

**Minutes of the Mundford Parish Council Meeting  
Held at Mundford Primary School, Mundford  
on Tuesday 13<sup>th</sup> August 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, County Cllr Ian Monson, District Cllr Ann Steward and Mrs F Brown (Clerk to the Council). There were 7 members of the public present.

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

The Chairman welcomed everyone to the meeting.

**2. Apologies of absence**

Cllr Marston sent his apologies as he had a prior engagement. This was accepted by the Council

**3. To accept and sign the Minutes of the Parish Council Meeting held on Thursday 4<sup>th</sup> July 2013**

The Chairman advised that prior to the meeting the word 'fence' had been amended to 'hedge' on 8.3 of the Minutes. 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.

**4. To receive Declarations of Interest**

Cllr Shepherd declared an interest in Agenda item 6.6. Cllr Burton declared an interest in Agenda item 8.2.

**5. Meeting suspended for public participation**

There were no comments from the public.

**6. Matters Arising**

**Outstanding Highway**

The area in Pig Stye Lane was thought to have been levelled by Highways and the clerk sent a thank you letter in appreciation. Highways have since been in touch with the clerk to advise that they had not completed the work as it was on a list to be done. They were intrigued to know who had completed the work as this could lead to concerns of safety to the public if the work had not been done correctly. The clerk mentioned this in the newsletter but no one has come forward, however it has since been explained to the clerk that it was a local lady resident who completed the work.

The issue of flooding on the roundabout is still evident, but work to alleviate the problem will be carried out within the next few months.

The rangers visited the village on 15<sup>th</sup> July and completed a range of works. They did not cut back the trees along the A1065 Brecklands Estate as they deemed the work unnecessary.

The clerk had a complaint that trees are overhanging onto the footpath adjacent to the A134 and Impson Way. It was reported that the shedding of leaves can cause those less mobile to slip when the footpath gets wet. The clerk had placed notes through doors in the area and it has been noticed that one resident had cut back their trees. The clerk had spoken to Highways and they are not able to do the work but they would be willing to send letters to residents to cut back their trees if the Parish Council did not get a good response. It was proposed by Cllr Goodrham for the clerk to ask Highways to do this. And this was seconded by Cllr Goad, all were in favour.

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A note had been placed through the door of Rosemary Cottage asking for the owner to kindly cut back a tree that was overhanging the footpath. The owner has cut back the tree very quickly and the clerk has since placed a thank you note through their door as appreciation.

The Chairman had reported to the clerk that the footpath outside 18 The Brecklands is sticking up due to a tree root, which is a clear trip hazard. The clerk reported this to Highways. A highways representative has visited the area and has stated that no work will be carried out on this section of footpath. The Chairman spoke with Cllr Fox who had also seen the area and they both were amazed that Highways will not take any action. The Chairman asked Cllr Monson for his help with this matter. He was very happy to help and the clerk advised that she will take a picture of the area and pass this to him as soon as possible.

#### **Highways letter for match funding**

A letter had been received from Planning & Transportation explaining that the Parish Council had been successful in the securing 30 street lights as originally thought, but also asking the council for their approval to the scheme as 25% of the cost of the lights are paid directly from the Parish Council. It was proposed by Cllr Fox that this should be approved and seconded by Cllr Goad, all were in favour. The Chairman signed the letter and it was witnessed by Cllr Goad. This will be sent back to NCC as soon as possible.

The Chairman wanted to discuss if the council had any thoughts on where the new lights would be most utilised. He had his own thoughts and suggested that 27 lights could be used in West Hall Road, Wissey View and the Lammas, with one light being placed in Billy Emms Court.

Cllr Fox proposed that the lights should be split so that they are used in a wider area. In effect, this would mean that one light would be placed every three lights.

The Chairman proposed the 27 lights should be placed in the areas mentioned above, but that 9 lights (purchasing another 6) should be placed in The Brecklands as this is an area that can be very dark and a lot of elderly people live there.

It was clear that there is no guarantee that the Parish Partnerships scheme will run again next year, and with tightening budgets it is very difficult to speculate. Cllr Monson agreed with this statement as there will be a huge demand on services and in his opinion it would be very unlikely for a repeated scheme, even though it had been highly successful.

There was concern that St Leonards St would be missed out with the roll out of the new lights. Cllr Shepherd discussed the financial impact to the council if extra lights were purchased but that more precept could be asked for if necessary.

As agreement was not reached on either proposal at this stage, it was suggested by Cllr Fox that a few councillors should walk round the village in the evening to see where the most problem areas are. This was agreed, and it was decided to meet at 9pm on Monday 19<sup>th</sup> August. The Chairman withdrew his proposal, and advised that he will be in touch with the Cllrs that agreed to walk round the village. There will be an update at the next meeting.

#### **Bus Service**

There were 7 passengers for 13<sup>th</sup> July and 9 passengers for 27<sup>th</sup> July. £80 will be subsidised by the council this month.

#### **Training and Courses**

There was nothing to report.

#### **Bennetts Development**

There is no further update to report at this stage.

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

The organiser Miss Shepherd had given a report to the clerk including event plan, risk assessment and health and safety information. This was circulated prior to the meeting. The Chairman stated that he was very impressed with the information given, and councillors agreed.

## **Handyman and Litter Warden**

There was no update from the litter warden. The handyman had stained four benches and intends to do the others shortly, he has also looked at the litter bin that had been taken off its base in Lynford Road and will look to concrete this in properly shortly. It had been noticed by Cllr Goodrham that the bench by the Bowls club has been re-enforced. The Chairman advised that some street light columns had been painted. He also complemented the gardener on the flower beds as they are looking wonderful. He stated that Radio Norfolk had been to visit Mundford and the Jubilee bed was the focal point.

## **Lynford Water Anti-social Behaviour**

Cllr Goad stated that the hot weather has brought a lot more visitors to the area. It has been noticed that some are fishing, swimming, camping, using BBQ's ignoring signs and people have been intimidated asking for cigarettes. A local resident has placed a tree trunk along the entrance to the area so that vehicles cannot drive down to the lake. Cllr Goad also mentioned that residents who regularly walk their dogs have seen cars being driven erratically which is very concerning. There was further discussion including the fact that the Police had attended the site and have stated that the perpetrators are not breaching any criminal laws as they are Forestry by-laws. It was discussed that the Council should ask the Forestry to enforce these laws for the benefit of everyone. Cllr Goad mentioned that even the Friends of Thetford Forest volunteers have been receiving complaints from people about this matter and will take action with the forestry if it gets much worse.

Cllr Steward asked for more clarification on how many times people had been seen there and how long people camped there for. She took the information given very seriously and stated that she also thinks the council should send a letter to the Forestry plus she would also do her investigations. Cllr Monson mentioned that as stated in the discussions, it is the responsibility of the Forestry Commission to make sure the area at Lynford Water is safe and he suggested that not only should the council write a letter but he will also make his own representations. He went on to state that it is imperative that the Forestry realise the potential dangers and to make the area more secure. They need to be more proactive so that a tragedy does not occur. The Parish Council all agreed that a letter should be sent to the Forestry Commission.

## **Trailer on private land in Lynford Road**

A trailer has been reported to the clerk as being positioned on private land with no permission. This is not a parish council matter as it is on private land, however residents are very upset about this and it was decided to be placed on the Agenda for further discussion. It was mentioned that a resident from Lynford Road has contacted all the main agencies including NCC, Breckland, Natural England, National Heritage and the Environment Agency as the trailer now has a pipe from the trailer to the stream, and it is believed to be a foul waste and sewage pipe would be a big concern. It was agreed that a letter should be sent to Natural England about this issue and Cllr Steward asked to be copied into this.

## **Community Speed Watch**

A request for volunteers for the speedwatch scheme was placed in the newsletter. There had been no response, but the Chairman stated that he had been approached by a resident Mr Bessy from Malsters Close, that he would be happy to volunteer and also indicated that he

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may take on the co-ordinators role. It was agreed that another plea for help should be placed in the newsletter stating that a potential co-ordinator had come forward.

**Christmas Tree on Village Green**

The Chairman asked Cllr Goodrham if there had been any progress with the issue of lighting. Cllr Goodrham mentioned that he has been in discussions with Mr Mouncer, an electrician and it was made clear that LED lights only need a very small amount of electricity and can easily run off a car battery. He also stated that Mark from the newsagents would be happy to turn it on and off, but it was discussed that a light sensor could be placed there instead. The Chairman asked if he could proceed with concreting the block that will hold the tree in place. This was approved by the council.

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

There is no further update.

**Overhanging trees on area adjacent to A134 that is maintained by the council**

It was reported by the council's grass contractor, Wil Smith, that overhanging trees are causing an issue for his team to cut the grass adequately. It is also a health and safety issue as many of the branches are very low. The clerk had contacted Highways to ask if they would cut back the trees, but they have claimed that there is no money available to carry out this work. The clerk has since contacted the Forestry Commission as they own the trees to see if they would be willing to carry out the work. A representative of the Forestry met with the Chairman but also stated that there was no money available to do the work, however they have given permission for the council to do the work as long as the contractor that is employed has the proper insurances.

The clerk produced a quotation that was forwarded to her from T.T.S.R Ltd for £295.00 plus VAT. It was proposed by Cllr Fox that one more quote should be sought and the cheapest should then be approved for the work, this was seconded by Cllr Goad and all were in favour.

**Plaque on Village Green**

Information was circulated to councillors prior to the meeting with a new proposed commemoration for the plaque. The comments from this stated that the new wording was acceptable. Cllr Fox advised that Cllr Goodrham has kindly donated the metal for the plaque and he was thanked by the council. Cllr Fox stated that the old plaque was solid copper and if this was weighed and sold it could potentially pay for half the cost of the new plaque. It was discussed whether Mr Eyles who purchased the previous plaque should be contacted to ask permission for it to be sold, but as the plaque was donated to the council it would be the council's decision to sell it. Cllr Fox proposed that the plaque should be weighed and sold and this was seconded by Cllr Burton. All were in favour.

**Cricket Club Dyke**

A couple of residents had been approached by the Chairman to help with this project and they had kindly agreed. The Chairman mentioned that this will be ongoing as it is time dependant. Cllrs Pratt, Marston & Eyres have all offered their help with this project.

**Mundford Pride Scheme**

The Chairman explained a little about the pride scheme and then introduced Mrs Goad who had been nominated by the Council for this award. He explained the reasons why she had been nominated, which included her ideas for the Jubilee Flower Bed and the spring bulb planting project which has shaped the village in such a positive way. A photograph was taken with the Chairman and Mrs Goad and a round of applause was given. It was agreed that the

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Mundford Pride Scheme should be featured more prominently on the website and the clerk will put together some information for the next meeting.

**Water weed in Malsters Run**

There has been no response from the letter the clerk sent to Mr Walker who owns the land next to the stream. It was discussed if there was anything else that could be done by the council, but due to this being a private landowner issue there is little that the council can do.

**Land maintained by the Parish Council**

The clerk and Chairman visited the resident from 62 Impson Way in July following a complaint that cherry trees maintained by the council were overhanging her garden and dropping cherry saplings that were then growing in her garden. By the end of the visit the resident was happy as they explained that the roots were the problem not overhanging branches. The roots can be cut around her boundary and then she will have no further problems. The overhanging branches were not a substantial problem, but as a gesture of goodwill the Chairman cut a few small branches away from her fence. The resident had suggested that a cherry tree is too close to her boundary and she would be very happy if it was removed. She would then donate another tree which could be planted in its place. However it was proposed by Cllr Fox that the cherry tree should be left where it is and this was seconded by Cllr Goad, all were in favour.

**7. Correspondence**

The clerk read information from NALC and in particular highlighted the fact that there are new Councillor guides available. They are free to look at on the NALC website but paper versions are £2.00 each. It was agreed that copies should be purchased for all councillors and the clerk.

A letter had been received from Norfolk County Council highlighting that budget talks will take place soon and that they will be keeping Parish Councils up to date with developments.

**8. Finance**

The Clerk has spoken with Mazars, who complete the audit and they had had a discussion over insurances values for the council's assets. This is a common issue, and future practice has been agreed by the clerk and Mazars and the clerk will make sure the council follow this guideline each year from now on. No other issues were raised, so the Annual Return is complete. The Council will hear in due course with documentation to follow.

A new tax code had been received for Mr Balding, the Handyman and the clerk has made the necessary amendments.

NALC have issued new salary scales for clerks. This has meant that the clerk has received a 0.1% pay rise which has been back dated to April 2013. This matter does not need to be agreed by Council.

Cllr Weight had raised an issue at the last meeting that he was unsure if Macmillan Cancer had been paid their annual donation. The clerk investigated and Macmillan had been given £100 donation. It was noted that the Minutes from July 2012 showed the incorrect cheque number so this may have caused the misunderstanding.

**8.1 Accept and sign cheques**

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

The following payments were authorised at the meeting, 13<sup>th</sup> August 2013, and cheques were signed by Cllr Fox and Cllr Shepherd. The payments sheet was signed by the Chairman.

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<b>Cheque</b>	<b>Description</b>	<b>Total</b>
101572	Iceni Pest Control – subscription	£ 48.00
101573	West Norfolk Community Transport	£ 80.00
101574	K & M Lighting Services	£ 158.12
101575	Mrs F Brown (salary/tel/sundries) 5 weeks	£ 839.36
101576	Mrs A Shepherd (CCS)	£ 350.00
101577	Mr D Traube (Litter Warden)	£ 70.00
101578	Mr N Balding (Handyman)	£ 141.55
101579	Mr M S Peate (Gardener)	£ 83.62
101580	Help for Heroes (donation)	£ 100.00
101581	Citizen Advice Bureau (donation)	£ 100.00
101582	East Anglian Air Ambulance (donation)	£ 100.00
101583	EACH (donation)	£ 100.00
101584	Norfolk Accident Rescue	£ 100.00
101585	Macmillan (donation)	£ 100.00
101586	Mrs E Goad (MPS)	£ 100.00
101587	Fen Regis Trophies Ltd	£ 46.50

The savings account stands at £16,081.45

The Chairman commented that Iceni Pest Control need to be contacted as there as a number of mole hills on the verge outside Bracken Rise.

## **8.2 Internal Donations**

The School had re-written their plea for a donation to include other aspects of their fundraising. This was circulated to the council prior to the meeting. Cllr Fox asked if the school were aware that they would not receive the money until the necessary invoices were sent to the council to prove they had purchased the equipment. The clerk informed Cllr Fox that this would be highlighted in the donation criteria. The Chairman asked for proposals on how much to donate as the school did not ask for an exact figure. The shortfall on their fundraising was approximately £2000 to purchase the devices they needed and the sound system for the main hall. Cllr Goodrham proposed that £1500 should be granted subject to supporting invoices. Cllr Goad proposed that £1800 be granted along with supporting invoices. Cllr Goad's proposal was seconded by Cllr Pratt. Cllr Goodrham withdrew his proposal and all were in favour. This will be issued within the financial year and confirmed on the understanding that the grant will be paid on production of invoices for the whole scheme.

The Chairman realised that after discussions over internal donations, the council had already agreed to pay the church £1300 to pay for the grass maintenance contract but did not ask how much the church had raised towards it. It was felt that this should be consistent practice, as the school had been asked for this information but not the church. Cllr Fox agreed that next year the church should be asked too.

The Village Hall had delivered a grant request to the clerk just before the meeting. This had been circulated to each member during the meeting. It was discussed that there was no information in the request about how much they had fundraised towards their particular project thus far. The roller shutters cost less than they the village hall committee had asked for and this is against the Council grant criteria. Cllr Burton who is the Village Hall representative explained what the fundraising that the hall had achieved was going towards at the present time, and that a number of projects were ongoing. It was agreed that the Village

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Hall should rewrite their application to include all the projects they are fundraising for. Cllr Fox also proposed that the Village Hall should provide clarification on why they need such a large reserve. This may need to be sought from the Charity Commission. Cllr Burton did try to explain the reasons for the reserve but the proposal was seconded by Cllr Goodrham, and 8 were in favour, with 1 against.

The Chairman mentioned that the £2400 grant that was given to the football club last year for the floodlights has been used towards the lights but they have still not been erected. Cllr Goodrham and Cllr Fox explained that the football club have to complete the extension to the village hall first to make sure they can play in the higher league, and once they are in the higher league they can apply for a grant towards the erection of the floodlights which they desperately need. The lights have been purchased and are in a secure place and this is all that is necessary for the council to be aware of.

**8.3 Website**

The clerk read out a report from Mrs Godfrey on the website.

**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 appeal has now been granted. This information had been circulated to all members before the meeting. It was proposed by Cllr Fox that a mention of this should be placed in the newsletter stating that the village are not profiting from this sponsorship. This was seconded by Cllr Goodrham. 8 members were in favour and 1 was against.

**3PL/2013/0640/F 11, Brecklands, Mundford.** Description: single storey extension. No objections sent by council 7th August 2013

**10. Street Lighting**

There were no reports this month.

**11. Reports**

**County Cllr Ian Monson**

Cllr Monson stated that there was a new director of children's services, Shiela Lock that takes over on 7th September. Faster broadband services were introduced and Croxton was the first village in the country to have these improvements. Mundford will get improvements to their service over the next few years. Road contractors, May Gurney, no longer have the servicing contract for NCC. Tarmac Roadstone will be maintaining the roads from next year using modern materials which will fix potholes better. This will equate to approximately £53million in savings from the previous contractor. There will be a consultation on the budget over the coming months and difficult decisions will have to be made. He also stated that there have been initial consultations over a supermarket on the outskirts of Weeting which may affect local shops, but there has been no planning application as yet.

Cllr Monson spoke about the success of the Parish Partnerships Scheme. He also mentioned the Brecks partnership, and that a train running on the Norwich to Cambridge line has been liveried in advertising for the Brecks which is a good promotional vehicle for our area. He also wanted to congratulate the council on how wonderful the village looks which was gratefully accepted by the council.

Cllr Goodrham asked Cllr Monson about the level crossing in Brandon. He asked whether Network Rail were doing anything to stop the problems at the crossing. Cllr Monson stated that Network Rail have reported many problems with the crossing but they are currently

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working very hard to resolve them. The problems have occurred due to the sensors being affected at the crossing which is very unusual.

**Cllr Ann Steward**

Cllr Steward stated that it is traditionally quiet in August at Breckland. She announced that Ickburgh had now resurrected their Parish Council and will hold their annual meeting in September/October. It is likely that the Chairman Mr Roy Gore will be in touch shortly. The planning application in Ickburgh for the dog food factory had been approved and Cllr Steward outlined the reasons why. It is hoped this will lead to local jobs becoming available. There was much focus on the Boundary Review which will be published online.

**Village Hall**

Cllr Burton did not have a report. The Chairman mentioned that the hedge next to the play area was very overgrown. Cllr Burton stated that he believed this was to be cut shortly.

**School**

There was no report.

Cllr Ann Shepherd left the meeting at 9.30pm

**STANTA**

There have been no reports from STANTA.

**12. Members' Matters**

The Chairman mentioned Radio Norfolk had visited Mundford with regards to the 'Treasure Quest' programme on a Sunday morning. The Chairman had suggested the Jubilee Bed as a good source for a clue. The lady from Radio Norfolk did not have time to speak with anyone from the council due to time restraints, but Radio Norfolk spoke with Mrs Goad about the Jubilee Bed after the show. The clerk suggested that the recording of the show could be placed on the website and will request this from them.

Cllr Goad suggested that Mundford could be entered for the Best Kept Village Competition. Cllrs Monson & Steward both gave their support for this. The Chairman advised that this should be placed on the Agenda to discuss properly at the next meeting.

Cllr Goodrham asked if people looked at the names on the War Memorial. He suggested that maybe the War Memorial should be moved to the Village Green where more people can appreciate it. The clerk will make investigations on this prior to the next meeting. The Chairman suggested this matter should be placed on the Agenda for the next meeting.

Cllr Goodrham also stated that he had a complaint from a resident in Malsters Close with regards to Birds of Prey in a neighbours back garden. The clerk advised that she had also had a complaint and had directed them to Breckland Council for further advice as this was not a Parish Council issue.

The Chairman mentioned that the A134 that had been recently surface dressed needed attention in a certain area. This matter had been reported to Cllr Monson at the previous meeting. Cllr Monson stated that he had spoken to Highways about this matter and they had agreed to investigate it and re-patch if necessary. He assumed this was on their schedule but will report it to highways again.

With nothing more to discuss, the meeting closed at 9.41pm

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