

**Minutes of the Mundford Annual Parish Council Meeting
Held at Mundford Primary School, Mundford
on Wednesday 7th May 2014**

PRESENT:

Councillors S. Eyres Chairman, J. Goad Vice-Chairman, T. Fox, L. Pratt, A. Shepherd, J. Burton, J. Marston, C. Weight, and P. Angus Clerk to the Council and 27 members of the Public.

1. ELECTION OF CHAIRMAN

Cllr Goad proposed that the existing Chairman Cllr S. Eyres remains in office, this was seconded by Cllr Burton, all agreed.

The Chair pointed out that this will be his 4th year in office and although he would be happy to remain in office after this year he thought that it would be time to let someone else take on this position next year.

2. ELECTION OF VICE CHAIRMAN

Cllr Shepherd proposed that the existing Vice Chairman Cllr Goad remains in office, this was seconded by Cllr Weight, all agreed

3. THE CHAIRMAN'S OPENING REMARKS

The Chair welcomed everyone and stated that it was good to see so many people at the meeting.

4. APOLOGIES OF ABSENCE

Cllr D. Goodrham, District Cllr A. Steward and County Cllr I. Monson

5. ACCEPT AND SIGN THE MINUTES

The minutes of the Parish Council Meeting held on Thursday 3rd April 2014 were accepted and signed as a true record.

Proposed by Cllr Goad, seconded by Cllr Shepherd, all were in favour.

6. DECLARATIONS OF INTEREST

None.

7. PUBLIC PARTICIPATION

The Chair reminded the public that they can speak for a maximum of three minutes on any one subject.

The majority of the public were at the meeting to express their strong objections to the planning application for the building of two new houses behind the post office planning reference

3PL/2014/0350/F 62 St Leonards Street IP26 5DW (The Post Office)

Proposed residential development 2 three bedroomed houses dated 22nd April.

Several residents that live nearby the proposed scheme expressed their concerns regarding the loss of privacy and light, disruption during the building of the properties, danger to the children going to the school during construction, damage to older properties foundations, trees that will have to be cut down that are in a conservation area, extra traffic and parking in the road once the houses have been built, the possibility of losing the post office and concern regarding the disruption to a blind resident of Mundford.

The Chair advised that their concerns be put in writing to Brecklands planning department and also to the district Cllr Ann Steward.

Mr Codd from the post office said there is no intention of the post office disappearing.

A resident asked about a new building that was being built at East Hall Farm, he stated that there was nothing on the Breckland Council website regarding planning permission, the clerk will enquire about this.

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8. MATTERS ARISING

Pride of Mundford Scheme Awards(this was carried out before Public Participation)

The Chair presented the following two residents with a Pride of Mundford Awards Trophy along with a certificate and a cheque for £50.00

The first was awarded to Mrs Margaret Whiting, the Chair stated that Margaret not only volunteers for the litter picks and bulb planting, she goes that extra mile by looking after the village green flowerbed along with supplying the plants, Margaret thanked everyone and said she hoped to be carrying on with this for many more years.

The second was awarded to Bradley Slater for his personal achievements since joining the Norfolk Army Cadets.

Outstanding Highway

Footpath outside number 23 Fir Close, 15 the Lammas pavement and Give way sign at the entrance to Impson Way all still outstanding, clerk to remind Highways.

Bus Service

April 5th 6 passengers, April 19th 3 passengers.

Training and Courses

The clerk attended an Understanding Standing Orders course on the 22nd April and found this very educational, clerk to attend VAT and PAYE on the 15th May.

Allotments

8 agreements with payments have now been returned to the clerk, the Chair pointed out that out of the 6 new allotments 5 tenants have started work on them, one of the tenants had asked if they could have fruit cages on the allotment site, it was agreed that they could. The remaining tree stumps have been removed from the footpath end – cost of this was £85.00. The scaffold poles were donated by Mr Ray Whale free of charge, a thank you note will be sent to him by the clerk. The new fence still needs to be erected.

Handyman, Litter Warden and Gardener

Gardener - Cllr Goad said he may know a resident in the village that may be interested in the Gardener position and he will let the clerk know over the next few days, it was also suggested that one of the allotment tenants may be interested, the Chair will speak to him. The Chair said that we have had two applicants from outside the village which would not be practical. The Chair suggested that meanwhile if the Gardener position is not filled over the next few weeks, then we can either, not fill the pots and beds with plants so that they do not need watering or a working party will need to be organized consisting of 5 – 6 Cllrs to work on a rotor of watering the plants one week each, it was agreed that most Cllrs are able to help if needed.

Litter Warden – The clerk contacted the Litter Warden regarding litter which was exposed after the laurels had been cut back on the allotments, this was cleared up the next day.

The Chair remarked that during the rubbish collection last week he witnessed the bin men drop 4 items of litter in Malsters Close and did not pick it up, this was also seen and confirmed by another resident in Malsters Close. A complaint has been made about this happening in the past and the Council were told that it was a particular windy day and the bin men do not chase after rubbish, however, during this most recent incident that was not the situation. Cllr Goad suggested that the clerk writes to complain directly to Serco and copy in Cllr A Steward regarding this matter. Cllr Shepherd also pointed out that the dust carts are running up on the grass with one wheel in Green Acres, this will also be included in the letter.

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Community Speed Watch Scheme

The Chair asked if anyone had heard any more on the progress of the scheme and nobody has so far, there hasn't been any response to the letter sent last month. The Chair has been told by the co-ordinator that there was a meeting at the school to discuss locations etc, Cllr Goad pointed out the locations have been agreed and risk assessments have been done and everything is in place, but there is still no news on the co-ordination. Cllr Fox suggested that we write again to the co-ordinator asking if he still wants to go ahead or not, clerk to do this. Cllr Pratt said he is happy to contact the people on the list of volunteers to see if any of them would be interested in taking on the role, clerk to give the list to Cllr Pratt.

Trailer in Lynford Road

The site has been tidied up.

Volunteer Winter Gritting Programme

Cllr Marston to take the Gritter round to the clerk's house, this can then be taken off the agenda.

Parish Office

Handy man has fitted shelves, the plumber has fitted the outside tap for free so the Parish Council has paid for parts only and the Chair said that the side of the office where the new tap has been fitted is being cleared ready to put the watering bins etc. The Chair is currently clearing the soil away that is causing damp in the bathroom, he will supply a membrane for free and the clerk will supply the shingle also free of charge to go on top.

War Memorial area

The clerk is having a problem obtaining quotes from the Stone masons due to the current demand for this type of work, the Chair suggested that we arrange a work party before the November service to clear the layby and surrounding area.

Village Green

The Chair has applied the feed and weed, and the bulbs have been removed.

Standing Orders

The Chair suggested we discuss the NALC template for Standing Orders at the next meeting when there is a full Council.

Meeting Room for Parish Council Meetings

From July onwards the Parish Council Meetings will be held in the Cricket Club, no alcohol will be served during the meeting.

9. CORRESPONDENCE

Correspondence is currently being circulated to the Cllrs

10. FINANCE

10.1 Audit 2013/14 – Approval of year end accounts

The Cllrs have all received a copy of the year-end figures prior to the meeting to give them adequate time to digest and bring any questions/queries to the meeting. Cllr Goad proposed that the accounts be approved, seconded by Cllr Fox and all agreed, the Chair signed section 1 – Accounting statements and section 2 – Annual governance statement of the annual return.

It was agreed that the Council will appoint Serena Barnes to carry out the internal audit, this was proposed by Cllr Marsdon and seconded by Cllr Shepherd, all agreed.

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10.2 Insurance Renewal

The Clerk has received the quote for £707.81 for this year's insurance, Cllr Weight proposed we accept this, seconded by Cllr Goad, all agreed.

10.3 Chilzone

The Clerk has contacted Chilzone and has been told there is to be a meeting shortly to discuss the closure and how much money will come back to the Council.

10.4 Mundford Scouts

Mundford Scouts have applied for a grant of £400.00 to pay towards the renovation of their toilet areas, the application had been circulated to the Cllrs prior to the meeting, Cllr Goad proposed we award the full amount of £400.00 this was seconded by Cllr Fox, all agreed.

10.5 Accept and Sign the Cheques

The Chairman did not read the cheque payments out for April as all Cllrs had been issued a copy and Cllr Shepherd 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, 7th may and cheques were signed by Cllr Fox and Cllr Shepherd. The payments sheet was signed by the Chairman.

Cheque	Description	Total
101701	K&M Lighting (Maintenance)	£ 117.59
101702	Void	£ 0.00
101703	Void	£ 0.00
101704	Viking (Office Stationary)	£ 100.70
101705	NPTP (Clerk Training)	£ 25.00
101706	Mrs A Shepherd (CCS)	£ 250.00
101707	Mr A Veal (Litter Warden)	£ 77.50
101708	Mr S A Sayer (Tree stump removal)	£ 85.00
101709	Anglian Tree Solutions (Tree felling)	£ 996.00
101710	BT (Parish office phone and Wifi)	£ 58.81
101711	West Norfolk Community Transport	£ 105.00
101712	Mr S Eyres (Lawn feed and Scaffold top)	£ 40.99
101713	Iceni Pest Control	£ 48.00
101714	Bradley Slater (Mundford Pride)	£ 50.00
101715	Margaret Whiting (Mundford Pride)	£ 50.00
101716	P.Angus – Clerk (wages, mileage, postage, stationary and equipment for Parish Office)	£ 609.54
101717	Mundford Primary School Hall Hire (for April/May and June 2014)	£68.16

10.6 Website

A report was read out from Rosemary Godfrey as follows:-

145 visitors in April

The Village Hall, Bowls Club, Cricket Club, St Leonards Church and the PTA have been reminded to let us have their forthcoming events to post on to the site.

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11. PLANNING APPLICATIONS

3PL/2014/0299/F 53 The Lammas IP26 5DS

To extend working hours to include weekends. Application dated 9th April
No Objections

3PL/2014/0378/F 3 Malsters Close IP26 5HJ

Addition of dormer window. Application dated 8th April

3PL/2014/0368/F 10 Swaffham Road IP26 5HR

Replace existing flat roof and front porch. Application dated 8th April

3PL/2014/0350/F 62 St Leonards Street IP26 5DW (The Post Office)

Proposed residential development 2 three bedroomed houses dated 22nd April

3PL/2014/0335/F Proposed building plot at Green Lane, Mundford

Outline permission for erection of one dwelling. Application dated 27th March

12. STREET LIGHTING

The Chair said we do not think they have fitted any new lights in April, he has asked the clerk to chase up the lighting contractors regarding the fitting of light number 3 outside the Post Office, also, the light outside 29 Wissey View is not working, clerk to report this.

13. REPORTS

District Cllr Ann Steward

County Cllr Ian Monson

Both absent

14. STANTA

93 applicants so far, we need another 17 to fill the coaches, the Chair suggest we start to offer out the remaining seats to people outside the village who applied last year and were told they could not go. The Chair suggested that we print off the list of these people and give them a call, he stated he will be willing to call them.

15. MEMBERS' MATTERS

Cllr Goad suggested that with regard to planning applications, the Council revert back to the system whereby a Cllr meets with the people concerned, this will be put on the agenda to be discussed at the next meeting.

The Chair pointed out that in Brecklands there is a beech hedge that is overhanging the footpath, the house is currently empty. However there is someone checking on the property, the clerk is to send a letter requesting they cut this back.

With nothing more to discuss the meeting closed at 9.07 pm.

Chairman: _____ Date: _____