

**Minutes of the Mundford Parish Council Meeting
Held at Mundford Primary School, Mundford
on Thursday 7th November 2013**

Present:

Cllr S Eyres Chairman, Cllr J Goad Vice-Chairman, Cllr T Fox, Cllr D Goodrham, Cllr J Burton, Cllr L Pratt, Cllr J Marston, Cllr A Shepherd, Cllr C Weight, County Cllr Ian Monson and Mrs F Brown (Clerk to the Council). There were 9 members of the public present.

1. The Chairman's opening remarks

The Chairman welcomed everyone to the meeting. He passed on his thanks to the 14 volunteers who helped at the bulb planting day on Saturday 19th October. He advised that a significant amount of bulbs were planted that were donated by a resident and which took approximately 3 hours.

The Chairman explained the complaints procedure to the public. He also read a small passage from the Good Councillors Guide to ensure that there is always positive dialogue between councillors during the meeting.

2. Apologies of absence

Cllr Ann Steward had given her apologies as she was unwell.

3. To accept and sign the Minutes of the Parish Council Meeting held on Thursday 3rd October 2013

It was proposed by Cllr Weight to accept the minutes. The proposal was seconded by Cllr Goad, 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

None.

5. Meeting suspended for public participation

There were no comments.

The Chairman felt at this stage that Agenda item 8.3 Internal Donations should be brought forward to discuss. This was agreed by Council.

Firstly, the Chairman stated that there were 3 e-mails from residents to read out that concerned the donation for the village hall.

The clerk apologised as one of the e-mails had actually been received prior to the last meeting but in error had not been read out with the others last meeting. This was duly read out, although the Chairman had already spoken to the resident concerned and clarified points that were raised in her e-mail. She is now fully aware of the facts and has not responded further. The Chairman also stated that at anytime if he says anything that councillors do not feel is correct that they should interrupt at anytime.

The second e-mail was read out and the Chairman felt it was important to state the fact that the Parish Council has generously supported the Village Hall in the past and continues to do so. However the change in the grant criteria made last year, and which was instigated by council members means that all organisations submitting grant requests for £2000 or more are required to submit accounts so the Council can ensure that it is handing out money responsibly.

The last e-mail was then read out by the Chairman, but no points were raised from this. The Chairman asked Mr Eyles, the Chairman of the Village Hall committee, to clarify whether he had said at the previous meeting that in order to receive a grant from Breckland District Council, the Village Hall needs to be financially supported by the Parish Council. Mr Eyles did not remember this conversation, but stated that WREN, who are very generous with their grant giving, look at the application more favourably if the Parish Council supports the same project financially.

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The Chairman asked for any comments from the council before proposals are brought to the table.

Cllr Burton stated that before he became a trustee of the Village Hall, he had no interest in the place as it had no attraction for him. However, he now feels that he has a greater understanding of the daily tasks involved to keep such a great asset to the Village open to everyone. He stated that he now makes an effort to help with fundraising and realises what the committee do to achieve this. He also apologised as at the previous meeting he had little understanding on the reserves and how they work and he had now sought advice. He outlined in detail how the reserves are made up and why this is the case. This included in depth information on current expenditure and a forecast of funds needed for future projects. He felt it was clear to the Village Hall Committee that action needs to be taken now to ensure that funds are adequate not only for the current running costs, but to ensure there are reserves in the bank to replace old equipment when needed. This included the provision for the play area that may need replacing again in 15 years time.

Councillor Burton stated his neighbour who he addresses as Val but is Baroness Valerie Howarth. Councillor Fox and Goodrham asked what that has to do with the village hall grant. He then said the Baroness had looked at the accounts and said the council should give the grant in her expert opinion as the reserve is not large enough.

Questions from the council were requested and Cllr Burton answered these to the best of his ability. These included whether donors were told before they grant money as to where the funds will go, and how Cllr Burton saw his role on the committee at the Village Hall, including the fact that he could be financially responsible if the Village Hall was to close.

Cllr Shepherd outlined her opinions on reserves and why they are a good idea.

There were more discussions and Cllr Weight asked a question about the running costs of the hall which was clarified by Cllr Burton.

The Chairman mentioned that the application for the grant was given to a representative of NALC (Norfolk Association of Local Councils) to look at. The representative had said in her opinion she would not grant any money due to the amount of money already in the accounts, but the representative did stress that there is obviously a moral issue to consider.

The Chairman then requested that there should be two proposals on the table, firstly whether to grant money or not, which can then lead to a secondary proposal to decide how much money is granted if this is necessary. Cllr Burton proposed that a grant should be given and this was seconded by Cllr Shepherd. Cllr Fox proposed to curtail the grant but there was no seconder. The Chairman then asked for proposals on how much money should be granted. The Village Hall had asked in their original application for £2500. Cllr Burton proposed £2500 and this was seconded by Cllr Shepherd. Cllr Goad proposed £1250, exactly half the amount based on the fact that neither the school nor the Church had received their full grants, and this was seconded by Cllr Weight. The Chairman asked for a show of hands for Cllr Burton's proposal which was for £2500. There were 4 in favour. A show of hands was asked for Cllr Goad's proposal for £1250, there were 5 in favour. Motion carried. The clerk will write to the Village Hall with this decision.

6. Matters Arising

Outstanding Highway

The Rangers visited on 22nd October and swept areas in the village.

The works for the flooding on the roundabout should start in approximately two weeks. The clerk did request that they delayed the works until after the Remembrance Day service due to the disruption and mess that would be caused.

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Thank you letters were placed through the doors of numbers 2 & 4 Impson Way earlier in October for cutting their trees back from the footpath. More recently thank you letters had been placed through the doors of numbers 12 & 14 for cutting their trees back. The clerk showed the council photos before and after the trees had been cut. The council agreed that there had been a significant improvement. A resident had also mentioned her appreciation prior to the meeting as she had originally complained about the trees.

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

A request to investigate the willow tree outside the entrance to Malsters Close had been passed to the Arboricultural Officer at Norfolk County Council for inspection. The clerk has requested to Highways that this is more of an urgent matter as a representative of the forestry, who is also a resident of the village, has claimed that the tree is dangerous.

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, but his reply was not conclusive.

Parish Partnerships Scheme

The 2013/14 scheme has just been announced by NCC. A letter has been circulated to each Town & Parish in the county allowing them to bid for schemes. LED lights are not permitted within this scheme. Cllr Fox mentioned the issue with flooding on the Brecklands that had been inspected by Highways recently but denied any works to help alleviate the problem. He asked whether this could be put forward as a scheme for 50% funding. There was further discussion on this issue and the clerk mentioned that Highways had suggested to her that the surfacing works that had been delayed for the purpose of the flooding investigations and had now been placed on the schedule again. It was her understanding that this may take place next summer. Cllr Monson was appalled that nothing had been done about this issue and was keen to make further enquiries with Highways. Cllr Fox asked the clerk to also ask for a report on the matter from Highways outlining why they cannot rectify the problem. The clerk suggested that the council could invite Mr Groom, the Highways Engineer to the next meeting so that these questions could be answered. The Council agreed to the invitation.

Cllr Goad mentioned a scheme that had previously been discussed two years ago. There is a small grassed area near the entrance to Malsters Close that cars have been seen parked here which has caused the bank to erode. It is his opinion that kerbing this would make this area look better and stop vehicles from parking on the grass. The clerk mentioned that any suggestions for the funding has to cover various issues; the local traffic plan, who and how many people will benefit, and a need for it to have broad community support. It was clear to the council that it may be difficult to argue that it fulfilled these criteria, but it was still a good suggestion that can be put forward to Highways if the council agree. The Chairman mentioned that the clerk had suggested the idea of a SAM2 unit due to the fact that the council are trying to be proactive with the issue of speeding vehicles through the village. Cllr Goad stated that there were already 3 VAS (vehicle activation signs) in the village and with the commencement of a speedwatch scheme the council have already made active progress. He also stated that the SAM2 units start to lose their effect after 10 days and batteries would also need to be changed which would require a volunteer to do this. The council decided due to Cllr Goad's explanation that a SAM2 unit would not be needed at this time.

The Chairman mentioned that 3 new LED street lights have been erected in the Lammas and the clerk had shown photographs of these to the council. The 30 LED lights that were

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subsidised by the parish partnerships scheme will be in stock in mid-December, so hopefully these will be installed before Christmas. The clerk has not been asked for payment as yet.

Bus Service

There were 6 passengers for 5th October and 8 passengers for the 19th October. The Chairman mentioned that sadly Sheila Clarke a regular passenger died on 26th October. Another regular user will be moving away from the village soon. Mrs Read who is the spokesperson for the bus service stated that she is trying very hard to gain interest from the over 60's club.

Training and Courses

The clerk and Cllr Burton both attended the NALC Autumn Seminar on 6th November at Sandringham. The Clerk wrote a report and gave copies to each councillor. She gave a brief outline of the day and the speakers present at the conference. Both the clerk and Cllr Burton stressed that it had been a very worthwhile day.

Bennetts Development

Paperwork had been received from the solicitor and had been copied to each councillor prior to the meeting. An issue that needed further discussion was the suggestion from the solicitor that a £75 policy should be taken out to ensure right of way across Pig Sty Lane. There was more detailed discussion over this and it was suggested that if Pig Sty Lane was not believed to be owned by anyone that the Parish Council could claim and register the land. It was finally proposed by Cllr Goodrham that the solicitor should be approached with this idea and this was seconded by Cllr Goad, all were in favour.

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

The Chairman announced that an Extraordinary meeting has been called for Tuesday 19th November at 7.30pm in the ICT room at the Primary School. At present those attending are John Hayden, (the Chairman of the scouts and an allotment holder), a representative from NALC,(Jane Scarrott) Mr & Mrs Hill, (Scout Leader and her husband). The clerk has also invited Mr & Mrs MsIssac and Mr & Mrs Taylor who live either side of the private lane leading to the scout hut. The Chairman asked for councillors to contact the clerk as soon as possible with any questions for Jane so that she is able to bring as much relevant information to the council as possible without having to refer back at a later date. Cllr Weight gave his apologies for this meeting. The clerk will place the Agenda in the noticeboard more than 3 days before the meeting, adhering to the Council's Standing Orders.

Handyman, Litter Warden and Gardener

There has been two applicants come forward for the Litter Warden position. One applicant lives in Watton but is regularly visiting Mundford, the other lives in Mundford. After a short discussion it was proposed by Cllr Goodrham that Mr Veal a resident from the Brecklands should be offered the position and this was seconded by Cllr Shepherd, all were in favour. It was suggested that Mr Veal start litter picking as soon as possible. The clerk will arrange the PAYE forms and give the Litter Warden the equipment needed. A litter pick with the Friends of the Village has been arranged for 13th November at 2pm.

Remembrance Day

The church service will take place on Sunday 10th November at 9.45am at St Leonards Church. Wreaths will be laid at the Mundford War Memorial approximately 11am. The clerk has given the wreath to the Chairman who will be attending the service. The clerk stated that the Reverend had asked whether the Chairman would like to give a reading at the service.

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The Chairman asked whether any other Councillor would like to do this before a reply was given. Cllr Goad stated that he would like to do the reading and the Chairman thanked him. The clerk offered to get a copy of the reading from the reverend before the Sunday service and deliver this to Cllr Goad. Cllrs Shepherd, Eyres and Goad said they would be attending the service.

Lynford Water Anti-social Behaviour

This matter had been placed in the newsletter and there have been no reports given to the clerk. The Chairman suggested that this matter should now be taken off the Agenda and this was agreed by Council.

Community Speedwatch Scheme

The clerk held a meeting at her house on 22nd October along with a PCSO from Thetford and 7 other volunteers. Forms were completed and Keith Chittock a resident from Impson Way agreed to be the co-ordinator who submits reports to the Police. The clerk has agreed to store the radar equipment at her house. There are a few more residents that have registered their interest in the scheme so the clerk has passed forms for them to complete and hand back to Mr Chittock. It is likely that with all the checks that need to take place and training of the volunteers that the scheme will not be active until after Christmas.

Christmas Tree on Village Green

Cllr Burton was given the first set of Christmas lights to trial at a Village Hall event in October. He stated that the lights were very good, but he did not test them for battery life. There was discussion over how many more sets that should be purchased, and it was decided that two more sets should be purchased. A further discussion commenced on whether Duracell batteries should be purchased or rechargeable batteries. It was finally proposed by the Chairman that Duracell batteries should be purchased for this year, and this was agreed by the rest of the Council. The Chairman mentioned that he had been trying to source a tree and Elveden had given a price of £110 plus £20 delivery for a 14ft tree. There has been no firm offers of a donation of a tree to the Council. Elveden can deliver on 29th November. The Chairman advised that Barry Walker lights his tree outside the pub on 1st December so it was decided to link in with this date. The Chairman stated that the Handyman Neil would like to help. There was a short discussion over securing the lights to the tree so that people cannot take them away. The clerk advised she would source small green cable ties for this purpose. Cllr Marston asked where Mr Walker sourced his tree; the Chairman advised he would investigate this. It was agreed that the Chairman should go ahead with the purchase of the tree if no donation of a tree was offered.

Litter Bin request on Impson Way Open Space

A letter along with a map of the area has been sent back to the council for clarification of the site of the litter bin. Breckland have requested that the bin be situated next to the existing bench. The Chairman placed a cross where the bin should be placed. Cllr Goad suggested that the clerk order the same bin that was erected in Lynford Road, the council agreed.

Plaque on Village Green

The clerk has spoken with A&J who the council have approved to engrave the plaque. They have ordered the brass plate and the clerk will take the cheque that has been raised this evening and will deliver it to A&J tomorrow so that the plaque can be engraved as soon as possible.

Volunteer Winter Gritting Programme

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Mr Lynch who was the previous co-ordinator has now moved away from the village, but he has passed the role onto Bob Edwards, another resident from the Brecklands. The clerk has spoken with Mr Edwards to ensure that he is aware of procedures. He has agreed to contact the clerk when grit needs to be ordered. There have been two new volunteers to the programme and the clerk has issued forms for them to complete and hand back to her. The clerk has also spoken with Paul Groom at Highways to advise him of the new volunteers. He has requested that he speak with the volunteers before they start gritting.

Community Car Scheme

A new volunteer, Mrs Smith has come forward as a community car driver. The clerk has given her a form to complete for a DBS check and the clerk arranged for her to have a medical. Once the forms have been completed the clerk will send these for approval. A cheque will be signed tonight for the DBS check. All funds will be recuperated from Breckland Council in the next few months.

Cars for sale in the Village

It has been noticed that there are cars being regularly placed for sale near the roundabout outside No 5 the Brecklands. It is illegal for anyone to sell their vehicle on a public highway. The clerk has put together a statement to place in the newsletter so that residents are aware of this, but it is clear that it is not just residents that are selling their vehicles on this site. The clerk advised that she would be happy to call the vehicle owner in the first instance to ask them to remove the car. Cllr Fox stated that the Council cannot get involved with any further enforcement after this initial stage of contact and this was agreed by others. It was proposed by Cllr Fox that the clerk contact the vehicle owner but then Highways should be contacted for them to deal with this further if the vehicle is not removed. This was seconded by Cllr Shepherd and all were in favour.

January Meeting

The Chairman asked the Council whether they wished for a January meeting. Cllr Goad proposed that there should not be a meeting in January. This was seconded by Cllr Weight and all were in favour.

Noticeboard

The Chairman reported that the Noticeboard Perspex was looking yellow and it was difficult to see the paperwork behind. The clerk has since washed the noticeboard in hot soapy water and cleaned the outside of the noticeboard. The clerk commented that it was looking much better, but the Perspex will need replacing in the near future. The locks are also very difficult to open in the winter months and they will need replacing in the spring. It was suggested that the Handyman could take on these jobs next year.

7. Correspondence

A note was read out from Carol Lewis, thanking the Council for the Mundford Pride Award. A letter was received from Elizabeth Truss MP. The Chairman felt that this information should be sent in the next circulation.

An e-mail was received from Rosemary Godfrey stating that her garage had been broken into at East Hall recently. She felt that a note should be placed in the newsletter asking for residents to be vigilant. This was also agreed by the Council.

An email had been sent from Cllr Monson stating that there is a meeting to discuss the progress of faster broadband at Hilborough Village Hall on Tuesday 12th November. Everyone is welcome.

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8. Finance

8.1 Accept and sign cheques

The Chairman read the cheque payments out for November, and Cllr Goad 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, 7th November 2013, and cheques were signed by Cllr Fox and Cllr Shepherd. The payments sheet was signed by the Chairman.

Cheque	Description	Total
101617	Iceni Pest Control – subscription	£ 48.00
101618	West Norfolk Community Transport	£ 80.00
101619	K & M Lighting Services	£ 158.12
101620	Mrs F Brown (salary/tel/sundries) 5 weeks	£ 927.49
101621	Mrs A Shepherd (CCS)	£ 300.00
101622	Mr M S Peate (Gardener)	£ 89.60
101623	Norfolk County Council(DBS Check)	£ 25.00
101624	A & J (engraving)	£ 350.00
101625	Information Commissioner (Data P)	£ 35.00
101626	RBL Poppy Appeal	£ 100.00

The savings account stands at £16,083.45

8.2 Budget 2013/14

The clerk has begun work on the budget, and a full budget with proposals will be brought to the next meeting. The Chairman asked if there were any suggested projects for next year that the clerk should be aware of that would incur financial help. Cllr Goad mentioned that money may need to be available for any Parish Partnership projects including the flooding in the Brecklands. The clerk advised that the street lighting had not been budgeted for last year so this will cause a significant overspend. The clerk is awaiting information from Breckland on whether the grant will be available this year from the Government. Precept requests do not have to be with Breckland until the end of January, but the clerk is keen, due to leaving the Council, that the budget and precept is agreed at the next meeting.

8.3 Internal Donations

This matter was brought forward earlier in the meeting.

8.4 Risk Assessment & Health & Safety Report 2013

The clerk completed the reports and discussed the results with the council. All of the matters that had caused concern last year have been rectified and there were no high or moderate risks identified by the clerk in this risk assessment. The noticeboard has already been discussed and this was the only concern highlighted. The Chairman signed the reports.

8.5 Website

A report was read out from Rosemary Godfrey. The clerk has spent many hours with Rosemary this month going through the website to see what could be changed and updated. Information on the spring bulb planting day, new photos from the STANTA trip, a new page for the Mundford Pride Scheme, Radio Norfolk write up, aerial photos and a new look for the homepage were updated. There had been 125 visits so far. The clerk was very pleased with the progress of the website.

9. Planning Applications

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3PL/2013/0900/F The steps, London Lane Description: Remove rear flat roof, chimney stack, parapet walls & provide velux roof, pitched roof & change windows to the front. No objections sent 18th October 2013.

3PL/2013/0907/F Mundford Poultry Ltd Description: Various information – original application 3PL/2007/1425/F No objections sent 18th October 2013.

3PL/2013/0907/D Vacant land adjacent 60-62 Malsters Close. Description: Erection of two detached houses with integral garages & parking spaces off a private drive. This was suspended due to a technical difficulty but has now since been opened again for comments. A further 21 days have been given for comments.

3PL/2013/0957/F 53 The Lammas, Mundford. Description: Change of use – domestic garage to dog grooming workshop. No objections sent 6th November.

10. Street Lighting

A resident had written to the council concerned over street light No 65 in Adeane Meadow, as overhanging tree branches are obscuring the light and making it very dark in that area. The resident has requested that the Council speak with the owner of the property where the trees originate to ask them to cut them back. The Chairman stated that he will deal with this issue and all councillors were happy with this.

11. Reports

County Cllr Ian Monson

Cllr Monson started by acknowledging that the budget consultation is still active and will be on the website until 12th December. He briefly mentioned the new introduction of the forthcoming Parish Partnerships Scheme. Cllr Monson highlighted the faster broadband meeting to be held in Hilborough on Tuesday 12th November, and advised that it would be beneficial for a councillor to attend as it is a concern for a lot of people.

Cllr Fox asked Cllr Monson what his view was on the incinerator issue. He was keen to hear another perspective than what has been discussed in the papers. Cllr Monson stated that planning permission has been granted at County Level. Eric Pickles will make a decision in mid January 2014. If the incinerator is refused then this will incur huge costs to the County. Cllr Monson stated that European procurement rules means terms of compensation had to be included and this is what has happened in this case. Cllr Fox thanked Cllr Monson for the information.

Village Hall

There was no report.

School

There was no report.

STANTA

A liaison meeting has been arranged for Thursday 21st November at the STANTA camp. The Chairman asked who would like to attend. Cllrs Fox, Eyres and Goodrham asked to attend, this was approved by council. The Chairman also announced that another tour of the STANTA camp has been approved for Mundford for June 2014. The Council also approved this and the clerk will contact the camp to advise this along with the Council's thanks.

12. Members' Matters

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Cllr Goodrham mentioned that a few signs were looking old and rusty on the A134. The clerk mentioned that Highways intend to replace a lot of signs in the next 6 months and investigations are taking place at the moment.

Cllr Fox asked what the reason was for the recent electricity cuts in Mundford. Cllr Marston mentioned that there was a lot of work going on in Green Lane which may have caused this problem, but in most places the supply only went off for a few minutes. Cllr Fox asked that a letter could be sent to EDF Energy asking why residents were not advised of the power cuts.

Cllr Goad asked why David Coote had not been sent a thank you letter for cutting the grass along the public right of way leading down to Lynford Hall. The clerk advised that she was not asked to write a letter to Mr Coote, but would willingly do so. It is understood that Mr Coote lives in Ickburgh.

The Chairman apologised to everyone for the length of the meeting and felt that there had been a reasonable outcome for the Village Hall grant.

With nothing more to discuss, the meeting closed at 10.20pm

Chairman: _____ Date: _____