

**Minutes of the Mundford Parish Council Meeting
Held at Mundford Cricket Club, Mundford
on Thursday 5th February 2015**

PRESENT:

Councillors S. Eyres Chairman, J. Goad Vice-Chairman, A. Shepherd, J. Burton, C. Weight, L. Pratt, T. Fox, D. Goodrham, J Marston, County Cllr I. Monson and Mrs P. Angus Clerk to the Council.
There were 4 members of the public.

1. THE CHAIRMAN'S OPENING REMARKS

The chair welcomed everyone

2. APOLOGIES OF ABSENCE

None

3. ACCEPT AND SIGN THE MINUTES

Cllr weight pointed out that on item 6.12 West Hall Drive should read West Hall Road and item 6.14 The Parish Council Election should just read Election as it is not the Parish Council Election, the Chair corrected the minutes. The minutes of the Parish Council meeting held on Thursday 4th December 2015 were accepted and signed as a true record. This was proposed by Cllr Goodrham and seconded by Cllr Pratt 8 agreed.

4. TO RECEIVE DECLARATIONS OF INTEREST

Cllr Goad declared an interest on item 6.13 and Cllr Goodrham on item 6.8

5. MEETING SUSPENDED FOR PUBLIC PARTICIPATION

A member of the public enquired when the faulty BT lid in Swaffham road will be repaired, the clerk will chase this up. Cllr Monson said that he had a request from the potential Conservative candidate to attend our meeting as a member of the public tonight to introduce himself and observe what goes on in Mundford, he would be arriving later in the evening and it was agreed that he would speak to the Cllrs when the meeting finished.

6. MATTERS ARISING

6.1 Outstanding Highway

Following a discussion regarding the drop kerb by the village green it was agreed that Cllr Fox would meet with Mr Paul Groom from the Highways department to discuss the problem regarding cars that are mounting the kerb. An e-mail was circulated to the Cllrs prior to the meeting regarding the road widening at the Junction of St Leonards and West Hall Road which stated that this is not a high risk site and would therefore not be put forward for funding, it was agreed that this would come off the agenda.

6.2 Bus Service - Update on the latest passenger figures

In December there were 6 passengers and in January 8 passengers.

6.3 Training and Courses

The Clerk is to attend an Elections course on the 2nd March 2015

6.4 Allotments – To discuss the progress of the new fence and bushes

The Chair explained that the fence is now completed and a gate will need to be fitted at a cost of approximately £65.00 this was proposed by Cllr Fox and seconded by Cllr Shepherd all agreed. Following a discussion regarding planting a hedge Cllr Shepherd proposed that a hedge is not needed this was seconded by Cllr Goad 7 agreed. The Chair pointed out that moles have appeared and it was agreed the Clerk would contact the pest control company to get rid of them. A discussion took place regarding some garden debris that has been left on the council land by a contractor that has carried out some work for a resident alongside the allotments, it was agreed that the clerk would write a letter to the resident asking that they have this cleared away. The Chair said that the area has now been cleared beside the scout hut. Cllr Fox proposed that the clerk send a letter to the Scouts asking that they keep the area clear this was seconded by Cllr Shepherd all agreed.

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6.5 Handyman, Litter Warden and Gardener

The litter warden finished on the 11th January 2015. Following a discussion it was agreed that the clerk contact the existing handyman and inform him that we need to employ a person that can give the Council the time that is needed for this position, this was proposed by Cllr Fox and seconded by Cllr Goodrham all agreed. Cllr Goodrham proposed we ask the Gardener to take on this position alongside his other duties this was seconded by Cllr Burton all agreed, the clerk will contact the gardener.

6.6 Trailer on Lynford Road

Cllr Goad said that this is a little tidier, the pigs are still on the site, it was agreed that the clerk would contact Breckland council if the site is not cleared by the 12th February 2015.

6.7 Notice Board – Progress report from the Clerk

This is now completed and it was agreed to take this off the agenda.

6.8 Multiple Occupancy

Following a discussion it was agreed that the clerk contact District Cllr Ann Steward who originally attended a meeting at this residence to find out if the notes that were taken by her have been passed on to Breckland Council.

6.9 2015 meeting dates – The May 2015 date to be agreed.

Following a discussion it was agreed that the date for the May 2015 Annual Parish Council meeting will be the 14th May 2015.

6.10 Parish Council Leaflet

Prior to the meeting the clerk circulated a template of a new leaflet that can be distributed to invite residents to the Annual Parish Meeting to be held on 2nd April 2015. It was agreed that the clerk will prepare a further draft to be circulated to the Cllrs that would include some colour photos of the village.

6.11 Mundford Football Ground – Adverts

The Clerk has received complaints regarding the advertising boards at the football club site and a letter from planning has been circulated to the Cllrs. Cllr Marston confirmed that they are now in the process of applying for planning permission for the signs.

6.12 New Dog Bin in Crown Road

The clerk has started proceedings with Breckland County Council to have a new dog waste bin installed in Crown Road. Cllr Goodrham pointed out that dog waste had been put in the grit bin at the end of Malsters Close and it was agreed the clerk would put a notice in the Connect asking that dog owners refrain from doing this.

6.13 PCSO 50/50 Match funded scheme for Local Councils

Correspondence was circulated to the Cllrs prior to the meeting. A discussion took place regarding paying £1700 a year for a PCSO if we share the PCSO with 4 other parishes. Cllr Fox proposed that we invite a representative from the Norfolk Constabulary to attend the next meeting and the parishes that are interested in this to come to Mundford at another date to discuss this proposal this was seconded by Cllr Burton all agreed.

6.14 Mud in Pig Sty Lane

Following a discussion it was agreed that before any work is carried out on the muddy areas in Pig Sty Lane the Clerk would in the first instance try and establish who owns the lane and then a decision would be made as to what can be done to alleviate the problem. It was also agreed that the clerk would put a notice in the Connect to let resident's know that the Parish Council are looking at ways to fix the problem.

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6.15 Election date 7th May 2015

The Chair asked that if any Cllrs are considering not standing for re-election in May could they let the clerk know asap. Following this Cllrs Goad and Weight both announced that they would be resigning. The Clerk will advertise the positions in the Connect, local shops and notice boards with details of how and who to apply to. The Chair announced that he would not be standing for the Chair in May.

6.16 Mundford Scout Group – Fence and Notices

The scout group would like to put a fence at the front of their hut to deter dog fouling and they also want to put up a notice on the hut regarding the fouling, also a notice at the end of the lane to let parents know where the scout hut is. Following a discussion it was agreed that the Scout group contact Brecklands direct regarding the notice for the Scout hut and it was also agreed that the dog fouling notice on the hut would be acceptable. It was also agreed that a fence can be put up with vehicular access. Cllr Goad proposed that the Parish Council pay or assist to pay for the fence, Cllr Burton proposed that the Council agree with the request for the fence on condition that before any work is carried out the Scout Group provides a specification for the Council to approve with details of where the fence will be erected and that they fund it themselves. The Chair asked for a show of hands for each proposal there was a show of 4 for Cllr Goads proposal and 5 for Cllr Burtons proposal. The clerk will inform the Scout Group of the outcome.

6.17 Village Hall

The Chair stated that the Parish Council should see the minutes for the meetings for the Village hall. This was proposed by Cllr Fox and seconded by Cllr Goodrham 6 agreed.

7. CORRESPONDENCE

There was no outstanding correspondence.

8. FINANCE

8.1 Chilzone

The Chair said that Chilzone were first contacted on the 1st May and then on the 8th September, 24th September 2014 and again 29th January this year. The Chair read out the following e-mail from their remaining committee - *Please be assured that the money is still sat in the account - we just need to get all our remaining committee together to close the account which I will try and sort in the next month or so. Apologies for the delay! I will see if maybe we can issue a cheque for the balance and then look into the closing account procedures. If it is being discussed at the meeting, please can the Councillors confirm that the funds will be ring fenced for future youth activities or clubs in Mundford?* It was agreed that the clerk confirm to the committee that the money will be ring fenced for any future youth activities in Mundford.

8.2 Standing order payment for Parish Clerks hours

The Chair stated that more and more Parish Councils are paying their clerks hours monthly by standing order and asked if Mundford Cllrs would be in agreement with this? This was proposed by Cllr Goad and seconded by Cllr Burton all agreed.

8.3 Audit

Cllr Weight has agreed to carry out an internal audit on the Parish Council accounts.

8.4 Phone allowance for Community Car Scheme

The Chair said that Cllr Ann Shepherd has charged 5p a call for the last 10 years and BT charge 9.5p a call- Cllr Shepherd suggests this should be increased to 9p a call backdated to 1st January 2015. This was proposed by Cllr Goad and seconded by Cllr Burton 8 agreed.

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8.5 Village Hall application to the Parish Council for a grant

The Village Hall has applied for a grant of £1,755.00. a discussion took place and Cllr Shepherd proposed that the full amount of £1,755.00 be awarded this was seconded by Cllr Pratt. Cllr Goad proposed that £1,000 is awarded this was seconded by Cllr Fox. The Chair then asked for a show of hands with the following result Cllr Shepherds proposal - 3 and Cllr Goads proposal - 5. Following a discussion regarding whether Cllr Burton could have voted or joined in with the debate the chair asked Cllr Monson for his opinion and he suggested that the Council go ahead with this vote but put this on the agenda for next month for further discussion, it was agreed the clerk would check Mundford Parish Councils standing orders and past minutes to clarify the situation before the next meeting.

8.6 Accept and Sign the Cheques

The Chairman did not read the cheque payments out for December and January as all Cllrs had been issued a copy. Cllr Fox proposed that December payments should be accepted and signed. This was seconded by Cllr Goad all agreed, Cllr Goad proposed that January payments should be accepted and signed. This was seconded by Cllr Goodrham and all agreed. The following payments were authorised at the meeting, 5th February, and cheques were signed by Cllr Fox and Cllr Shepherd for January payments and Cllr Eyres and Cllr Shepherd for December payments. The payments sheet was signed by the Chairman.

December Payments

Cheque	Description	Total
101817	Iceni Pest Control	£ 48.00
101818	K&M Lighting new light 67	£ 399.00
101819	Rosemary Godfrey Web Maintenance	£ 240.00
101820	Mrs P Angus Clerk Salary 5 week month and mileage	£ 724.20
101821	Mr A Veal Litter Warden Salary	£ 64.00
101822	Mr B McIsaac Gardener Salary, mileage and notice board expenses	£ 99.70
101823	West Norfolk Bus Service	£ 39.00
101824	HMRC (Post Office)	£ 75.27

January Payments

Cheque	Description	Total
101825	Mr B McIsaac Gardener Salary	£ 48.00
101826	Mrs P Angus Parish Clerk salary and mileage	£ 584.83
101827	Viking Stationary	£ 117.08
101828	K&M Lighting maintenance payment	£ 117.59
101829	Anglian Computer Solutions – New Computer for Parish Council	£ 482.98
101830	Mrs A Shepherd CCS	£ 250.00
101831	Void Cheque	£ 0.00
101832	West Norfolk Community Transport	£ 102.00
101833	Iceni Pest Control	£ 48.00

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8.7 Website

For December 2014 there were 230 visitors to the site, Mrs Godfrey uploaded the latest Agenda and Minutes, added 17 photos from the Christmas tree lights to the Parish Archive and updated the posts to thank the Sponsors for the Christmas tree. In January 2015 there were 211 visitors to the site

9. PLANNING APPLICATIONS

3PL/2014/0932/F Land adjacent to A1065 IP26 5EU

Replacement antennas and dish at existing mobile base station dated 27th August 2014
No objections

3PL/2014/0970/F Browns Kitchens Swaffham road IP26 5EH

Business signs, 1 fascia sign, 1 projecting sign and 3 hoardings (retrospective) dated 29th October
Split decision has been made as follows – Planning approval granted for the Mundford Gift Shop signs that are located outside the shop and on the fascia. Planning is not approved for all the car wash signs on the Browns site and the Mundford gift shop sign that is mounted on the fence alongside the car wash signs.

3PL/2014/1185/F The Old Exchange Crown Road IP26 5HQ

Erection of single storey extension dated 18th November 2014
Planning approved take off agenda

3PL/2014/1286/F 38 The Lammas IP26 5DT

First floor extension to dwelling dated 4th December 2014
Planning approved take off agenda

3PL/2014/0971/F Mundford Browns Kitchens IP26 5EH

Car wash facilities (retrospective) dated 31st December 2014
No objections from 8 Cllrs – one Cllr is undecided pending drainage of water into the sewage system and storage of chemicals on the site.

3PL/2014/1352/F 10 Brecklands Mundford IP16 5EF

Proposed garage in place of car port dated 23rd December 2014
No Objections

3PL/2014/1359/F 11 Crown Road IP26 5HQ

Two storey and single storey extensions to dwelling dated 19th December 2014
Two objections

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10. STREET LIGHTING

The new street lamp has been ordered for Pig Stye Lane and should be installed around the end of April 2015. The clerk will chase up the lighting contractors regarding any outstanding new lights.

11. REPORTS

11.1 District Cllr Ann Steward

Not at the meeting.

11.2 County Cllr Ian Monson

Cllr Monson reported that hopefully there will be no increase on the council tax this year. In the current difficult times there is less and less funding available and further cuts are expected in departments such as Highways. Mundford are currently having faster broadband installed.

12. MEMBERS' MATTERS

Cllr Goodrham pointed out that there is an old car parked up with 2 flat tyres in the cul-de-sac in Fir Close, the clerk will report this to Flag Ship Housing. The Chair pointed out that a car is being parked on the grass verge in St Leonard Street, the clerk will send a letter to the person asking them to stop parking on the verge.

With nothing more to discuss the meeting closed at 9.22pm

Chairman: _____ Date: _____