

**Minutes of the Mundford Parish Council Meeting  
Held at Mundford Primary School, Mundford  
on Thursday 5<sup>th</sup> December 2013**

**Present:**

Cllr S Eyres Chairman, Cllr J Goad Vice-Chairman, Cllr T Fox, Cllr D Goodrham, Cllr J Burton, Cllr J Marston, Cllr C Weight, County Cllr Ian Monson, District Councillor Ann Steward and Mrs F Brown (Clerk to the Council). There was 1 member of the public present.

- 1. The Chairman's opening remarks**  
The Chairman welcomed everyone to the meeting.
- 2. Apologies of absence**  
Cllrs Pratt & Shepherd were unable to attend due to family commitments. This was approved by the Council. Cllr Monson will join the meeting after 9pm.
- 3. To accept and sign the Minutes of the Parish Council Meeting held on Thurs 7<sup>th</sup> November 2013**  
Cllr Fox stated that there was a small section of the minutes with relation to the decision on the village hall grant that was not included. The clerk explained that she had condensed this section due to the large content of the discussion. She had included what she felt was relevant to the decision. However, after a short discussion it was decided not to agree the minutes. Cllr Fox kindly agreed to write what he felt should be added to the minutes and this can be circulated to the council before the next meeting so that the minutes can be approved.
- 4. To accept and sign the Minutes of the Extra-ordinary Meeting held on Tues 19<sup>th</sup> November 2013**  
It was proposed by Cllr Goodrham 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.
- 5. To receive Declarations of Interest**  
None.
- 6. Meeting suspended for public participation**  
There were no comments.
- 7. Matters Arising**

**Outstanding Highway**

The Rangers will visit again on 13<sup>th</sup> January 2014. Cllr Goodrham asked whether the rangers clear leaves as there is a large amount of wet leaves at the back of Billy Emms Court in the area that meets Wissey View. The clerk advised that Breckland deal with this matter and she will contact them accordingly.

The works relating to the flooding issue on the roundabout will take place next week. The Chairman asked for volunteers to help place a few bulbs on the site after Highways have finished.

The footpath outside 18 Brecklands has now been completed. The Chairman commented on the fact that Highways had done a very good job. This matter can now be taken off the Agenda.

**Parish Partnerships Scheme**

Paul Groom the Highways Engineer for our area visited Mundford on 4<sup>th</sup> December and met with Cllr Fox. The main focus was to discuss the flooding problems in the Brecklands and Fir Close. Cllr Fox elaborated on the discussion and stated that there were several options in the pipeline to alleviate the problem, but could not confirm any plans at the present time. Mr Groom commented that he had visited the area on numerous occasions and could not see a flooding problem. However Cllr Fox stated that he agreed to look at the matter again if there was pictorial evidence to substantiate the claims that there is a flooding problem. Mr Groom also advised that the resurfacing of the road in this area is due to take place in 2016. As mentioned on previous occasions to the Council, the Highways Budget is to be substantially decreased, and Mr Groom pointed out that his budget of £500,000 in this financial year will be more like £100,000 next year. As it was clear that the flooding issue would not be able to be included in the Parish Partnerships Scheme, Cllr Fox mentioned the suggested kerbing schemes for both the Village Green and entrance to Malsters Close to Mr Groom. As originally thought, Mr Groom

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stressed that even though he could not deny the Parish Council putting these schemes forward for approval, it was very unlikely they would be approved as all schemes need to show they are benefitting the wider community. It is understood that Highways have already received a number of requests from parishes and funds will be limited. It was agreed by the Council they will not be submitting a Parish Scheme this year.

The Chairman mentioned the order of the LED streetlights for the village. The date for delivery is set at the 16<sup>th</sup> December with installation before Christmas. The Chairman advised that he had asked the clerk to discuss the idea of placing the LED lights that will be placed on telegraph poles as high as possible to ensure the best light effect. Cllr Goodrham agreed with this idea and mentioned that one of the new LED lights that had been placed in West Hall Road was shadowed by a telegraph pole. This has created a blind spot, and in his opinion would benefit from moving the light from the current column to the telegraph pole. The Chairman thought this was a good idea and it was proposed by Cllr Goodrham for the clerk to make enquiries about this issue and for the new LED's to be placed as high as possible on the telegraph poles. This was seconded by Cllr Fox and all were in favour.

#### **Bus Service**

There were 7 passengers for 2<sup>nd</sup> November, 6 passengers for 16th November and 6 passengers for 30th November with a subsidy of £130 for the Council to pay.

#### **Training and Courses**

A meeting has been arranged in Downham Market on 31<sup>st</sup> January with Elizabeth Truss MP and other speakers. The Chairman asked if any councillors were interested in attending. Cllr Burton expressed an interest.

#### **Bennetts Development**

Paperwork that was received and signed at the November meeting was not witnessed. Cllr Pratt was not in attendance so could not sign the new paperwork so it was decided that the Chairman and Cllr Pratt will meet shortly to sign the agreement for the transfer of land and this will be passed back to the clerk to then be sent to the solicitor. The £75 indemnity policy has now been purchased and an invoice for the solicitor's services has been received.

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

An extra-ordinary meeting took place on 19<sup>th</sup> November to discuss how to move forward with this matter. The Chairman asked the council for their thoughts on the matter. Cllr Goad asked if the Council could agree that the land would be used for allotments. The Chairman stated that the council cannot place a covenant on the land stating that it cannot be sold for building houses. If the Council would like the area to stay as allotments then this can be approved and minuted, however after the next election the new council could always change it. Cllr Goad proposed that the land should be used for allotments. There was further discussion on this and Cllr Goad withdrew his original proposal and proposed that the Council should minute the fact that 'In accordance with the wishes of the late Miss Mary Ann Turner, the land should be used for allotments or the benefit of the community'. This statement was seconded by Cllr Goodrham and all were in favour. It was agreed to discuss this matter in more detail at the next meeting.

#### **Handyman, Litter Warden and Gardener**

The new Litter Warden, Mr Veal started in the middle of November and has claimed 5 hours this month. The Chairman stated that Mr Veal receives an occupational pension and therefore is being charged tax. As both the Handyman and the Gardener have had their hourly rate increased for this reason it was proposed by Cllr Fox that the Litter Warden's hourly rate should increase from £7.00 to £7.75 per hour. This was seconded by Cllr Goad, all were in favour. The clerk has shown him the hot spots in the village including the area of Pig Stye Lane that is still being littered regularly by the same gentleman. This has been an ongoing problem for many years and Breckland have not been able to stop the problem. The Chairman mentioned that perhaps Breckland should be contacted again to ask for their assistance. Cllr Steward asked whether she could be copied in to this correspondence so that she could offer her support.

The Chairman mentioned that he was concerned that the recycling refuse truck regularly leaves a trail of litter when visiting the village every two weeks. He stated that he has made a complaint as a

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resident to Breckland about this issue but wanted the council to consider contacting them as well. He stated that the council spend nearly £900 a year for a litter warden to keep the village clear of litter and this is unacceptable that Breckland are perpetuating the problem. Cllr Steward recognised that this issue constitutes a level of service below their service requirements and will raise this issue with Breckland to hold them to account. She asked for a copy of any correspondence to be sent to her as well. It was agreed by Council to contact Breckland about this issue.

#### **Community Speedwatch Scheme**

Another volunteer has come forward and the clerk has given her completed form to the co-ordinator to send off to the Police. There has been no further updates at this stage.

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

The Chairman advised that the tree was put up in the Village Green on Saturday 30<sup>th</sup> November and the lights were placed on the tree on Sunday 1<sup>st</sup> December. Six Councillors erected the lights and the overall consensus was that the tree looked good. The Chairman stated that the tree was donated to the council, and was a little shorter than he would have liked, but for the first year this was satisfactory. It was discussed that next year a tree should be purchased. The clerk had mentioned that she had received very positive feedback about the tree, and some would have liked to have known when the lights were being turned on so that they could have been there to witness it. The council discussed a few ideas for next Christmas including a turning on the lights ceremony with a figurehead to turn on the lights, perhaps booking a brass band and asking the school whether the children would want to decorate the tree with their own made baubles, and possibly involving the Crown pub as well.

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

A letter was sent back to Breckland with the map showing where the bin should be installed. The clerk has asked for the licence to be returned as soon as possible so the bin can be installed. The Handyman has agreed to do the work.

#### **Plaque on Village Green**

Cllr Fox advised that he has now picked up the plaque. He mentioned that he had looked at security screws but these were very expensive. Therefore he will use capped screws and use no more nails for added security. Cllr Fox also mentioned that he felt it would be a good idea to add the plaque to the risk assessment so that this can be checked once a year. The Council all agreed.

#### **Volunteer Winter Gritting Programme**

Two new volunteers have come forward and the clerk has now received their signed agreements and will pass these to Mr Groom at highways. Mr Groom spoke with one of the volunteers yesterday to ensure he understood his role. Two snow shovels have been purchased by the gritting co-ordinator and he is happy with the equipment they have. The clerk has advised the co-ordinator to contact her when the bins are low on grit.

#### **Community Car Scheme**

The DBS check has come back clear and the clerk has now sent copies of the receipts for the DBS check and medical to Breckland for them to reimburse the Parish Council.

#### **Bus Shelters**

The Chairman asked for this to be placed on the Agenda as he felt that the amount of flyers being placed in the shelters is increasing and they are taped on which causes unsightly marks that are very difficult to remove. It was understood that the church and Methwold Primary School are two organisations that regularly place their flyers in the shelters. The Chairman suggested a laminated sign to be placed in the shelters to ask people not to place flyers there.

Cllr Goodrham asked whether it would be better to place a board in the bus shelter for people to put something in there instead. The Chairman disagreed. There was further discussion on the subject and it was agreed that if a council member sees a flyer for them to take it down. It was also agreed to mention this in the newsletter. It was proposed by Cllr Goodrham for Methwold Primary School and the Church to be written to asking them not to place their flyers in the bus shelters. This was seconded by Cllr Goad and all were in favour.

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#### Parish Clerk Vacancy

The Chairman stated that an interview committee should be decided upon. After a short discussion it was proposed by Cllr Fox that 3 councillors should be on the committee which will include the Chairman and Vice-Chairman, this was seconded by Cllr Burton and all were in favour. After another short discussion it was decided Cllrs Eyres, Goad and Fox should be on the committee and Cllr Burton will be a reserve.

It was discussed where the interviews should take place. Initially the Parish Office was discussed as the clerk will need to work from there at some point. But after more deliberation it was decided that another location might be more suitable. The Coach House next to the pub was another suggestion. The Chairman asked for proposals. Cllr Goad proposed the Parish Office and Cllr Burton proposed the Coach House. There was no second to Cllr Goad's proposal. Cllr Marston seconded Cllr Burton's proposal. Cllr Goad withdrew his original proposal. All were in favour of the Coach House.

Interviews will take place w/c 16<sup>th</sup> December, so after further discussion it was agreed that the dates 17<sup>th</sup> and 19<sup>th</sup> were best for the interview committee to commence at 7pm. The clerk will speak with Barry Walker to confirm dates. It was also discussed that they may need to discuss interview questions prior to the meeting.

Cllr Goodrham asked if the Agenda item, January meeting could be brought forward so that this can be decided now. This was agreed by the council. It was proposed by Cllr Fox that the January meeting should be reinstated and this was seconded by Cllr Goodrham. It was agreed that the meeting should take place on Tuesday January 7<sup>th</sup> 2014 as long as the school hall was free on that evening.

It was agreed that the new clerk's start date will be Monday January 6<sup>th</sup> to coincide with the meeting. Cllr Burton stated that references will need to be followed up before the clerk can start work. It was advised that the clerk will be on a trial period anyway so references can be obtained and followed up in January if necessary. The clerk asked if the council needed for her to stay on a little longer to help with the transition of the new clerk. The council felt this would be advantageous for the new clerk to work alongside the current clerk in January. It was discussed that the salary will be paid to both for this short period. The clerk mentioned that the accounts will need to be signed over to a councillor and affectively that councillor will be the RFO for a short period of time before they are signed over to the new clerk.

#### Parish Office

The Chairman asked the council for their thoughts on asking the current Bus Shelter cleaner for a quote to clean the Parish Office frontage every three months. After a short discussion it was agreed that the clerk should ask for a quote.

#### January Meeting

This has already been discussed.

#### 8. Correspondence

There was no correspondence.

#### 9. Finance

##### 9.1 Accept and sign cheques

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

The following payments were authorised at the meeting, 5<sup>th</sup> December 2013, and cheques were signed by Cllr Fox and Cllr Eyres. The payments sheet was signed by the Chairman.

Cheque	Description	Total
101628	Iceni Pest Control – subscription	£ 48.00
101629	West Norfolk Community Transport	£ 130.00
101630	K & M Lighting Services	£1355.12
101631	Mrs F Brown (salary/tel/sundries) 4 weeks	£ 676.76
101632	Mrs A Shepherd (CCS)	£ 200.00
101633	Eon (Parish Office)	£ 42.55
101634	T.T.S.R Ltd (Grass cutting contract)	£1183.12
101635	Didlington Nurseries (winter bedding)	£ 152.64

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101636	Mr R Meadows (Snow shovels)	£ 11.98
101637	Glasdon UK Ltd (Litter Bin)	£ 169.93
101638	Rudlings Wakelam (solicitors)	£ 363.00
101639	Mr S Eyres (Padlocks)	£ 21.98
101640	Rosemary Godfrey (Website)	£ 240.00
101641	VOID	
101642	Viking Stationary	£ 68.80
101643	Mr A Veal (Litter Warden)	£ 28.00
101644	Mr N Balding (Handyman)	£ 19.37

The savings account stands at £16,085.45

**9.2 Budget 2014/15 Set Precept**

The clerk had circulated the budget proposals prior to the meeting to give the council adequate time to digest the information. This included confirmation of the decision from Breckland that they were not paying the transition grant this year. The Chairman gave his thoughts on each proposal and asked councillors to consider the fact that the reserves account will lesson to approximately £21k by the end of the financial year.

The Chairman asked councillors for proposals.

Cllr Goad proposed to accept a precept of £30,000, this was seconded by Cllr Weight and 5 were in favour.

Cllr Goodrham proposed to accept a precept of £28,000, this was seconded by Cllr Fox, 2 were in favour. Motion carried. The clerk will apply to Breckland for £30,000 precept.

**9.3 Internal Donations**

The clerk has checked the accounts with the internal auditor and these have been signed and approved. The decision on the clerk passing the accounts to a councillor will be discussed at the next meeting.

**9.4 Grass Cutting Contract 2014**

Wil Smith from T.T.S.R. Ltd has provided his quotation for next year. Mr Smith has not raised the costs for next year, however he has included other areas that the clerk asked him to quote for. This included the small grassed verge opposite the school and the area at the entrance of Adeane Meadow that the Chairman kindly cut for free this summer whilst it was establishing. The Chairman mentioned that the reason he had asked for the clerk to retrieve a quote for the grassed verge opposite the school was due to a few complaints from residents. Cllr Marston stated that Ron Marsh had kindly cut the grass from the entrance to the Cricket Club to the Village Hall car park a few times this year but does not cut the grass from the entrance to the A134. It was decided to send a thank you letter to Mr Marsh. After further discussion it was proposed by Cllr Fox to agree to the quotation and the extra areas of Adeane Meadow, the Memorial extension, the grassed verge opposite the school and the roundabout. This was seconded by Cllr Goad and all were in favour.

Cllr Burton asked when the grass contract was last put out to tender. The Chairman stated that the council had been really happy with the current contractor for the past few years so this has not been discussed. The Chairman asked the thoughts of the council on this issue and after a short discussion the chairman asked for a show of hands on whether to keep the current contractor. Six councillors were in favour so it was decided to stay with the existing contractor for the next year.

**9.5 Website**

A report was read out from Rosemary Godfrey. She has completed a high number of tasks this month that the clerk has given her and encouragingly there have been 193 visitors to the website this month. It was mentioned that this may be due to the Parish Clerk vacancy.

**10. Planning Applications**

**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. Permission granted 26<sup>th</sup> November 2013

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**3PL/2013/0907/F Mundford Poultry Ltd** Description: Various information – original application  
3PL/2007/1425/F Permission granted December 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. Objections were sent relating to the previous application.

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

**3PL/2013/1056/LB The Cottage 26a St Leonards Street, Mundford.** Description: Addition of 1<sup>st</sup> floor dormer to rear & replacement of existing windows with double glazed units. There are no objections from the council.

**11. Street Lighting**

There were no comments from the council.

**12. Reports**

**District Cllr Ann Steward**

Cllr Steward announced the name of the new Chief Executive at Breckland Council, Mr Geoff Rivers, and talked about the precept, explaining the reasons why Breckland have been unable to pass on the grant this year. Breckland consultations are underway again, asking the public their views on services. Breckland is working closely together with the public, concentrating on statutory services and ensuring best value for money.

Cllr Steward stated that it was with much regret that Mark Stokes, the Deputy Chief Executive has now left Breckland Council.

Breckland are sharing services where possible with the County Council, working together to meet targets.

Cllr Steward was very keen for councillors to contact her with any issues they feel need to be addressed.

**County Cllr Ian Monson**

Cllr Monson apologised for his late arrival to the meeting but he was attending a Brecks Partnership meeting. Unfortunately the Brecks Partnership is being dissolved.

The Big Consultation at NCC has one more week to run and he urged councillors to make their comments as soon as possible as they would be very much appreciated.

Cllr Fox mentioned that he had spoken with Paul Groom at Highways with regards to the flooding issues in Brecklands and Fir close. He stated that it was his understanding that the Brecklands drainage issues had been investigated but this was not the case. Cllr Monson was confused by this as it was his understanding that the area had been looked at. Cllr Fox also mentioned that the resurfacing of the roads in Brecklands should take place in 2016.

The Chairman asked if Cllr Monson knew when the A11 works would be finished. Cllr Monson stated that he knew they were ahead of schedule and the date at present was September/October 2014.

**Village Hall**

There have been a number of fundraising events taking place at the Village Hall with an evening with a choir raising £800 and the Hall of Stalls event raising £800 which was extremely encouraging. It was understood that the largest amount of people ever had visited the Village Hall that evening.

The Chairman asked Cllr Burton if he knew he was aware that the Village Hall were not issuing Minutes to the Parish Council anymore. He was not aware of this and agreed to bring this matter up at the next committee meeting.

**School**

There was no report.

**STANTA**

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Three councillors attended the Liaison meeting at STANTA on 21<sup>st</sup> November 2013. A new document showing the range summary of events will now be circulated to the council regularly. It was agreed to place this on the notice board on a weekly basis and place this on the website.

**13. Members' Matters**

Cllr Goodrham stated that he had seen another fridge in the Billy Emms Court estate. After a short discussion it was agreed to place this on the Agenda for the January meeting so that a decision can be made on whether a leaflet drop on fly tipping should be placed round the Estate.

It was mentioned that the hedge on the church boundary in Wissey View is overgrown. This matter will be placed on the Agenda in January.

Cllr Burton stated that he may attend a meeting on devolving services next week. This is to talk about the idea of taking over services from NCC. He had spoken to a Parish Councillor in North Norfolk with regards to this issue and their Parish saved money on their grass cutting contract and sign cleaning.

It was decided to place the matter regarding the trailer on Lynford Road on the Agenda again as there is more activity on this site.

With nothing more to discuss, the meeting closed at 9.48pm

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