

**Minutes of the Mundford Parish Council Meeting
Held at Mundford Primary School, Mundford
on Thursday 4th July 2013**

Present:

Cllr S Eyres Chairman, Cllr J Goad Vice-Chairman, Cllr D Goodrham, Cllr J Burton, Cllr L Pratt, Cllr T Fox, Cllr A Shepherd, Cllr C Weight, Cllr J Marston and Mrs F Brown (Clerk to the Council). There were 4 members of the public present.

1. The Chairman's opening remarks

The Chairman welcomed everyone to the meeting.

2. Apologies of absence

Cllr Ann Steward sent her apologies as she is on her annual holiday.

3. To accept and sign the Minutes of the Parish Council Meeting held on Thursday 6th June 2013

It was proposed by Cllr Goodrham to accept the minutes. The proposal was seconded by Cllr Burton. Five Cllrs were in favour and three abstained as they were not present at the meeting. The Minutes were duly accepted by the Council as a true record. These were signed by the Chairman.

4. To receive Declarations of Interest

Cllr Shepherd declared an interest in Agenda item 6.6.

5. Meeting suspended for public participation

A resident asked why a Christmas tree is being planned to be erected in the Village Green when there is already a Christmas tree outside the Crown Pub. He felt that this could be a waste of money and that maybe the tree should be placed outside the Village Hall instead. It was stated by the Council that it could not be placed outside the Village Hall due to the fact that the Parish Council have no ownership of the area. The Chairman also mentioned that the tree outside the Crown is situated to the side of the building and is not clearly visible as you enter the Village Green. Cllr Goodrham echoed the Chairman's comments.

Mr Traube, the litter warden stated that there has been a lot to do this month and the verges on the A134 near the roundabout have been particularly bad.

6. Matters Arising

Outstanding Highway

The area in Pig Stye Lane has now been levelled by Highways. It was agreed to send a thank you note to Highways for doing such a professional job.

Patching has been completed on footpaths in the Brecklands. No further work will be done here, so any complaints from residents need to be sent directly to Highways. Cllr Fox enquired whether there had been any progress on the issue of flooding in this area. Cllr Monson stated that the budget has already been set for this year so hopefully this scheme will be placed in next year's maintenance programme. Cllr Monson explained that due to the complexity of the issue, and the amount of work and cost there would be involved to correct the problem of flooding, this would have caused a delay in decisions being made. He agreed to discuss this with Highways and report back to the Council. Cllr Fox thanked Cllr Monson.

The issue of flooding on the roundabout has been a concern for many months and Highways have finally stated that they have designed a plan to alleviate the problem. It is not clear when this will be completed, but it will be within the year.

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Holes have been filled on the A134 where Cats Eyes had previously been and the road has recently been surface-dressed. Cllr Goodrham stated that there were a few areas on the road that need attention as it is already wearing away. Cllr Monson stated that this should be reported to Highways. They will inspect the area and the contractor will have to repair the area where necessary. Cllr Monson advised that he will report it when speaking with Highways. It was mentioned that the area by the bus stop had not been surface dressed. It was believed that this has a special anti-skid surface, so will be left.

The Highways Rangers will visit on 15th July. The Chairman outlined what was on the list, including sweeping of the footpaths along the A134. Cllr Goad asked whether the Hawthorn tree could be cut back near the roundabout. The clerk will add this to the list.

The Chairman had reported to the clerk that the road was breaking up near the corner where the grit bin is situated on the Village Green. Highways have since advised that no work will be completed here.

The clerk has had a complaint that trees are overhanging onto the footpath adjacent to the A134 and Adeane Meadow. It was reported that the shedding of leaves causes slipping to those less mobile when the footpath gets wet. The clerk showed members a photo of the area showing the overhanging trees. It was proposed by Cllr Fox that owners of the trees should be asked to trim them, and this was seconded by Cllr Goodrham, all were in favour. Cllr Marston kindly offered to find out which properties the trees resided and will contact the clerk with this information. Cllr Goodrham reported that a tree on the corner of Rosemary Cottage needs trimming back. It was agreed that the clerk should contact the owner about this matter.

Highways letter for match funding

The clerk has received notification that the Council have been successful in their bid for street lights, however only 30 of the 83 will be funded as the scheme was vastly oversubscribed. The e-mail that was received mentioned that further lights may be brought on a pro-rata basis. It was not clear how many or at what cost the extra lights can be purchased. The clerk has sent a reply asking these questions. The clerk will update the council at the next meeting.

Bus Service

There were 8 passengers for 1st June, 7 for the 15th June and 9 passengers for the 29th June. The council felt that the increase in numbers was encouraging.

Training and Courses

The Clerk and Cllr Burton attended the summer conference in Norwich. The Clerk read a report that she had put together explaining in depth what was discussed at the conference. The Chairman stated that he had attended a Chairmanship course of two, two hourly sessions in Norwich. The Chairman is awaiting further information on proposals. He found the sessions interesting and useful.

Bennetts Development

There is no further update to report at this stage.

Event in Mundford planned for 17th August 2013

The Chairman read out part of a letter that was copied to the council from a resident in Green Lane. The Chairman also stated that in the newsletter it mentions that the event will end at 1am, yet the council had received a letter from the organiser stating that she had agreed to end the event at 12am. It was agreed that the clerk should contact the organiser to confirm this once again.

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Cllr Goodrham asked if Breckland had replied to the letter the council had written to ask why the Parish Council was not consulted. The clerk confirmed that she received a standard reply stating the process of Temporary Events Notices.

Handyman and Litter Warden

The Chairman announced that the memorial bed is looking really good and the Jubilee bed will flourish over the next few weeks. The litter warden had already given an update but he mentioned that he would be happy to sweep the paths as he collects litter on the A134 footpaths if that would help. The council thanked him for his generous offer but declined the offer on this occasion.

Speed Assessment results on A134/A1065

Due to the news that the speed limit will not be reduced on either of the 'A' roads, the clerk contacted the Traffic Police in Wymondham and asked whether officers with a speed gun could visit Mundford to carry out some speed checks. This was agreed in principal by the Police, but they have asked advice from the Parish Council on what time of day and week would be most suitable. The council discussed timings and this information will be passed back to the police. The police had also suggested the 'Speedwatch' scheme that has been successful in other parishes. This involves volunteers being trained to use a speed gun and a co-ordinator to collate the results and send them to the police. Further information has been sent to the clerk. Cllr Goad proposed that this information should be placed in the newsletter to see if any volunteers come forward. This was seconded by Cllr Fox, all were in favour. It was noticed that the roundels have now been placed on the roads as mentioned in the speed assessment result.

Christmas Tree on Village Green

The Chairman read a report from Mark from the newsagents outlining information that he had collated regarding the installation of a Christmas tree on the Village Green. This included information on the tree itself, the lighting and source of energy. The Chairman asked for thoughts from the council. Cllr Goad mentioned that solar lights were in his opinion a waste of time. The Chairman stated that Cllr Goad and himself would be keen to place the concrete and pipe onto the Village Green relatively soon. Cllr Fox mentioned the idea of a 12v car battery to be used for the lighting and this could be kept in a metal box for security. After further discussions, Cllr Fox proposed his idea. Cllr Goodrham stated that further advice should be sought from an electrician first before decisions made. This was agreed by Cllr Fox and he revoked his proposal. Cllr Goodrham kindly agreed to liaise with an electrician and update the council at the next meeting.

Litter Bin request on Impson Way Open Space

Cllr Steward, the local ward representative has been contacted and she has given her approval that the litter bin should be placed in the Impson Way Open Space area. The Council now awaits Breckland's approval. The Chairman stated that he had relocated the dog bin that was situated at the entrance to West Hall Drive and placed it nearby.

Cricket Club Dyke

The Chairman explained that 3 years ago the area was cut back and made a significant difference. However the work was not completed as specifically instructed and the area is now looking overgrown and needs attention. The Chairman stated that there were two options, firstly involving the friends of the village to help with a couple of two hour sessions which is the cheaper option, or secondly to pay a contractor to do this work. The Chairman stated that he would not ask to tender for this work. Cllr Goodrham stated his concerns over volunteers doing the work due to the risk factor. The Chairman advised that only 3-4 people

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will be required to do the work, and they will be wearing fluorescent jackets. Cllr Goodrham remained concerned and the Chairman stated that it was only the same risk as when volunteers do the litter picks. Cllr Goad asked if the volunteers would be capable of this work, to which the Chairman stressed they would be. Cllr Shepherd mentioned that if volunteers were used then a few chosen people would be more appropriate. The Chairman agreed with this and proposed that if the Friends of the Village did not want to get involved then a contractor should be sought. This was seconded by Cllr Goad and all were in favour. Cllr Pratt, Marston and the Chairman put their names forward for this task.

Mundford Pride Scheme

The Chairman proposed that Mrs Evelyn Goad should be given this award. He stated his reasons for this including her ideas that shaped the village i.e The Jubilee Flower Bed and the bulb planting scheme. This was seconded by Cllr Shepherd. 8 Cllrs were in favour and 1 abstained.

7. Correspondence

The Chairman read out an article from the Feltwell newsletter which mentioned a resident talking very favourably about Mundford and the way it looks. The Council were pleased with this statement.

A resident from Malsters Close had contacted the clerk concerned about the water weed in the stream adjacent to Lynford Road. The owner of the area has been contacted by another resident and he claimed that he would clear his part of the ditch. This has clearly not happened, and the resident felt that if action was not taken soon then this could potentially flood Malsters Run. He has since contacted the environment agency for advice and this was forwarded to the council. The clerk read the report to members. The Chairman asked the council what they felt about this. It was discussed that the owner of the ditch should be contacted by the council. This was proposed by Cllr Shepherd and seconded by Cllr Goad, all were in favour. It was advised that a copy of the report from the EA should be sent with a letter to the owner.

8. Finance

8.1 Annual Return 2012/13

It was noted that the Annual Return has now been sent special delivery to Mazars and a notice has been placed in the notice board.

8.2 External Donations

The Chairman read out the donations from last year and asked the council what their thoughts were for this year. After a short discussion the council decided they would like to donate £100 to the same charities for this financial year. Cllr Weight stated that he had looked back in the records for last year and he was not certain that Macmillan had been given a donation last year. The clerk did not have this information to hand at the meeting. It was proposed by Cllr Goad that the same charities should be donated to and if it is apparent that Macmillan was not paid a donation, then £200 should be given this year. This was seconded by Cllr Shepherd. All were in favour. The cheques will be raised at the next meeting.

8.3 Internal Donations

The Church has approached the council to ask whether they will support the Church again this year by paying their grass cutting costs. It currently has a Grounds Maintenance contract with Mr N Howe at £1330 for the year. Last year the council paid the costs for the grass cutting on a 6 monthly basis. It was agreed that this should continue. The hedge near Billy Emms Court will be cut shortly by volunteers of the Church.

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The School has approached the Council asking for a donation towards devices to be used in the classroom to aid pupil's progression. They would also like to purchase new digital cameras. The cost for this was approximately £1700 and the school was asking for a donation towards this. Cllr Fox asked what fundraising has been achieved towards this. It was believed that the school was currently fundraising towards a sound system for the hall. It was unclear at this stage how much money had been raised towards this. There was further discussion and the clerk read out an extract from the Grant Donation Criteria document to help aid the discussion. Cllr Shepherd asked what would be said if the school were close to achieving the funds for the sound system. Cllr Fox stated that the school will need to approach the council again with a definite fundraising goal and what has been achieved so far, and then the council can discuss it further. There is to be one donation, in each financial year from each organisation as set out in the criteria document. Cllr Goodrham stated that he felt it difficult to understand that the council can give £800 in external donations so easily but find it a difficult decision for our local school.

The clerk will discuss this with the Headteacher and it will be discussed at the next meeting. Cllr Burton stated that the Village Hall will approach the council for a donation in due course.

8.4 Accept and sign cheques

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

The following payments were authorised at the meeting, 4th July 2013, and cheques were signed by Cllr Fox and Cllr Shepherd. The payments sheet was signed by the Chairman.

| Cheque | Description | Total |
|---------------|---|--------------|
| 101560 | Iceni Pest Control – subscription | £ 48.00 |
| 101561 | West Norfolk Community Transport | £ 105.00 |
| 101562 | K & M Lighting Services | £ 158.12 |
| 101563 | Mrs F Brown (salary/post/tel/Mil) 4 weeks | £ 689.13 |
| 101564 | Mrs A Shepherd (CCS) | £ 150.00 |
| 101565 | Mr D Traube (Litter Warden) | £ 70.00 |
| 101566 | HMRC – Tax/N.I payments | £ 86.56 |
| 101567 | Viking Payments (ink cartridges) | £ 51.53 |
| 101568 | Mr M Peate (Gardener) | £ 93.63 |
| 101569 | Mr D Freeman (Bus Shelter cleaning) | £ 60.00 |
| 101570 | Mr s Eyres (Mileage claim) | £ 68.40 |
| 101571 | Rosemary Godfrey (website) | £ 240.00 |

The savings account stands at £16,081.45

8.5 Website

A report was read out from Mrs Godfrey with regards to her achievements on the website this month. The Chairman asked the council if they would be happy for a 'Mundford Map' to be placed on the website showing the conservation area, building line and the flood plain of the village. The clerk felt that it would be interesting reading for the website. This was accepted by the council.

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

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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. 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 23rd April 2013. This has now been refused planning permission.

3PL/2013/0419/F 125, The Lammas, Mundford. Description: Extension to bungalow. No objections were sent 21st May 2013. Permission was granted on 14th June 2013.

3PL/2013/0465/F 34 The Lammas, Mundford. Description: Part two storey and part single storey extension and alterations. There were no objections from the Council. Permission granted on 25th June 2013.

The Old Duck Factory development rights were approved on 1st July at the Breckland Planning Committee meeting. The clerk read out a short report from Cllr Ann Steward.

10. Street Lighting

It was reported that a light outside 71 Malsters Close in the new Bennetts Development has not been working for a while. There is also a light at the back of the development near the flooding area that is not working. Even though this is not the responsibility of the Parish Council, the clerk will send a report to Bennetts on resident's behalf. Cllr Goodrham stated that the column on the corner of Wissey View/The Lammas is still leaning. The clerk will send a report to the lighting contractor.

11. Reports

County Cllr Ian Monson

Cllr Monson thanked the council and others that elected him into office again. He mentioned the progression of broadband services which was boosted with a Government grant. Croxton is the first village in the country that is getting faster broadband under this scheme, which will then be rolled out to 90% of the County. He apologised that Highways did not give any notice of the surface dressing of the A134. He explained that Highways have to respond quickly when the weather is dry which means that parishes are often not given any notice of works. He stated that there had been enormous progress on the A11 bypass, and he had been told that the bypass could be completed by April 2014. The idea of a Brandon bypass is still being discussed and it is being helped by the decision that Network Rail will grant £5-£6m in installing a road bridge over the railway line if a bypass is agreed to. Cllr Monson apologised for the delay in decisions on the Parish Partnership scheme and explained the reasons for this. He was asked what the chances were of the scheme going ahead again next year to give councils the opportunity to ask for more street lights. Cllr Monson stated that he could not comment on this at the present time, but he agreed that it had been a successful scheme.

Cllr Ann Steward

A report was read out by the clerk from Cllr Steward.

Village Hall

There was no report from the Village Hall representative.

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School

A Governor's meeting is planned for 11th July so nothing to report. SAT's results are imminent.

Cllr Ann Shepherd left the meeting at 9.30pm

STANTA

There have been no reports from STANTA.

12. Members' Matters

Cllr Fox stated that he had taken the plaque off the bolder on the Village Green and showed the council. He suggested that the council could place new wording on the back of the plaque, so that the original plaque and wording can be kept. He suggested that some of the current words could be kept and possibly condensed and new wording for the new time capsule could be mentioned. He also stated that new secure fixings for the boulder should be purchased as he managed to take the plaque off too easily.

The Chairman asked the council whether the previous Chairman should be contacted to ask whether he would be happy for the change of the wording on the plaque. It was decided that this was not necessary.

The clerk was asked to look into this, and circulate a suggestion for the new words to be placed on the plaque.

There was a short discussion over dog fouling, and it was stated until someone is prosecuted for allowing their dog to foul, that there is little that can be done.

The Chairman mentioned that on his Chairmanship course it was suggested that name plates were used to show the public each of the councillor's names, in case they were to be addressed by the public. This was deemed not necessary.

The Chairman mentioned there were three council members that do not have their photo on the website. Cllrs Goodrham, Fox and Marston agreed to have their photograph taken after the meeting and the clerk will arrange for these images to be placed on the website.

The Chairman mentioned that there will be a yard sale in Malsters Close on Sunday 14th July and signs will be put up and taken down as usual and he asked if the council would be happy with this. The council agreed that this was acceptable.

The Chairman stated that the next meeting will be on Tuesday 13th August 2013.

With nothing more to discuss, the meeting closed at 9.45pm

Chairman: _____ Date: _____