

**Minutes of the Mundford Parish Council Meeting  
Held at Mundford Cricket Club, Mundford  
on Thursday 5<sup>th</sup> March 2015**

**PRESENT:**

Councillors S. Eyres 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 was 1 member of the public.

**1. THE CHAIRMAN'S OPENING REMARKS**

The chair welcomed everyone.

**2. APOLOGIES OF ABSENCE**

None received.

**3. ACCEPT AND SIGN THE MINUTES**

The minutes of the Parish Council meeting held on Thursday 5<sup>th</sup> February 2015 were accepted and signed as a true record. This was proposed by Cllr Weight and seconded by Cllr Marston all agreed.

**4. TO RECEIVE DECLARATIONS OF INTEREST**

Cllr Marston for item 6.9 and Cllr Goodrham for item 6.7, the Chair reminded everyone that if in doubt always declare an interest.

**5. MEETING SUSPENDED FOR PUBLIC PARTICIPATION**

There was no public participation.

**6. MATTERS ARISING**

**6.1 Outstanding Highway**

Kerb alongside the village green – a meeting has been arranged for 2pm March 6<sup>th</sup> between Cllr Fox and Mr Paul Groom from the Highways department to discuss the problem of motorist mounting the kerb.

**6.2 Bus Service - Update on the latest passenger figures**

7<sup>th</sup> Feb there were 6 passengers = £39 and the 21<sup>st</sup> Feb there were 8 passengers = £27. Total to pay £66.00. It was agreed that this would be reviewed at the next Parish Council meeting in April 2015.

**6.3 Training and Courses**

The Clerk attended an election course on Monday 2<sup>nd</sup> March, she read out an outline of course which included - The legal background, timings and the election time table, insufficient candidates, by – elections and casual vacancies, understanding the co-option process, formalities to be completed, agenda setting and timings for the Annual Parish or Town Council meeting and suggestions on how to induct new councillors.

**6.4 Allotments**

The Chair said that the new gate had now been fitted and there is a new allotment tenant for plot 8.

**6.5 Handyman, Litter Warden and Gardener**

Mr Bruce McIsaac has agreed to take on the job of Handyman as well as the Gardener, the clerk has asked him to clean the bus shelters and also to treat the benches that need attention. A date needs to be arranged for a litter pick. The clerk has sent out an e-mail to litter pickers asking our volunteers what days in the week are most convenient for them to attend, it was agreed that the clerk would advertise in the Connect for more volunteers.

**6.6 Trailer on Lynford Road**

The Enforcement Officer has been contacted by the clerk regarding the site not being cleared by the 12<sup>th</sup> February and the environmental department have been contacted regarding the pigs that are being kept on the site, the Enforcement Officer has confirmed that he is keeping an eye on the situation.

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## **6.7 Multiple Occupancy**

Cllr Goodrham stated that there is now 6 people living there and the person living next door has just sold their house because of this problem, it was agreed to take this matter off the agenda.

## **6.8 Parish Council Leaflet**

The template has been sent to the printers for a price. A discussion took place regarding the distribution of the leaflets the clerk said she has 3 volunteers to help with this and the Chair, Cllr Shepherd and Cllr Pratt also agreed to help.

## **6.9 Mundford Football Ground – Adverts**

Cllr Marsdon said that the club had now made an application for permission to display the signs, it was agreed to take this matter off the agenda.

## **6.10 New Dog Bin in Crown Road**

The Parish Council now has permission to put a new dog waste bin on the green at the beginning of Crown Road, the chair suggested that the bin is placed behind the grit bin.

## **6.11 PCSO 50/50 Match funded scheme for Local Councils**

The Clerk tried to arrange with the Business Liason Officer to attend the meeting but he was not able to come along. The Liason Officer did give a brief overview to the clerk explaining that this will be in addition to the PCSO that we already have, he also pointed out that there will be cuts in the future which will stretch the resources of our existing PCSO. A discussion took place and Cllr Monson pointed out that most villages have decided not to join this scheme. Cllr Fox proposed that Mundford Parish Council does not join this scheme, this was seconded by Cllr Burton and all agreed. It was agreed to take this off the agenda.

## **6.12 Mud in Pig Sty Lane**

This land is not registered to anyone, a discussion took place and it was agreed that the clerk would apply to have Pig Sty Lane registered to the Parish Council this was proposed by Cllr Goodrham and seconded by Cllr Burton all agreed. It was also agreed that the clerk would enquire who owns the War Memorial and the Village Green and if these areas are not registered to anyone then the Council would also apply to have these registered to Mundford Parish Council. It was agreed that the Parish Council do not carry out any work on the muddy area until the lane is officially registered to the Council.

## **6.13 Mundford Scout Group – Fence and Notices**

The Scout group have been informed by the clerk that they are able to put a fence in place once the Cllrs have approved the specification and that they can also display the dog fouling notices on their hut, they have also been asked to contact Highways direct with regard to the direction to the scout hut notice that they wish to put up at the end of the lane. The chair suggested that the area is cleared completely of all the trees and bushes alongside the scout hut and that the clerk obtain prices to do this work this was proposed by Cllr Fox and seconded by Cllr Goodrham all agreed.

## **6.14 Resignation from Cllr J Goad**

The chair said that he would officially like to thank Mr Goad for his 7 years of service on the Parish Council. Cllr Fox proposed that Mr Goad is awarded The Mundford pride for his services to the community this was seconded Cllr Pratt and all agreed. This will be presented in the May meeting.

## **7. CORRESPONDENCE**

The clerk read out a letter from a resident regarding the possibility of installing some railings alongside the pavement on Cranwich road, it was agreed that this letter is passed on to Highways and the clerk will write a letter to the resident informing them what has been done. The clerk read out an email regarding the installation of a skate park in the village. A discussion took place and it was suggested this is passed to the Village Hall to consider this.

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**8. FINANCE**

**8.1 Chilzone**

The clerk has sent confirmation to Chilzone informing them that any monies returned will be ring fenced for any future youth clubs in Mundford. A member of the Chilzone committee was present at the meeting and she informed the Cllrs that a meeting date has now been confirmed for the 26<sup>th</sup> March, following this it was agreed that this money needs to be returned to the Parish Council by the 31<sup>st</sup> March 2015.

**8.2 Village Hall**

A discussion took place regarding the clarification of standing orders when discussing and voting on grant applications from various organizations in Mundford when the Cllr is on the committee of that organization, in this case The Village Hall. The Chair advised that at last month's meeting a declaration of interest in this part of the meeting should have been made by some of the Cllrs, and also that a Cllr that was on the Village Hall committee voted last month when they should not have, the outcome of last month's vote should have been 5 to 2 and not 5 to 3. The Chair read out the following extract from the Parish Councils standing orders.

*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) anybody—
  - (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;

It was agreed that the clerk would clarify with NALC if this means that the Cllr is able to speak during the debate or speaks as a member of the public when the meeting is opened for Public Participation (item 5 on the agenda).

**8.3 Grass cutting contract**

A copy of the Grass cutting quote from TSSR for 2015, 2016 and 2017 was circulated to the Cllrs prior to the meeting. The Chair informed the Cllrs that he had asked for an additional area to be included in the quote which is on the left hand side of the road as you come out of West Tofts road. The Chair proposed that the Council accept the quote, this was seconded by Cllr Goodrham and 7 agreed. Cllr Fox proposed that we accept the additional area subject to the clerk checking that this is not the responsibility of the Forestry Commission and this was seconded by Cllr Goodrham all agreed.

**8.4 Accept and Sign the Cheques for February 2015 payments**

The Chairman did not read the cheque payments out for February 2015 as all Cllrs had been issued a copy. Cllr Fox proposed that the February payments should be accepted this was seconded by Cllr Burton and all agreed. Cllr weight proposed that in future all direct debit payments and income be included on the minutes along with the cheque payments this was seconded by Cllr Pratt all agreed

The following payments were authorised on Thursday 5<sup>th</sup> March 2015. The cheques were signed by Councillor A Shepherd & Councillor T Fox

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<b>Balance for February 2015</b>	<b>£ 9315.35</b>
Less EON Payment for February 2015	£ 186.11
Less BT Payment for February 2015	£ 58.32
<b>Total</b>	<b>£ 9070.72</b>
<b>Plus the following</b>	
Allotment payment	£ 10.00
<b>Total</b>	<b>£ 9080.72</b>

Cheque	Description	Total
101834	K&M Lighting Feb & March Maintenance	£ 235.18
101835	West Norfolk Community Transport	£ 66.00
101836	TTSR Grounds Maintenance	£ 1347.22
101837	E-ON Parish Office Electric bill	£ 133.15
101838	S Eyres – Gate for allotments	£ 82.08
101839	Mrs A Shepherd CCS	£ 300.00
101840	Void Cheque	
101841	Mrs P Angus Salary/Mileage to Thetford/Post and Land registry search fee	£ 557.36
101842	Mr B McIsaac Handyman/Gardener Salary and Mileage	£ 32.45
101843	Iceni Pest Control	£ 48.00
101844	K&M Lighting new lights 14,50&65	£ 1197.00
101845	NPTP Clerks election training	£ 30.00

Total of cheques paid = **£4028.44**

**Balance in Community Account March 2015 = £5052.28**

**Balance in Savings Account = £21182.93 + 2.64 interest = £21185.57**

#### **8.4 Website**

the clerk read out a report from Mrs Godfrey that she has uploaded all the Connect notices and that there were 191 users in February 2015. The Chair proposed that he would like a new page added to the website for Cllrs that have served on the Parish Council and have now left, this will provide a history of the Council, the clerk would need to gain the permission of the person that is leaving to have their photo remaining on the web site, this was seconded by Cllr Shepherd and all agreed.

#### **9. PLANNING APPLICATIONS**

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

Replacement antennas and dish at existing mobile base station dated 27<sup>th</sup> 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 29<sup>th</sup> 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/2014/0971/F Mundford Browns Kitchens IP26 5EH**

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Car wash facilities (retrospective) dated 31<sup>st</sup> 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.  
Planning approved 19<sup>th</sup> February 2015

**3PL/2014/1351/F 10 Brecklands Mundford IP16 5EF**  
Proposed garage in place of car port dated 23<sup>rd</sup> December 2014  
Planning approved 9<sup>th</sup> February 2015

**3PL/2014/1359/F 11 Crown Road IP26 5HQ**  
Two storey and single storey extensions to dwelling dated 19<sup>th</sup> December 2014  
Planning approved 16<sup>th</sup> February 2015

**3PL/2015/0179/F 4 Lynford Road IP26 5HN**  
Proposed extension and alterations dated 23<sup>rd</sup> February 2015  
No objections

**10. STREET LIGHTING**

New Street light numbers 14 in The Malsters, 50 in The Lammas and 65 in Adeane Meadow have now been fitted and number 66 in Adeane Meadow is next the list. It was agreed that the Chair would pick out the next lights to be replaced.

**11. REPORTS**

**11.1 District Cllr**

Not at the meeting.

**11.2 County Cllr Ian Monson**

The 2015/2016 Budget has been agreed. Cllr Monson said that there is a drain outside the Mace that needs attention as it has sunk, it was agreed that Cllr Fox mention this to Mr Groom when he meets with him on the 6<sup>th</sup> March. Schools have gradually been improving and there has been a reduction of children in the County being taken into care. The chair asked if there was any news on the pot holes on the A11 going towards Thetford Cllr Monson confirmed this has been passed onto the appropriate department. Cllr Fox asked about the tram lines on the A134 to Thetford Cllr Monson said this work was scheduled for 2016. With regard to the hidden dip on the A134 Cllr Monson suggested that signs saying “ No Overtaking” may help the problem rather than “Hidden Dip”.

**12. MEMBERS' MATTERS**

Cllr Goodrham said that the inspection cover on the path opposite Mace in St Leonards is broken. Cllr Marston said there is a pothole at the entrance to the Cricket Club. The Chair said that the niece of the late Nancy Gross a former Mundford Prize winner has contacted him saying that the family would like to donate some daffodils for planting next year and that they would also like to come and help plant them. Cllr Goodrham pointed out that the bus company that collects the children in the mornings by the traffic lights at the end of Fir Close is pulling over in a dangerous place, it was agreed that Cllr Fox would mention this to Mr Groom from the Highways department when he meets with him on the 6<sup>th</sup> March.

With nothing more to discuss the meeting closed at 9.07pm

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