

**Minutes of the Mundford Parish Council Meeting
Held at The Cricket Club, Mundford
on Thursday 3rd December 2015**

PRESENT:

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

1. THE CHAIRMAN'S OPENING REMARKS

The Chair welcomed everyone to the meeting and thanked all the Cllrs and other volunteers who helped to erect and decorate the Christmas tree on the Village Green.

2. APOLOGIES OF ABSENCE

County Cllr Ian Monson

3. ACCEPT AND SIGN THE MINUTES – To accept and sign the minutes of 22nd October 2015

The minutes of the Parish Council meeting held on Thursday 22nd October 2015 were accepted and signed as a true record. This was proposed by Cllr Eyres and seconded by Cllr Fox and 6 agreed.

4. TO RECEIVE DECLARATIONS OF INTEREST

Cllr Angus declared an interest in item 6.10

5. MEETING SUSPENDED FOR PUBLIC PARTICIPATION

A resident expressed his concerns regarding the parking in St Leonards Street when the Post Office relocates to the Mace, following a discussion it was suggested that the resident could possibly put a "Please keep entrance clear" at the front of his drive. Cllr Goodrham said he had also received the same concerns from 2 other residents in the area.

6. MATTERS ARISING

6.1 Outstanding Highway Matters

Lynford Road traffic and over hanging tree branches on the pedestrian crossing- the Clerk will chase these up with Highways. Flooding outside 35 Fir Close seems to have been resolved. Cars parked on pavements in Imspon Way – this is still happening Cllr Nairn suggested that we keep reporting this to the police with photographs of the offending vehicles.

6.2 Allotments

The Clerk has prepared a letter to go out to the allotment tenants asking if they would like to give up half of their allotment so that this can be offered to the residents that are on the waiting list. Following a discussion it was agreed that the rent of £10.00 a year would still apply for the smaller plots this was proposed by Cllr Eyres, seconded by the Chair and 8 agreed. Cllr Goodrham said that the new larger memorial plaque for Mary Ann Turner with the new wording is currently with the sign makers and should be completed shortly.

6.3 Scout Hut Area

Following a discussion it was agreed that the handyman would contact the Scouts leader and give her the name of the company that can empty their septic tank and the Clerk will contact them to ask that they replace the broken septic tank manhole cover, this was proposed by the Chair, seconded by Cllr Angus and all agreed.

6.4 Handyman/Gardener

The Handyman/Gardener has reported that deer have eaten most of the pansies in the triangular bed by the War Memorial, he will also try and refurbish one or two benches during the winter.

6.5 Training and Courses

Cllr Weight attended the NALC conference and found it very interesting and fairly helpful regarding planning.

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6.6 Defibrillator

The Clerk has been advised by Breckland Council to apply for a free defibrillator and cabinet from the British Heart Foundation, it was agreed that this would be the best option to pursue.

6.7 Mundford Post Office

The Parish Council have put a notice in the December Connect, on the website and on the notice board expressing their full support for the Post Office to be moved to the Mace.

6.8 Pig Stye Lane – Mud

Correspondence from a resident complaining about the mud in Pig Stye Lane had been circulated to the Cllrs prior to the meeting. Following a discussion it was agreed that the Parish Council do nothing with regards to the mud in Pig Stye Lane, the main reason is that a footpath is not a main thoroughfare and there are alternative routes close by that can be used by residents when the lane is particularly muddy. It was also agreed that the Clerk contact Norfolk County Council Rights of Way department to see if this is listed with them as a public right of way and if so it would then be their responsibility to maintain the footpath. Whilst discussing Pig Stye Lane Cllr Eyres pointed out that there is a diseased horse chestnut tree at the entrance to the lane outside number 3 Greenacres Close the Clerk will contact Breckland Council regarding this matter.

6.9 Pig Stye Lane – Light

Following a discussion it was agreed that the Clerk ask for confirmation from Amey that the reduced depth of the cable installation meets with health and safety requirements, once the Clerk has received this confirmation the outstanding invoice can then be paid.

6.10 Clerks Holiday 2016

The Clerk has one weeks holiday remaining for 2015 and would like to carry this over into 2016, it was agreed that this would be acceptable, this was proposed by Cllr Shepherd seconded by Cllr Marston and 8 agreed.

6.11 2016 Meeting Dates – To agree the 2016 Parish Council meeting dates

Proposed meeting dates for 2016 were circulated to the Cllrs prior to the meeting, it was agreed that these dates were acceptable which are the first Thursday of the month except in November due to the Clerks holiday and that there would be no meeting in January 2016 this was proposed by Cllr Eyres seconded by Cllr Angus and all agreed. The Clerk will post these dates on the notice board and on the website.

7. CORRESPONDENCE

The following correspondence was read out by the Clerk (extracts)

STANTA have given the Parish Council a date for the 2016 tour which is 20th July

The Bowls Club wrote to the Clerk again regarding the use of their facilities for the Parish Council meetings, the clerk explained to them that the Parish Council are using the Cricket Club for a small donation however it is good to have the Bowls Club as back up. The Bowls Club expressed their disappointment that no one from the Parish Council has visited their new facilities to see how suitable their new refurbished premises are for meetings, 3 Cllrs said that they have visited the premises since the refurbishment.

Mundford Football Club wrote asking for the Parish Councils financial support for their plans to extend their changing facilities to create more space in both dressing rooms to include toilets and to incorporate a new Referees changing room. It was agreed that the Clerk send a letter to the Football Club stating that the Parish Council fully supports the club in their application to improve the facilities however should they need financial support the club would need to apply formally to the Parish Council by filling out the official Grant Application form and returning it to the Council with a copy of their plans.

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8. FINANCE

8.1 To Accept and Sign the Cheques for November 2015 Invoices

The Chairman did not read the cheque payments out for November 2015 as all Cllrs had been issued a copy. Cllr Shepherd proposed to accept and sign the cheques for November 2015 payments this was seconded by Cllr Fox and all agreed.

The following payments were authorised on Thursday 3rd December 2015. The cheques were signed by Councillor A. Shepherd & Councillor T. Fox.

Balance for November 2015	£ 18969.07
Minus the following direct debits	
E.ON Street lighting - energy	£ 255.60
Telephone/WIFI Parish Office (Oct)	£ 59.60
Telephone/WIFI Parish Office (Nov)	£ 57.63
Total	£ 18596.24
Plus the following income	
Donation for Christmas Tree	£ 20.00
Total	£ 18616.24

Cheque	Description	Total
101941	K&M Lighting – Maintenance Nov 15	£ 101.17
101942	Iceni Pest Control	£ 40.00
101943	Didlington Nurseries – Bulbs/Compost	£ 338.80
101944	Information Commissioner – Data Protection Registration	£ 35.00
101945	Viking Stationary – Batteries for Tree	£ 14.12
101946	E-ON – Parish Office Energy	£ 121.84
101947	Mundford PCC - Grant	£ 2167.00
101948	Mrs P Angus – Salary/Lights for Tree	£ 690.50
101949	Mr B McIsaac – Salary/Petrol for strimmer and travel	£ 136.45
101950	Mrs A Shepherd - CCS	£ 300.00
101951	WNCT – Bus Service	£ 66.00
101952	K&M Lighting – Maintenance Dec 15 and new light number 72	£ 500.17

Total of cheques paid = £ 4511.05

Balance in Community Account December 2015 = £ 14105.19

Balance in Savings Account = £ 22786.80 *

***Includes Chilzone Ring Fenced money of £ 1592.96**

8.2 Website – report from Mrs Godfrey

The Clerk read out the following report from Mrs Godfrey, events from the latest issue of the connect have been uploaded along with posts about the Post Office move, she has spoken to Karen Boxall about whether we can help with her project to put the Connect Newsletter online. 35 photos of the Christmas tree lighting ceremony have been uploaded.

8.3 Bus Service – November Bus Figures

There were 7 passengers on the 14th and 7 on the 28th cost per trip was £33.00 making a total of £66.00 for the Parish Council to pay.

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8.4 2016/2017 Budget

The 2016/2017 budget figures had been circulated to the Cllrs prior to the meeting and further to this it was agreed that Mundford Parish Council would apply for a total of £30,000 for their 2016/2017 precept, this was proposed by Cllr Goodrham seconded by Cllr Angus and all agreed.

8.5 Mini Audit

Cllr Shepherd agreed to meet with the Clerk to carry out a mini audit on the Parish Council Accounts – date to be agreed before the next meeting in February 2016.

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.**

3PL/2015/1036/F Fir Cottage 26 St Leonards Street IP26 5HG

Replacement dorma windows and Crittall metal window (Retrospective) dated 15th Sept 2015
Approved 23rd October 2015

3PL/2015/1037/F Fir Cottage 26 St Leonards Street IP26 5HG

4 dorma windows in the thatched portion of the house dated 15th Sept 2015
Approved 23rd October 2015

3PL/2015/1085/D 4 Lynford Road IP26 5HN

New dwelling and Garage dated 9th Sept 2015
Approved 13th November 2015

10. STREET LIGHTING

Cllr Goodrham said that the bottom cover on street light number 48 has dropped. Cllr Eyres said that the lighting contractors will be given a new list of lights to install over the next few months. It was agreed that the Clerk contact the Lighting Contractor to arrange for him to come to Mundford to meet with the Chair, Cllr Eyres and the Clerk to discuss moving 6 of the old style lights from the Lammas to Swaffham Road and replacing those with the new LEDS and also making some of the current LEDs in the village higher.

11. REPORTS

11.1 District Cllr Mike Nairn

Cllr Nairn said that the Local Plan Working Group have finished their draft and that will coming out for consultation in the new year, this will determine the way the local development plan will take shape. Breckland are currently having their budget setting meeting and that will be voted on in January 2016, Breckland are under immense pressure from Central Government to cut their precept. Devolution between the 16 Councils of Norfolk and Suffolk will be discussed again next week this will be the third meeting within the last 2 months regarding this matter. The Chair asked that should there be a Neighbourhood Plan would he be correct in thinking that the Council could only indicate on there where they would like the development? Cllr Nairn confirmed that this is correct and he also pointed out that the Council would not be able to say that they do not want the development, a discussion took place regarding boundaries and Cllr Nairn said that the document that will include details on this will be coming out for consultation very soon.

11.2 County Cllr Ian Monson

Not at the meeting

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1. MEMBERS' MATTERS

Cllr Fox said that the Plinth and Post for the Village Sign needs some repairs - the Clerk will contact Mr Dixon to inspect and come back to the Council with a report on what needs to be done.

Cllr Goodrham said that the leaves in Billy Emms Court needs to be cleared away and Cllr Eyres said that the Crown Road by East Hall also needs to have the leaves swept up - it was agreed that the Clerk will contact Breckland regarding both these matters. Cllr Eyres asked if the Clerk could organize a litter pick. Cllr Eyres asked if a star could possibly be put on the Christmas Tree this year and following a discussion it was agreed that Cllr Angus would try and make one for the tree and also organize to have it put on top the tree. Cllr Fox asked that the Clerk contact the volunteer gritters to confirm that they are still okay to carry out gritting the paths should the weather become bad.

With nothing more to discuss the meeting closed at 9.15 pm

Chairman: _____ Date: _____