

**Minutes of the Mundford Parish Council Meeting
Held at Mundford Cricket Club, Mundford
on Thursday 3rd July 2014**

PRESENT:

Councillors S. Eyres Chairman, J. Goad Vice-Chairman, T. Fox, A. Shepherd, J. Burton, J. Marston, C. Weight, D. Goodrham, L. Pratt and P. Angus Clerk to the Council and 3 members of the public

1. THE CHAIRMAN'S OPENING REMARKS

The Chair welcomed everyone

2. APOLOGIES OF ABSENCE

District Cllr A. Steward and County Cllr I. Monson.

3. ACCEPT AND SIGN THE MINUTES

The minutes of the Parish Council Meeting held on Thursday 5th June 2014 were accepted and signed as a true record.

Proposed by Cllr Goad, seconded by Cllr Weight, 8 were in favour.

4. DECLARATIONS OF INTEREST

None

5. PUBLIC PARTICIPATION

None

6. MATTERS ARISING

Outstanding Highway

15 The Lammas, the clerk believes this has now been repaired and will check this with Highways. Footpath outside number 29 Fir Close, this is still outstanding.

2 Fir Close, bushes outside need trimming back, still outstanding.

Village Green, Highways have filled in the largest pot hole and have agreed to kerb alongside the green to prevent any further re-occurrence.

Van in front of The Lammas sign, the clerk has been informed by Breckland Council that they cannot move the road sign and following a discussion it was agreed to take this off the agenda.

Lynford speed limit, the clerk read out an e-mail from Cllr Ian Monson explaining that the road does not meet the criteria to reduce the speed limit and it was agreed to take this off the agenda.

Bus Service

June 14th 7 passengers and June 28th 6 passengers. The Chair stated this was a good figure for this month.

Training and Courses

The clerk explained that she attended a Café Cluster and met with other Parish Council Clerks, she found it very helpful that they were able to share ideas and hints on various matters.

Allotments

A discussion took place regarding a plaque for Mary Ann Turner. Cllr Goodrham said he has spoken to a resident who has agreed to make the sign for free. Cllr Fox proposed that a damson tree be planted in memory of Mary Ann Turner along with a plaque to be erected on a plinth, this was seconded by Cllr Goodrham. Cllr Goad volunteered to write the inscription to go on the plaque and this will be circulated to the Cllrs for their approval. Following a discussion it was agreed that the sign from Breckland Council regarding their donation would be put on the gate of the allotments. The Chair stated that the tree and the fence will be put on the autumn agenda for discussion.

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Handyman, Litter Warden and Gardener

The Chair explained that the handyman is currently very busy with other commitments and that Bruce the gardener has agreed to carry out some of the handyman jobs. Cllr Fox said he has seen the litter warden picking up the litter around the village.

Community Speed Watch Scheme

The clerk explained that PC Dean Moore is to come back to her with the list of the original volunteers, once she has received this she will pass it to Cllr Pratt to contact the volunteers to enquire if any of them would be interested in taking on the role of the co-ordinator.

Trailer on Lynford Road

The various e-mails from Breckland Planning and the Environmental departments have been circulated to the Cllrs and this matter is still ongoing.

War Memorial area

The Clerk explained that the application for a grant towards the cost of the renovation has now been sent to the War Memorial Trust, however, it could take up to eight weeks to hear if we are successful or not. The stonemason company have been contacted and a slot has been booked for the work to go ahead some time mid to end of August 2014 regardless of whether we have the grant or not as agreed in the June 2014 Parish Council Meeting.

Standing Orders

The Chair explained that Jane Scarrett of NALC had been contacted and she advised that we adopt the NALC code of conduct to use in conjunction with our standing orders. The clerk read out the following extracts that are relevant for the particular reason why the Parish Council is adopting the NALC code of conduct.

Declarations of interests at a meeting

Item 12. Where a matter arises at a meeting which relates to an interest in Appendix B, the member shall not vote on the matter. He/she may speak on the matter only if members of the public are also allowed to speak at the meeting.

Item 14. Where a matter arises at a meeting which relates to a financial interest of a friend, relative or close associate (other than an interest of a person in Appendix A), the member shall disclose the nature of the interest and not vote on the matter. He/she may speak on the matter only if members of the public are also allowed to speak at the meeting. If it is a 'sensitive interest' the member shall declare the interest but not the nature of the interest.

Extract from Appendix B

- (i) any body—
 - (a) exercising functions of a public nature;
 - (b) directed to charitable purposes; or
 - (c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which the member of the Council is a member or in a position of general control or management;

Cllr Fox proposed that we adopt the NALC code of conduct, this was seconded by Cllr Goad, 7 agreed.

Planning

The new form for residents to express whether they object or not to any planning applications for work on their neighbour's house had been circulated to the Cllrs for approval. Cllr Goad proposed we adopt this form this was seconded by Cllr Goodrham, 8 agreed.

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Notice Board

Bruce the gardener is going to repair the notice board which will involve replacing the plastic front and frame and the cork board.

7. CORRESPONDENCE

The Clerk read out the following e-mail from County Cllr Ian Monson.

In regard to the dangers of the hidden dip near Lynford Cross on the A134 it appears that the County Council is currently satisfied that all the signage is correct and all has been done that can be done at present, but the Highways Engineers will be reviewing the situation periodically.

The ruts in the Tarmac on the A134 near the E Wretham turning will be eliminated by resurfacing in the forward plan over the next two years. The clerk informed the Cllrs that a letter had been sent to Browns regarding the car wash signs leading into the village, the letter is asking that the signs be removed immediately, however, the sign on the round-a-bout is on private land and they have no power over that. Following a discussion about the large size of the sign and that it is an eyesore it was agreed that the clerk contact the planning department to see if planning is required for this sign.

8. FINANCE

8.1 Chilzone

No further update

8.2 Audit by Cllr

An internal audit of the accounts is now due to be carried out by one of the Cllrs, Cllr Shepherd agreed to do this, a time and date is to be agreed between the clerk and Cllr Shepherd.

8.3 Donations

The Chair stated that it is the time of the year to discuss the external donations of £100. The Chair read out the list of charities that the Parish Council had previously made a donation to. The Chair asked if anyone had a problem with any of these charities, Cllr Burton asked that we can check that the Citizen Advice Bureau in Brandon actually receives the money that is sent to them or does it go to a central office, it was agreed this particular donation would be put on hold whilst the clerk checks this out. The chair proposed that we add the RSPCA to the list and following a discussion it was agreed that a donation is not made to this particular charity. It was agreed that the Cllrs vote on each individual charity and the results are as follows. Help for Heroes proposed by Cllr Goad, seconded by Cllr Fox 7 agreed. East Anglian Air Ambulance proposed by Cllr Fox, seconded by Cllr Burton, all agreed. East Anglian Children's Hospice proposed by Cllr Goodrham, seconded by Cllr Weight, all agreed. Norfolk Accident Rescue proposed by Cllr Shepherd, seconded by Cllr Fox, 7 agreed. Macmillan Cancer proposed by Cllr Pratt, seconded by Cllr Shepherd, 5 agreed. British Legion proposed by Cllr Goad, seconded by Cllr Goodrham, 8 agreed. Internal donations will be discussed as and when the various organizations approach the Parish Council. Whilst discussing internal donations Cllr Goodrham pointed out that a hedge had not been trimmed back by the Church, it was agreed that the clerk write a letter to the Church requesting this work to be carried out asap, this was proposed by Cllr Goodrham, seconded by Cllr Fox and all agreed.

Clerks six month trial and pay review

At this point of the meeting the clerk left the room whilst the Cllrs reviewed her six month trial period and pay increase. When she returned the Chair informed her that her position with the Parish Council was now confirmed and that her pay would be increased to pay level 18 which is £9.009 an hour, this would be reviewed in 12 months time. The clerk thanked the Cllrs. The Chair and the Cllrs thanked the clerk for her work and help since joining the Council in January 2014.

8.4 Pay reviews Litter Warden, Handyman and Gardener

Following a discussion it was agreed that the litter warden and handyman's pay would be increased from £7.75 to £8.00 an hour and as the Gardener has only recently joined the Council his pay would remain at £7.75 an hour to be reviewed in six month's time. This was proposed by Cllr Marston and seconded by Cllr Fox, all agreed.

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8.5 Accept and Sign the Cheques

The Chairman did not read the cheque payments out for June as all Cllrs had been issued a copy and Cllr Fox 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, 5th June 2014 and cheques were signed by Cllr Fox and Cllr Shepherd. The payments sheet was signed by the Chairman.

Cheque	Description	Total
101736	Mrs P Angus Clerk wages/mileage/keys cut for office	£ 557.33
101737	Mr B McIsaac Gardener wages/mileage	£ 104.75
101738	Mr A Veal Litter Warden	£ 62.10
101739	Mrs A Shepherd CCS	£ 250.00
101740	Viking Stationary	£ 33.82
101741	K&M Lighting – New lights 44 and 3 and street lighting maintenance	£ 915.59
101742	Anglian Water – Parish Office	£ 51.43
101743	Iceni Pest Control	£ 48.00
101744	Rosemary Godfrey – Web Site Services six months charge	£ 240.00
101745	West Norfolk Community Transport	£ 85.00

8.6 Website

The clerk read out a report from Mrs Godfrey. A page has been added to show the regular events such as the weekly bowls club opening and cricket matches. The most recent Mundford Pride Awards have been added. The new Council Insurance Liability certificated has been uploaded. There were 166 visitors to the site in June.

9. PLANNING APPLICATIONS

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

Proposed residential development 2 three bedroomed houses dated 22nd April
3 objections from the Council – the application has been referred to the planning committee and the meeting will be held on 7th July 2014

3PL/2014/0432/F 9 Saxon Walk IP26 5JT

Proposed extension dated 6th May
Planning approved 13th June – planning approved 13th June 2014

3PL/2014/0567/F 10 Green Lane IP26 5HS

Erection of rear and first floor extensions to dwelling dated 5th June
No objections

3PL/2014/0631/F 27 Wissey View IP26 50Z

Extension to building dated 18th June
No objections

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10. STREET LIGHTING

Light number 3 has now been replaced with a new LED. The chair asked about the Wissey View light and the clerk pointed out that K&M Lighting have reported back that they were never asked to repair the light, however they will check the timing device on this particular light when next in the area.

11. REPORTS

District Cllr Ann Steward

Not at the meeting, the clerk had circulated Cllr Stewards e-mailed report to the Cllrs previous to the meeting.

County Cllr Ian Monson

Not at the meeting, the clerk had read out Cllr Monsons e-mailed report earlier in the meeting. (Item 6. Matters Arising - Outstanding Highways and item 7. Correspondence).

12. STANTA

The Chair reported that the trip was very successful although 3 to 5 people did not show. £340.00 plus was donated to the STANTA Central Bank. Following a discussion it was agreed that the next trip will be in 2 to 3 years time.

13. MEMBERS' MATTERS

Cllr Goad asked that the gardener trim the entrance to the quarry in Lynford Road, the clerk will contact the gardener. Cllr Goodrham reported that the wooden post/fence on the edge of the green in Impson way is broken and laying on the grass, clerk will contact Breckland Council to get this repaired. Cllr Goodrham asked that the Parish Council check what the rules and regulations are regarding multiple occupancy as a house in The Lammas has up to seven people living there and as far as he is aware the occupants are not related, the clerk will enquire with Breckland Council. Cllr Shepherd enquired if the Rangers would be responsible for trimming and cutting back the weeds in Pig Sty Lane, the clerk will ask the question and if not then the gardener will be asked to clear this area. Cllr Goodrham asked that the clerk check with Highways if it will be okay to put a sign up by the football ground advising the details of any future fixtures, although this will be on private ground Cllr Goodrham would rather we check before any money is spent. Cllr Goodrham asked if the clerk would contact Bruce McIsaac regarding the grave stone for Mary Ann Turner to see if he has contacted her estate to check if there would be any objections to a grave stone being erected for her. Cllr Pratt asked if the bent Mundford Sign on the A1065 had been reported, the Chair said it had been reported approximately 3 years ago, Cllr Pratt volunteered to straighten the sign. The Chair informed the Cllrs that due to family commitments he will be taking leave of absence for a month and would not be attending the August meeting. The Chair thanked the Cricket club for allowing the Parish Council to use their facilities for the monthly meetings.

With nothing more to discuss the meeting closed at 9.14

Chairman: _____ Date: _____