the last year.

**Village Hall**

Any fundraising is going towards the re-decoration of the Hall.

**School**

Year 6 students are currently on a school trip to Cumbria. The Chairman has kindly offered his help on the trip.

**STANTA**

There have been no reports from STANTA. It was mentioned that there had been an increase in noise from the battle area recently.

**12. Members' Matters**

Cllr Marston stated that there is a drain without a cover outside 31 Impson Way.

It was mentioned that there is still a real problem with dog fouling in Mundford. It was suggested that the dog warden be contacted to see if there is anything that can be done.

With nothing more to discuss, the meeting closed at 8.40pm

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