

**Minutes of the Mundford Annual Parish Council Meeting
Held at The Cricket Club, Mundford
on Thursday 2nd July 2015**

PRESENT:

Councillors J. Burton Chairman, S. Eyres Vice Chairman, A. Shepherd, K. Weight, D. Goodrham, J. Marston, D. Frost, T. Fox, C Angus and Mrs P. Angus Clerk to the Council. District Cllr M. Nairn.
There were two members of the public

1. THE CHAIRMAN'S OPENING REMARKS

The chair welcomed everyone to the meeting.

2. APOLOGIES OF ABSENCE

None received.

3. ACCEPT AND SIGN THE MINUTES – To accept and sign the minutes of 4th June 2015

The minutes of the Parish Council meeting held on Thursday 4th June 2015 were accepted and signed as a true record. This was proposed by Cllr Goodrham and seconded by Cllr Weight 8 agreed.

4. TO RECEIVE DECLARATIONS OF INTEREST

Cllr Angus declared an interest in item 8.5 Clerks pay review.

5. MUNDFORD PRIDE AWARD

The Mundford Pride Award trophy, certificate and cheque for £50.00 were awarded to Mr J Goad for his services to the residents and the community of Mundford.

6. MEETING SUSPENDED FOR PUBLIC PARTICIPATION

None.

7. MATTERS ARISING

7.1 Outstanding Highway Matters

Fallen trees on the A134 – The Forestry Commission have now started to cut up and move the fallen trees.

7.2 Training and Courses

Cllr Angus would like to attend the New Cllrs Course in July, this was proposed by Cllr Shepherd and seconded by Cllr Eyres, all agreed

7.3 Allotments

Following an inspection of the allotments on the 30th June it was agreed that the grass verges on plot 4 need to be narrower and that the condition of plot 8 does not comply with the allotment terms and conditions item 18 that states the tenant shall ensure the allotment garden will be at least 80% cultivated by the 30th June every year. It was agreed that the clerk will send a letter to the tenants of these allotments. A discussion took place regarding the Plinth for Maryann Turner and it was agreed that the quote from Mr John Dixon for £420.00 be accepted Cllr Fox proposed that the Parish Council go with the specification and drawing detailed at the top of his quote this was seconded by Cllr Shepherd and all agreed, it was agreed that the plinth is placed inside the new gate to the right hand side with the plaque facing out towards Pig Sty Lane. Cllr Eyres proposed that a letter is sent to the Scouts asking that they tidy up the area around the Scouts hut, this was seconded by Cllr Goodrham and all agreed.

7.4 Handyman/Gardener

The Handyman has been asked to apply wood treatment to the benches, he has also cleaned the bus shelters and is very busy with planting and watering the various tubs and flowerbeds.

7.5 Lynford Road Pigs

The Chair has contacted Trading Standards regarding the pigs that are being kept on some land in Lynford Road and they are sending a vet to the site to investigate.

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7.6 Passenger Pickup area- Bus Service to Lakenheath

Lakenheath uses a minibus & parks in St Leonards St. At the start of term we will get the name of relevant bus company that is parking on the A134 towards Kings Lynn and talk to the driver who stops at the bus stop.

7.7 CCTV Stickers

Highways have been contacted regarding the possibility of putting CCTV stickers on some of the lamp posts in the village, the Clerk has chased up for an answer but to date has not heard back from them.

7.8 Stanta Trip 2016

Possible dates for a trip in 2016 will be given to the clerk in September/October 2015.

7.9 Standing Orders – Code of Conduct

A discussion took place regarding changing the Parish Council code of conduct from NALC to the Brecklands guide, following a debate it was agreed that the Parish Council remain with the NALC code of conduct.

7.10 Grant Giving Policy

The correct document had not been circulate to the Cllrs prior to the meeting so Cllr Shepherd proposed that this item be discussed at the August meeting , this was seconded by the Chair and all agreed.

7.11 Defibrillator, Cabinet and CPR Training Kit.

The Clerk has applied to the British Heart Foundation for some free CPR Training Kits, it was agreed that Cllr Goodrham would investigate the best areas in the village to put the defibrillator and cabinet and report back at the August meeting.

8. FINANCE

8.1 To Accept and Sign the Cheques for June 2015 payments

Cllr Fox proposed we accept and sign the cheques for the June 2015 payments this was seconded by Cllr Goodrham and all agreed.

The following payments were authorised on Thursday 2nd July 2015. The cheques were signed by Councillor A Shepherd & Councillor T Fox.

Balance for May 2015	£ 13730.33
Minus the following direct debits	
Anglian Water Rates – Office	£ 58.84
E.ON Street lighting - energy	£ 249.00
BT Office Telephone and Wifi	£ 56.19
Total	£ 13366.30
Plus	
Allotment Rent (Mrs B Evans)	£ 10.00
Community Car Scheme Medical Payment Refund	£ 82.00
Total	£ 13458.30

Cheque	Description	Total
101881	Mr J Goad – Mundford Pride Award	£ 50.00
101882	NALC – Summer Conference Payment	£ 90.00
101883	K&M Lighting –Light 63 and 2 Months maintenance payment	£ 617.76
101884	Mrs P Angus Salary/Post/Expenses	£ 600.94

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101885	Iceni Pest Control	£ 48.00
101886	Mr B McIsaac Salary/Mileage	£ 129.05
101887	Mrs A Shepherd- Com Car Scheme	£ 200.00
101888	NPTC – New Cllr Training Cllr Angus	£ 50.00
101889	The Post Office – HMRC Payment	£ 24.80
101890	Mrs R Godfrey – Website Maintenance	£ 240.00
101891	West Norfolk Community Transport	£ 72.00

Total of cheques paid = £ 2122.55
Balance in Community Account July 2015 = £11335.75

Balance in Savings Account = £22780.97
Plus interest £ 2.99
Balance in Savings Account £22783.96
(Includes Chilzone Ring Fenced money of £1592.96)

8.2 Website – report from Mrs Godfrey

Mrs Godfrey has updated the Cllrs contact page, added a post regarding the Home Festival, she also provided an analysis of the website visitors since 1st January 2014. In 2014 there was an average of 192 hits per month, the statistics so far for 2015 reads as Jan – 168, Feb 162, Mar – 185, April – 239, May 692 and Jun – 814. Mrs Godfrey believes that May is high because of the work she was carrying out on the website, however, she is unsure why June is so high so she will need to investigate this.

8.3 Bus Service – report on passenger numbers from the Clerk

June 13	6 Passengers	Balance £39
June 27	7 Passengers	Balance £33
Total Balance to Pay		£72

8.4 Quarterly inspection of Parish Accounts by a Cllr

It was agreed that Cllr Weight would arrange a date to meet with the Clerk to carry out the quarterly mini audit of the Parish accounts.

8.5 Annual Pay Review – Handyman and Parish Clerk

Handyman salary – it was agreed that the handyman salary would be increased from £8.00 an hour to £9.00. The Clerks pay review was deferred until the August meeting as Cllrs did not have the relevant information to discuss this. Following a discussion regarding the need for a Litter Warden Cllr Goodrham proposed that the Clerk continues to arrange volunteer litter picks every 6 weeks this was seconded by the chair and all agreed, the Clerk will also arrange to advertise for more volunteers in the Connect and on notice boards.

9. 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. Due to the work load in the planning enforcement office this matter has been put on the non-priority list.

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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 cart lodge. 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

10. STREET LIGHTING

New light in Pig Sty Lane – following a discussion it was agreed that the Clerk would inform the suppliers that the installation does not comply with the quote – where they have quoted for 60mtrs the length is 52 metres and for the depth the company quoted 450 metres and this is measuring at 200 – 250 metres, the Clerk would also inform the company that the invoice would be placed on hold until this matter is resolved. Cllr Goodrham reported a light number 71 in Billy Emms Court that is staying on all the time.

11. REPORTS

11.1 District Cllr Mike Nairn

Cllr Nairn said that the Clerk should have received from Brecklands details regarding the summer events that are coming up, if not then he will forward these on to her. There has been some management restructuring at Breckland.

11.2 County Cllr Ian Monson

Not at meeting.

12. MEMBERS' MATTERS

Cllr Frost asked if the Lights had been installed on the football ground and Cllr Goodrham confirmed that they hadn't as they were being modified. Cllr Eyres expressed concern that the announcement on the website regarding the Home Festival read as if it was going to be a 2 day event and that overnight camping was going to be an option, the Clerk will check this with the organizers.

With nothing more to discuss the meeting closed at 8.50pm

Chairman: _____ Date: _____