

**Minutes of the Mundford Parish Council Meeting
Held at Mundford Primary School, Mundford
on Thursday 3rd October 2013**

Present:

Cllr S Eyres Chairman, Cllr J Goad Vice-Chairman, Cllr D Goodrham, Cllr J Burton, Cllr L Pratt, Cllr J Marston, Cllr A Shepherd, Cllr C Weight and Mrs F Brown (Clerk to the Council). There were 12 members of the public present.

1. The Chairman's opening remarks

The Chairman welcomed everyone to the meeting. He began by stating that it was the time of year when thank you's should be made to volunteers who generously give their time to helping with projects in the village. Those named were: Sam & Fiona Peate, Neil Balding the Handyman, David Traube the Litter Warden, all of the Friend's of the Village, the volunteer gritting team, Roger Powell for maintaining the grass on the public footpath opposite London Lane, Terry Alderton for maintaining the flower bed in Fir Close and Margaret Whiting for maintaining the flower bed on the Village Green. It was agreed to send thank you letters to Margaret Whiting, Paul Lynch & Terry Alderton.

2. Apologies of absence

Cllr Fox sent his apologies as he is on holiday. This was accepted by the Council.

3. To accept and sign the Minutes of the Parish Council Meeting held on Tuesday 13th August 2013

There was a minor amendment prior to the minutes being signed. On Agenda item 8.2, Cllr Burton did not vote. It was proposed by Cllr Pratt 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 Burton asked for clarification on whether he is able to vote on Agenda item 8.2. The clerk advised that she had sought advice and Cllr Burton as a trustee of the village hall is allowed to participate in the discussions and vote. Cllr Burton and Cllr Marston do not have to declare an interest in this matter. The clerk gave all councillors a copy of documents printed from a Government website with information on disclosable pecuniary interests and outlining when councillors should declare an interest. It was stated that if councillors are unsure then to seek advice from the clerk. If a councillor realises that a DPI should have been declared at a meeting, then this can still be advised to Breckland within 28 days of the meeting.

5. Meeting suspended for public participation

The Chairman reminded everyone that in the Council's standing orders it was agreed that the public can speak for 3 minutes each on one given subject.

Mr Martyn Eyles, the Chairman of the Village Hall stated that he was present with other members of the committee to give representations and educate the Parish Council as to how the money, including the reserves, are being used or ring fenced for other projects. He explained the reasons for the current reserves policy and that they believe it is good practice to have one. Mr Trevor Mouncer, another committee member, advised the Council on the major projects that the hall committee forecast will need doing in the next few years, and that money needs to be made available for these to be successfully completed. He also mentioned other grants that had been successfully applied for. It was made clear that the future projects the hall committee have been discussing are in order to maintain the current standard, rather than improving it. There was further discussion and the Chairman thanked the committee members for attending the meeting.

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A resident stated that she was concerned over the fact that eggs have been thrown at her windows three times over the past few weeks. The resident has contacted the Police and they have phoned her to discuss the matter. The clerk advised that she had spoken to the PCSO for Mundford area about this issue and she had been advised that there was another report of eggs being thrown at a window in Malsters Close. It was reiterated that it is very important to phone any incidents through to the police on the 101 number so that these incidents are logged. These will not only help the police understand where the problems are in the village but it will help to gain more police presence. Cllr Pratt suggested this matter should be mentioned in the newsletter, the Council agreed. Cllr Weight stated that he had mentioned an incident of egg throwing in West Hall Drive a month ago so it is obviously an increasing problem.

Another resident stated that an elderly lady that he knew in the village had been intimidated by youths. The clerk mentioned again that the Police should be notified on every occasion so that they are aware of the problem. The PCSO had mentioned a new initiative called 'Operation Round Up' which involves all the PCSO's from the area coming together to target certain areas. The PCSO has advised the clerk that she will suggest to her inspector that Mundford is one of the target areas. The clerk has asked for a Saturday night to be suggested for any proposed visits.

The discussions then came back to the Village Hall's request for a donation. The Chairman asked the Council their thoughts on whether this matter should be discussed now or at the next meeting when a full council will be present. After much discussion it was agreed that a vote should take place to decide whether discussion should be deferred. The vote was 4 for and 4 against and with the Chairman having the casting vote it was agreed that the matter should be deferred to next month, which will give the Council more time to digest the information that was given to them at the meeting.

Cllr Goad wanted to stress to the Village Hall committee that the Council had not ruled out the donation and that the Parish Council have consistently supported the Village Hall in the past. The Chairman outlined that the Parish Council has given the Hall £23,900 in donations over the past 6 years which demonstrates how committed they were to village organisations.

6. Matters Arising

Outstanding Highway

The Rangers are due to visit on 21st October. There were no comments from councillors.

Highways has given an indication that the flooding by the roundabout will be dealt with in the next 4-6 weeks.

Letters were sent recorded delivery to three households in Impson Way asking them to cut back the trees along the A134. The resident of No10 contacted the clerk and advised that she has no trees at the back of her garden but was keen to mention that both of the other properties with trees at the back of their gardens are rented. The resident was aware that work will be undertaken in the garden of No12 shortly.

The footpath outside 18 Brecklands has been placed on Highways schedule of works but is still yet to be done.

The Chairman advised that Roger Powell had kindly cut the grass on the public footpath opposite London Lane. The clerk has placed a thank you letter through his door.

It had been reported that the willow tree near the entrance to Malsters Close had not shown its normal growth this year and is not looking healthy. The Highway Technician has assessed

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the tree and felt that it was in reasonable condition, but he suggested that the tree could be looked at by the NCC arbicultural officer to be certain.

The NCC weedsprayer had visited Mundford in September but the Chairman noticed that he was spraying in the rain. The clerk notified Paul Groom at Highways as a similar incident happened last year. Mr Groom agreed to make investigations.

LED Street lights

30 16 LED Urbis Axia lights have been ordered with 50% dimming capabilities. The clerk has also set up a rolling contract to purchase one light a month until further notice. The lights will be installed in approximately 12 weeks. Numbers have now been re-stencilled on the lights in The Lammas. The Chairman proposed that the first four lights on the contract should be placed on columns 42, 43, 44 & 45. All were in favour.

Bus Service

There were 7 passengers for 7th September and 9 passengers for 21st September. £70 will be subsidised by the council this month. The clerk had put some information together and circulated this to councillors prior to the meeting showing the statistics and passenger numbers for the last 6 months. Councillors agreed that it was encouraging to see that passenger numbers had risen this summer. It was proposed by Cllr Goad that the service continue for the next 6 months and this was seconded by Cllr Shepherd. All were in favour. The clerk will contact Mrs Read with this information and ask her to speak to other passengers. The clerk mentioned that she had looked into the possibility of a Brandon service to help residents catch a train or a bus to other routes. The idea is not simple in practice, as trains and buses depart at different times. The clerk had spoken to Mrs Read about this prior to the meeting and it was suggested that a 'one off' service could perhaps be laid on to take passengers to Brandon, or maybe a service to Norwich or Bury in the spring. This was welcomed by the council and can be discussed again next year.

Training and Courses

The NALC Autumn Seminar will take place on 6th November at Sandringham. The Chairman stated what was on the Agenda. Cllr Burton requested if he could also attend the conference. This was proposed by the Chairman and all were in favour. The clerk will make the necessary arrangements.

Bennetts Development

The clerk received some paperwork from the solicitors with regards to the transfer of the small piece of land near Pig Sty Lane. It was agreed to defer this to the next meeting.

Land transferred to the Parish Council from the late Miss Mary-Ann Turner

The Chairman explained that the information given by the solicitors only shows the boundary of the title transferred to the Council. The clerk has been making some investigations including talks with the Chairman of the Scouts and an allotment holder. A representative of NALC is happy to speak with the Council to offer advice on the allotments. It was suggested by the Chairman that an extra-ordinary meeting should be arranged to discuss this item due to the complexity of the matter. It will also allow Cllr Fox to be present. After further discussion it was decided to hold the meeting on Tuesday 29th October. The clerk will make enquiries to see whether other parties can attend the meeting.

Handyman and Litter Warden

A note was read out from the Handyman stating what he has achieved this month. The Gardener will be placing winter bedding in the beds shortly. There has been one applicant

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come forward for the litter warden position, and a notice has just been entered into the newsletter, so the clerk will update the council at the next meeting. The Litter Warden asked whether his services were needed until the end of October. The Chairman thanked the Litter Warden and gratefully accepted his offer.

Bulb Planting

The date set for Bulb Planting Day is Saturday 19th October at 10am. The Chairman wanted to thank Delia Brett, a resident in Crown Road, for her kind donation of bulbs. The amount of bulbs donated means that the Council will save £100 this year. It was agreed that a thank you letter should be placed through her door. The Chairman asked for volunteers on the day and 5 councillors came forward to offer their time.

Lynford Water Anti-social Behaviour

The Clerk explained that there has been no further reports of anti-social behaviour mentioned to her other than an incident last weekend that Cllr Goad had reported. Cllr Goad had also stated that the 'no footway' sign in Lynford Road has been taken out of the ground and thrown into a bush nearby. The Clerk will report this to highways. The Chairman explained that Cllr Goad and himself visited the site on a Sunday and saw evidence of people littering the site and Cllr Goad asked people who were fishing at the time to move on as fishing was prohibited. They spoke to someone from the Forestry who happened to be walking their dog in the area and he stated that they were aware of the issues, but that he refuses to put his rangers into potentially confrontational situations, and instead they are working closely with the police. It was decided that this should be mentioned in the newsletter again, and to ask people to report any anti-social behaviour.

Trailer on private land in Lynford Road

The clerk had written to Breckland Council, Natural England and the Environment Agency about this matter. A reply was read out from Sue Arnold at Breckland and Ian Levett at Natural England. The Council was satisfied that this matter is being dealt with by the proper authorities and it was agreed to remove this from the agenda.

Community Speed Watch

The clerk stated that there are now 6 volunteers interested in helping with the scheme. One resident, Mr Chittock has kindly come forward to be the co-ordinator. The clerk will now contact the Police to start proceedings on the Mundford Community Speed Watch.

Christmas Tree on Village Green

The Chairman stated that the concrete had now been placed on the Village Green with the pipe ready to house the Christmas Tree. It was decided that purchasing the tree should be discussed at the next meeting. The Chairman had spoken with the Handyman as he had advice to give with regards to getting a power supply to the tree. After a short discussion it was decided that the original idea of using batteries would be the simpler one for now. Cllr Goodrham had researched Christmas Tree lights and this information was circulated to councillors prior to the meeting. After a short discussion it was proposed by the Chairman to buy one set of 200 blue lights with Duracell batteries to test their capabilities. Cllr Burton proposed that he could take these to a Village Hall event that is due to take place in the next two weeks. This was seconded by Cllr Goad and all were in favour.

Litter Bin request on Impson Way Open Space

A letter had been received by Breckland Council stating that there had been staff changes in their department and that has caused a delay in a decision being made.

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Plaque on Village Green

Cllr Fox has advised the clerk that the lettering to be placed on the plaque will cost in the region of £350. He has requested that the council approve this before he goes ahead with the order. Cllr Shepherd proposed that the amount was acceptable and this was seconded by Cllr Goad, all were in favour. The clerk will notify Cllr Fox.

Best Kept Village Competition

The EDP no longer runs this competition anymore. Great Barton won a similar competition in Suffolk, but this is not open to villages in Norfolk. NALC used to run a scheme called 'Pride in Norfolk' but this is currently not live. There is a possibility they may resurrect this scheme in the future and the clerk will be notified if this happens. This matter is to be taken off the agenda.

7. Correspondence

Rev Wiffen sent a thank you letter to the Council as a treasurer has now been found for the church. The resident came forward after Rev Wiffen's letter was read out at the last meeting. The clerk read out the Norfolk Constabulary updates which showed that a house in Swaffham Road had been broken in to.
The NCC budget consultation is now available for comments.

8. Finance

8.1 Internal Controls

The clerk met with Cllr Shepherd who viewed the accounts and was satisfied that everything was in order.

8.2 Accept and sign cheques

The Chairman read the cheque payments out for October, and Cllr Shepherd 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, 3rd October 2013, and cheques were signed by Cllr Eyres and Cllr Shepherd. The payments sheet was signed by the Chairman.

Cheque	Description	Total
101599	Iceni Pest Control – subscription	£ 48.00
101600	West Norfolk Community Transport	£ 70.00
101601	K & M Lighting Services	£ 158.12
101602	Mrs F Brown (salary/tel/sundries) 4 weeks	£ 654.88
101603	Mrs A Shepherd (CCS)	£ 200.00
101604	Mr D Traube (Litter Warden)	£ 70.00
101605	Mr N Balding (Handyman)	£ 50.37
101606	Mr D Freeman (Bus Shelter Cleaning)	£ 60.00
101607	NALC (Councillor guides)	£ 24.09
101608	Mazars (Audit)	£ 240.00
101609	NALC (Autumn Seminar)	£ 70.00
101610	Mrs C Lewis (MPS)	£ 50.00
101611	Post Office (HMRC)	£ 86.10
101612	Viking Payments (Stationary)	£ 70.26
101613	Mundford Primary School (donation)	£1800.00
101614	Mundford Primary School (lettings)	£ 90.00
101615	Didlington Nurseries	£ 345.60
101616	Stefan Eyres (Cement/ballast)	£ 41.00

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The savings account stands at £16,083.45

8.3 Audit 2012/13

The clerk has received the Annual Return back from Mazars and they found everything in order. There was an issue raised with regards to insurance values which was explained by the Chairman and the clerk is now aware on procedures for next year.

8.4 Internal Donations

This matter will be discussed at the next meeting.

8.5 Website

A report was read out from Rosemary Godfrey. She was keen to update the homepage, and was hopeful that the council may have some ideas for this. The clerk will be in touch with her shortly.

The chairman stated that the clerk will be looking at the budget for 2013/14 over the next few weeks. Councillors were asked to consider any information they felt relevant to the budget and bring this to the next meeting.

9. Planning Applications

3PL/2013/0742/F 125, The Lammas, Mundford. Description: Extension to bungalow. No objections were sent by council 22nd August 2013. Permission has been granted.

10. Street Lighting

The light in Crown Road that had been obscured by a lilac bush has now been cut back by the contractor. The Chairman kindly cleared the area of cuttings and debris. Cllr Shepherd stated the area is much better lit now.

Cllr Goodrham stated that a light is not working in Billy Emms Court, No75. There is also a fridge freezer that has been left next to the light column. The clerk will report this as fly tipping as soon as possible.

11. Reports

County Cllr Ian Monson

Cllr Monson started by explaining the progress of the high speed broadband campaign. He mentioned the Brandon level crossing, and due to the issues that the new signalling equipment had caused, a manual worker has now been placed at the site to ensure problems are at a minimum.

He stated that there are still rumours circulating about a new supermarket being built at the Weeting to Brandon border which could affect businesses in Mundford and surrounding villages. A Brandon relief road is still under consideration. Suffolk County Council is keen, but no more discussions will take place until the A11 is fully constructed to see how this affects traffic through Brandon. The A11 dualling is on schedule, with the biggest problems being on the fiveways roundabout, but this should be sorted out soon.

County Hall are currently running their public consultation surrounding the budget which will undoubtedly see some strong opinions put forward. The clerk asked whether it would be a good idea to state that the council wishes for Highways services to stay the same on this consultation. Cllr Monson agreed that all opinions will be looked at and this may help with future talks.

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Cllr Goodrham asked whether there are any discussions taking place on a bridge over the railway in Brandon with regards to a Brandon Bypass scheme. As yet there are no plans being discussed but Cllr Monson was hopeful that common sense would prevail. The Chairman thanked Cllr Monson for his comments..

Village Hall

Cllr Burton stated that the trustees had put a good case forward for their application for a grant. He was hopeful that a decision can be made at the next meeting. He went on to explain other events on the Village Hall calendar.

School

The clerk explained that the next Governors meeting is on Wednesday 23rd October so an update can be given at the next meeting.

STANTA

There have been no reports from STANTA.

12. Members' Matters

There have been issues with printing the newsletter this month but it is now going out to areas in the village. Cllr Goodrham stated that maybe the newsletter needs help with a new printer. It was also mentioned that the Playgroup is experiencing financial difficulties at present due to the lack of children using the facility.

With nothing more to discuss, the meeting closed at 9.29pm

Chairman: _____ Date: _____