

**Minutes of the Mundford Annual Parish Council Meeting  
Held at The Coach House, Crown Hotel, Mundford  
on Thursday 6<sup>th</sup> August 2015**

**PRESENT:**

Councillors J. Burton Chairman, S. Eyres Vice Chairman, A. Shepherd, D. Goodrham,, D. Frost, T. Fox, C Angus and Mrs P. Angus Clerk to the Council. There were no members of the public.

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

The chair welcomed everyone to the meeting.

**2. APOLOGIES OF ABSENCE**

Cllr Weight, Cllr Marston, District Cllr Nairn and County Cllr Monson.

**3. ACCEPT AND SIGN THE MINUTES – To accept and sign the minutes of 2<sup>nd</sup> July 2015**

The minutes of the Parish Council meeting held on Thursday 2<sup>nd</sup> July 2015 were accepted and signed as a true record. This was proposed by Cllr Goodrham and seconded by Cllr Angus all agreed.

**4. TO RECEIVE DECLARATIONS OF INTEREST**

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

**5. MEETING SUSPENDED FOR PUBLIC PARTICIPATION**

None

**6. MATTERS ARISING**

**6.1 Outstanding Highway Matters**

There were no outstanding matters to discuss however it was noted that the potholes around the village have been marked up ready to be filled. A discussion took place regarding the drain cover opposite the Mace in St Leornards Street being a trip hazard, Cllr Fox said that he showed this to Highways during his last meeting with them and was told this would not be considered as a trip hazard.

**6.2 Training and Courses**

Cllr Angus attended the New Councillors Training and said he found it very worthwhile and interesting. The Chair attended the New Chairman's Training and said it was a very interesting and full day.

**6.3 Allotments**

Letters have been sent to two tenants about the condition of their allotments. A discussion took place regarding the weeds and the uncut grass in the Scout Hut area, it was agreed that the Clerk will send a letter asking that the areas be kept weed free and the grass cut and to generally keep the area tidy.

**6.4 Handyman/Gardener**

The Handyman/Gardener is extremely busy with watering the tubs and flowerbeds in the village however the treatment of the benches are on his agenda and his son is going to help him with this job.

**6.5 Pig/Site on Lynford Road**

The remaining pig has been removed although there has been a report that it has been seen on cricket ground, it was agreed to take this subject of the agenda.

**6.6 Passenger Pickup area- Bus Service to Lakenheath/Feltwell**

An e-mail from the bus company was circulated to the Cllrs prior to the meeting, the bus company pointed out that pulling into Fir Close on a full size coach with cars parked would not be safe and as the bus stops at the proper marked bus stop they feel there should be no problems. It was agreed to take this off the agenda.

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## **6.7 CCTV Stickers**

Highways have confirmed that it would be ok to put up CCTV stickers with in the village to act as a deterrent against vandalism and burglaries and the police have also said they have no problem with this. The Clerk will order some stickers and areas where these will be posted will be discussed at the next meeting.

## **6.8 Grant Giving Policy**

The grant giving policy was circulated to the Cllrs prior to the meeting. A discussion took place and it was agreed that an adjustment to the wording in part of the document would be made as follows, where it says "*for the provision of recreational facilities*" the word "*maintenance*" will be inserted so that it will now read "*for the provision and maintenance of recreational facilities*", this was proposed by Cllr Goodrham, seconded by the Chair and all agreed. The Chair also said that the paragraph that says "*all awards must be properly accounted for and evidence of expenditure should be supplied as requested. If the Parish Council is not satisfied with the arrangements they have a right to request a refund*" should be reduced to read "*all awards must be properly accounted for and evidence of the expenditure should be supplied as requested*". Donations to Registered Charities outside the Parish was discussed, the Chair proposed that the Council discontinues to make any donations to these charities this was seconded by Cllr Frost and 2 agreed. Cllrs Eyres proposed that the Council continues to donate to these charities this was seconded by Cllr Fox and 5 agreed. This part of the policy remains the same.

## **6.9 Mundford Pride Scheme Policy**

The Mundford Pride Scheme policy was circulated to the Cllrs prior to the meeting and it was agreed that the policy be amended to include residents that have brought Pride to Mundford - for example - earning a medal for services carried out for their country or for personal outstanding achievements. Following a discussion Cllr Eyres proposed that the amount of nominations needed to receive this award be reduced from 3 to 1 this was seconded by Cllr Angus and 6 agreed. It was also agreed that serving Cllrs should not receive this award, however once they have left the Council and have been nominated they would be treated the same as any other resident. The Clerk will make these amendments to the current policy.

## **6.10 CPR Training Kit and cost of cabinet and electrical installation**

Cllr Goodrham said the newsagents have agreed that the defibrillator can be mounted on the wall outside their shop, the Clerk will write a letter to the owner Phyllis Keatley to ask her permission. Cllr Angus said that a person in the village has promised to donate £500 towards the defibrillator however he wishes to remain anonymous, it was agreed that Cllr Angus will inform this resident that this will be going ahead and to thank him for his generosity. Following a discussion it was agreed that if the Parish Council receives permission from Phyllis Keatley the Clerk would obtain quotes for the cabinet, defibrillator and installation costs and apply for a match funding grant from Brecklands.

## **6.11 Strimming of the grass verge opposite London Lane**

Cllr Eyres proposed that the handyman/Gardener continues to carry out the strimming in this area this was seconded by Cllr Goodrham and all agreed.

## **6.12 Parking on Pavements**

The Clerk has received complaints from residents in Fir Close and Brecklands regarding cars parking on pavements and has since put notices through doors asking them not to do this. It was agreed that this notice also needs to be put through the doors of residents in Impson Way, Adeane Meadow and part of the Lammas from the T junction going up towards Adeane Meadow. The Clerk will print out the required amount and give them to Cllr Frost and Cllr Shepherd who have kindly offered to deliver these for her. It was also agreed that a notice is put in the next Connect this was proposed by Cllr Goodrham seconded by Cllr Shepherd and all agreed.

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## 6.13 Remembrance Day

It was agreed that Cllr Frost would enquire at the next Church meeting if a Vicar will be available to conduct a service for Mundford at the War Memorial on Remembrance Day. It was agreed that if a Vicar is not available can we ask the Army if a representative will come and conduct the service as on Remembrance Day in 2014.

## 6.14 Christmas Tree

The Crown Hotel would like to arrange to turn on their Christmas lights the same time and day as the Parish Council light theirs. Following a discussion it was proposed by the Chair that Cllr Frost will ask the Choir if they will come and sing Carols and The Crown will be asked if they would provide mulled wine and mince pies. The tree would be purchased from Diddlington Nurseries and the Clerk would advertise for sponsorship/donations towards the cost of the tree. The road alongside the village green outside the newsagents would be temporarily blocked to stop traffic going through whilst the tree lighting ceremony is going on. The Clerk will check with the insurance company to see what is covered, this was seconded by Cllr Angus and all agreed.

## 7. CORRESPONDENCE

The Clerk had received an e-mail from Samantha Fricker asking if the Parish Council would like her to order the Parish Councils Remembrance Sunday Wreath and it was agreed that she go ahead and order this on behalf of the Council.

## 8. FINANCE

### 8.1 To Accept and Sign the Cheques for July 2015 Payments

Cllr Eyres proposed that we accept and sign the cheques for July payments this was seconded by Cllr Shepherd and all agreed.

The following payments were authorised on Thursday 6<sup>th</sup> August 2015. The cheques were signed by Councillor A Shepherd & Councillor T Fox

<b>Balance for July 2015</b>	<b>£ 11335.75</b>
Minus the following direct debits	
E.ON Street lighting - energy	£ 240.96
BT Office Telephone and Wifi	£ 58.63
<b>Total</b>	<b>£ 11036.16</b>
<b>Plus</b>	
Brecklands Car Scheme payment	£ 256.98
<b>Total</b>	<b>£ 11293.14</b>

Cheque	Description	Total
101892	Void Cheque	£ 0.00
101893	K&M Lighting – maintenance and new light number 22	£ 500.17
101894	Viking Stationary – Stamps and Printer Inks	£ 164.30
101895	West Norfolk Community Transport	£ 96.00
101896	Mrs P Angus Salary/Mileage and Post	£ 620.54
101897	Iceni Pest Control	£ 48.00
101898	Void Cheque	£ 0.00
101899	Mr Bruce McIsaac Salary/Mileage and petrol for strimmer	£ 130.33
101900	Mrs A Shepherd –Community Car Scheme	£ 150.00

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<b>Total of cheques paid =</b>	<b>£ 1709.34</b>
<b>Balance in Community Account July 2015 =</b>	<b>£ 9583.80</b>
<b>Balance in Savings Account =</b>	<b>£22783.96 *</b>

\* (Includes Chilzone Ring Fenced money of £1592.96)

**8.2 Website – report from Mrs Godfrey**

Mrs Godfrey has added post and photos of the scarecrow completion, added post and events for the Age UK Information Bus, added Cllr Frosts photo, updated the procedures page to correct the code of conduct and removed the outdated insurance certificate. A photo of Cllr Angus is still outstanding the Clerk will organize this.

**8.3 Bus Service – report on passenger numbers from the Clerk**

11<sup>th</sup> July there were 5 passengers and the 25<sup>th</sup> there were 4, the total cost to the Council was £96.00. This service will be reviewed in October this year.

**8.4 Report regarding the quarterly inspection of the Parish Accounts**

Cllr Weight carried out the quarterly inspection of the Parish Accounts and all was ok.

**8.5 Annual Pay Review for the Clerk**

Prior to tonight's meeting the Cllrs held a short meeting to discuss the Clerks pay and it was agreed to increase her salary to pay scale 19.

**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 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/2015/0404/O New dwelling Lynford Road IP26 5HN**

Erection of new dwelling and garage between 4 & 6 Lynford road dated 29<sup>th</sup> April 2015  
Planning approved

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

Fixture board with advert and advertising boards around the grounds perimeter date 1<sup>st</sup> 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 14<sup>th</sup> May 2015  
Planning approved

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

Single Storey Side Extension date 7<sup>th</sup> May 2015  
Planning Approved

**3PL/2015/0731/F 1 Swaffham Road IP26 5EH**

Proposed Farm Shop (Retrospective) date 17<sup>th</sup> July 2015  
No objections

**3PL/2015/0841/F Mundford Village Hall IP26 5DW**

Vary conditions on old planning application 3PL/2013/0312/F (Time Limit)  
& 2 (Amend Layout) date 29<sup>th</sup> July 2015  
In circulation

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**10. STREET LIGHTING**

The invoice from Amey is still on hold for the new light in Pig Stye Lane, to date Amey have not replied to the Clerk regarding a site visit from them to discuss the discrepancies.

**11. REPORTS**

**12.1 District Cllr Mike Nairn**

Not at meeting

**12.2 County Cllr Ian Monson**

Not at meeting

**12. MEMBERS' MATTERS**

Cllr Goodrham reported that the hedge outside the cottage called Barton Hay opposite the Village Hall needs trimming back off the path, the roses outside the cottage opposite the Mace needs trimming back and there is an electricity pole in St Leonards Street near St Kildas that is missing its top cover. Cllr Eyres said that the hedge belonging to the cottage next the bowls club needs trimming back, the Chair said he would speak to this resident.

With nothing more to discuss the meeting closed at 9.00pm

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