

**Minutes of the Mundford Annual Parish Council Meeting
Held at The Cricket Club, Mundford
on Thursday 4th June 2015**

PRESENT:

Councillors J. Burton Chairman, S. Eyres Vice Chairman, A. Shepherd, K. Weight, D. Goodrham, J. Marston, D. Frost, C. Angus and Mrs P. Angus Clerk to the Council. District Cllr M. Nairn. There were no members of the public at the meeting.

1. ELECTION OF CHAIRMAN

Cllr Shepherd proposed that Cllr J. Burton be elected as Chairman this was seconded by Cllr Frost and all agreed.

2. CO-OPTION OF NEW COUNCILLOR

An application from Mr Clive Angus asking to be considered to be Co-opted on to the Parish Council was circulated to the Cllrs prior to the meeting. Cllr Goodrham proposed that Mr Angus be co-opted this was seconded by Cllr Marston and all agreed.

3. THE CHAIRMAN'S OPENING REMARKS

The new Chairman apologised for not being able to attend the meeting in May. The Chair pointed out that he would much sooner there had been an election as he does believe in elected Councils and that also applies for the position of Chairman.

4. APOLOGIES OF ABSENCE

Cllr T. Fox and Cllr I. Monson

5. ACCEPT AND SIGN THE MINUTES

The minutes of the Parish Council meeting held on Thursday 14th May 2015 were accepted and signed as a true record. This was proposed by Cllr Frost and seconded by Cllr Marston all agreed.

6. TO RECEIVE DECLARATIONS OF INTEREST

None

7. MEETING SUSPENDED FOR PUBLIC PARTICIPATION

None

8. MATTERS ARISING

8.1 Outstanding Highway Matters

High Kerbs for the Village Green – Highways have confirmed that the high kerbs will not improve the situation and will do more harm than good, the large kerbing would not look aesthetically pleasing at this location and vehicles would be more likely to run into these kerbs in trying to squeeze through the available gap, it was agreed to take this off the agenda.

Overhanging bushes at the entrance to The Grove in Crown Road – Highways will trim these back when the birds have finished nesting.

Fallen tree on the A134 – The Clerk is waiting to hear if this is the responsibility of the Highways department or the Forestry Commission.

8.2 Training and Courses

Cllr Weight and Cllr Frost attended the New Cllrs Introduction course. Cllr Burton is booked to go on the New Chairman course on the 14th July. The NALC Annual Joint Summer Conference is going to be held on the 7th July the Chair said if anyone would like to attend then please inform the Clerk.

8.3 Allotments

Letters have gone out to the allotment tenants informing them that there will be an inspection of the plots on 30th June to check that tenants are complying with item 18 on the tenants Terms and Conditions that states "The Tenant shall ensure that the allotment garden will be at least 80% cultivated by the 30th June every year" and it was agreed that The Chair, Cllr Angus and Cllr Marston would carry out the inspection at 7pm on this date. Cllr Eyres asked that they inspect in particular one of the allotments that still has a considerable amount of grass growing on it and was not being used as it should be.

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Plaque for Maryann Turner – The Clerk had some samples of bricks to show the Cllrs and following a discussion it was agreed that samples marked Farmhouse Antique would be the most suitable, this was proposed by Cllr Shepherd seconded by Cllr Angus and 5 agreed. The specification for the plaque would be 2 bricks wide and 2 bricks depth (450 x 450) and 4ft high (1200) at the back sloping down at the front where the plaque with the wording will be mounted, there will be an 18 inch square plinth for the plaque to stand on and a row of two engineering bricks at the bottom, the middle will need to be filled with concrete with steel coming out of the foundations to give it added strength.

8.4 Handyman/Gardener

It was agreed that the benches need treating using the same treatment as before and the Clerk will contact the Handyman to ask that this is done as a priority.

8.5 Pigs on Lynford Road

The Environmental department has told the Clerk to contact the police when the pigs are roaming on the roads. The chair said he would contact DEFRA.

8.6 Land Registry of Pig Sty Lane

A discussion took place and it was agreed that the Parish Council do not need to register the land and that the Council carry out any maintenance work as and when required, this was proposed by the Chair and seconded by Cllr Eyres and all agreed.

8.7 Passenger Pickup area- Bus Service to Lakenheath

The Clerk has chased this up with the contact e-mail on the base that she was given for this school bus service but has had no response, the Chair offered to try and find a phone number and contact at the base for the Clerk to contact.

8.8 CCTV Stickers

Highways have confirmed that CCTV Stickers cannot be displayed on the public highway, however, they can be displayed on private property. A discussion took place and it was agreed that as the lamp posts and telegraph poles where the CCTV stickers would be displayed are Parish Council property that the Clerk will check with Highways the possibility of putting stickers on some of these posts in the village that would not be displayed toward the roads but would still act as a deterrent.

8.9 Stanta Trip 2016

There is no further news on this date.

8.10 Damp in the Parish Office

The problem has been resolved, the damp was caused by humidity and there is a de-humidifier in the office to stop this happening again. – take this off the agenda.

8.11 Standing Orders

Copies of the Breckland Code of Conduct was given to the Cllrs to read in readiness to discuss at the July meeting along with the Grant awarding rules. Cllr Eyres asked why the Code of Conduct is to be discussed, the Chair said that the current Code of Conduct that Mundford use is the NALC version which specifically does not allow members of charities to vote, he also pointed out that a lot of other Parish Councils use the Breckland and not the NALC code of conduct, Cllr Goodrham said he would resign if this was the reason that Cllr Burton had taken on the position as Chairman, and the Chair said that this most definitely was not the reason and that if he had to he will resign from the Village Hall Committee. The Chair then said that this matter was not up for discussion at this meeting and would be on the July agenda to be discussed in more detail.

8.12 Mundford Pride Award

It was agreed that the Mundford Pride Award would be awarded to Jim Goad for his help in the past with bulb planting, litter picks, shrub planting and general volunteer work carried out around the village before and during the time he was a Cllr. Cllr Fox who was not at the meeting tonight originally nominated ex Cllr Jim Goad, Cllr Eyres and Cllr Goodrham also nominated Mr Goad which met with the required amount of nominations required and 5 agreed. The Clerk will contact Mr Goad and the presentation will be made at the July meeting. A discussion took place regarding the rules for the

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Mundford Pride Award and it was agreed that the existing rules need to be discussed at the August meeting.

8.13 Judges for the Scarecrow event on the 4th July

Cllr Eyres, the Chair and Cllr Weight will judge the scarecrow competition, the Chair suggested that the judging starts at 10am on the day so that the certificates can be awarded and displayed throughout the day.

8.14 Litter Pick

The Clerk is willing to organize any future litter picks. Cllr Nairn said that the Breckland Council Environmental department will carry out litter picks on demand for areas such as the West Tofts Road, it was agreed that the Clerk contact Breckland Council for this area this was proposed by the Chair seconded by Cllr Marston and 7 agreed.

9. CORRESPONDENCE

No correspondence.

10. FINANCE

10.1 External Audit 2014/2015 Annual Return

The Cllrs had all received a copy of the year- end figures plus clarification of the confusion regarding the total income received by the Council in 2014/2015, the Chair proposed that the accounts be approved this was seconded by Cllr Eyres and all agreed, the Chair signed section 1 – Accounting and Statements and section 2- Annual Governance Statement of the Annual Return. Cllr Eyres pointed out that if there are any questions or queries that the Cllrs have with the figures that have been circulated for the meetings these queries should be raised with the Clerk prior to the meeting.

10.2 To Accept and Sign the Cheques for May 2015 payments

Cllr Marston proposed we accept and sign the Cheques for May 2015 payments this was seconded by Cllr Shepherd and all agreed.

The following payments were authorised on Thursday 4th June 2015. The cheques were signed by Councillor A Shepherd & Councillor S Eyres.

Balance for May 2015	£ 15575.67
Less BT Payment for May 2015	£ 57.32
Total	£ 15518.35
Plus	
Allotment Rent (Mr B McIsaac)	£ 10.00
Total	£ 15528.35

Cheque	Description	Total
101870	E.ON (Parish Office Energy)	£ 114.33
101871	Void Cheque	
101872	Iceni Pest Control	£ 48.00
101873	Zurich (Parish Insurance)	£ 502.09
101874	NPTP (Chairman Training)	£ 75.00
101875	Viking (Stationary/Printer Ink)	£ 65.48
101876	Mrs A Shepherd (CCS Scheme)	£ 150.00
101877	Void Cheque	
101878	Mr B McIsaac (Handman/Gardener Salary and Mileage)	£ 139.95
101879	Mrs P Angus (Salary and Postage)	£ 586.17

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101880	West Norfolk Community Transport	£ 117.00
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Total of cheques paid = £ 1798.02

Balance in Community Account June 2015 = £ 13730.33

Balance in Savings Account = £22780.97

(Includes Chilzone Ring Fenced money of £1592.96)

10.3 Higher interest account for Parish Councils savings

The Clerk contacted the bank and was told that with the current Bank of England base rate there is nothing they can offer us at the moment.

10.4 Website – report from Mrs Godfrey

The new page for past Cllrs is in progress and the Clerk has put a notice in the Connect asking all ex Cllrs to come forward with details of their time spent with the Council.

10.5 Bus Service – report on passenger numbers from the Clerk

2nd, 16th and 30th May there was 6 passengers on each date - £39.00 per trip totalling £117 for the Month of May.

11. PLANNING APPLICATIONS

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. The Clerk has chased this on several occasions and has had no response from the planning department, Cllr Nairn suggested that the Clerk contact Chris Curtis the enforcement officer direct as there has been several people left this department recently.

3PL/2015/0404/O New dwelling Lynford Road IP26 5HN

Erection of new dwelling and garage between 4 & 6 Lynford road dated 29th April 2015
No objections

3PL/2015/0469/A Mundford Football Club IP26 5DX

Fixture board with advert and advertising boards around the grounds perimeter date 1st May 2015
No objections

3PL/2015/0515/F East Hall Farm IP26 5EJ

Erection of 3 bay cartlodge. Erection of implement store to serve small holding date 14th May 2015
No objections

3PL/2015/0545/F Forest Bungalows IP26 5JR

Single Storey Side Extension date 7th May 2015
No objections

12. STREET LIGHTING

Light in Pig Stye Lane - Cllr Eyres said that the column has been put up the wrong way around and the cover plate is in the wrong place, he along with Cllr Shepherd, Cllr Shepherds partner, ex Cllr Pratt and Cllr Marston had previously spent 4 -5 hours cutting back trees to clear the area, however, because the post has been installed incorrectly the Clerk received a call from the lighting contractor asking that more trees be trimmed back as they are in the way and he and the handyman then spent another hour cutting back these trees. There are also other problems with the installation and it was agreed that Cllr Marston and Cllr Eyres meet at the site on 5th June to carry out a further survey and Cllr Eyres will report back to the Clerk his findings and suggestions on what needs to be done.

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13. REPORTS

13.1 District Cllr Mike Nairn

Cllr Nairn said that there are Match Funding grants available for various projects that any Village organizations or the Parish Council may have in mind for the future.

13.2 County Cllr Ian Monson

Apologies sent.

14. MEMBERS' MATTERS

Cllr Marston said that as the Council is aware the Football Club had received a grant from the Parish Council for the purchase of some lights and that due to some problems they have not been able to install these as soon as they had hoped, however, they hope to have these up and running by the start of the next football season.

Cllr Eyres pointed out that as per the grant giving rules once the receipt for the lights was presented to the Council the football club was given the cheque, however, this was two years ago and he believes that these lights have been stored in someone's garage for that period of time and during that time the guarantee had ran out and also they could have been stolen. It was suggested that the rules of the grant giving scheme be may need to be amended to include a clause that in cases such as this the cheque would be presented upon installation of the lights.

Cllr Marston said that there is a pot hole at the entrance of the Cricket Club that is getting bigger.

Cllr Goodrham said that there is a pot hole in West Hall Road.

Cllr Weight suggested that the Clerk put a notice in the Connect informing residents that they can report pot holes and other matters direct on the Norfolk County Council website.

Cllr Shepherd said that the pot hole in Malsters Close has still not been repaired.

Cllr Shepherd said that further to concern expressed during the May meeting regarding the company that has taken over the running of the Home Festival, she confirmed that her daughter has worked with the person for the last two years and they are a reputable company, also that if people want the Festival to finish at 11pm instead of 12pm then to contact the company, however, Cllr Shepherd pointed out that the Festival could not be heard in Malsters Close last year.

The Clerk confirmed that the loose chippings had now been swept away in Fir Close by the road contractors, however, previous to the road contractors visit Brecklands road sweepers swept the road and had put some of the loose chippings onto an area that a resident puts plants in every year and this would need to be cleared away so that he can plant out again, Cllr Nairn asked the Clerk to e-mail him with details of this incident.

A discussion took place regarding some money that has been collected for a defibrillator and the best place to install this in the village, suggestions included the Parish Office, the Village Hall and the Newsagents, there was also a discussion regarding training volunteers in the village to apply CPR, the Clerk will contact the British Heart foundation for further details. The Clerk will also provide costs of the cabinet along with the size and also electrician details. Cllr Frost suggested that the Clerk contact Breckland Council to see if the cost of a defibrillator would come under their Match Funding scheme.

With nothing more to discuss the meeting closed at 9.20pm

Chairman: _____ Date: _____