

**Minutes of the Mundford Parish Council Meeting
Held at The Cricket Club, Mundford
on Thursday 6th October 2016**

PRESENT:

Councillors S.Eyres Chairman, C. Angus, K. Weight, J. Marston, D. Frost, D. Goodrham, 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 all to the meeting

2. APOLOGIES OF ABSENCE

Cllr Fox on holiday, Cllrs Shepherd and Burton unwell, District Cllr Nairn unwell.

3. ACCEPT AND SIGN THE MINUTES – To accept and sign the minutes as a true record of the meeting held on 1st September 2016

The minutes of the Parish Council meeting held on the 1st September 2016 were accepted as a true record. This was proposed by Cllr Goodrham, seconded by Cllr Weight and all agreed.

4. TO RECEIVE DECLARATIONS OF INTEREST

None

5. MEETING SUSPENDED FOR PUBLIC PARTICIPATION

None

6. MATTERS ARISING

6.1 Outstanding Highway Matters

Pig Sty Lane – diseased tree and footpath – Highways have advised that the tree does not belong to them, the Chair has asked a resident to check if it is on his property, with regard to the muddy foot path Highways advised that putting down woodchips is not acceptable. Cranwich Road dead tree and untidy verge alongside the School – has been inspected and the work will be carried out shortly. Impson Way overhanging tree and shrubs this has been put on the Rangers list. Debris on the side of Mundford Road towards Brandon – this is being dealt with by Highways. Mundford signs on A1065/A134 – dirty and bent – this has been put on the Rangers list, Highways are also investigating why there are two signs for Mundford as you come into the Village from Brandon and Thetford. West Hall Road – Grit and surface – this has been put onto the Rangers list and it was suggested that the Clerk contact the Rangers to ask if they would put the surplus grit on to the muddy areas in Pig Sty Lane. Cracked pavement The Lammas between 119- 123 – Highways are going to schedule this estate to be resurfaced. Location of the 40mph speed limit signs as you approach the roundabout from Thetford (A134), the Chair said that the signs are approximately 20 metres from the roundabout which is too close and there have recently been 3 accidents one of which was fatal, Cllr Monson said he will speak to Highways to get them moved further up the road so that motorists have more notice to slow down as they approach the roundabout.

6.2 Allotments – to discuss any outstanding matters

Following a discussion regarding the terms and conditions for the allotments it was agreed that the Clerk would draft up an amendment regarding the inspection period which will replace the existing condition number 18 which currently says “*The Tenant shall ensure that the allotment garden will be at least 80% cultivated by the 30th June every year. If not notice will be served to vacate at end of year, unless prior consent is given by the Council.*” The new suggestion for a replacement will be “*The Tenant shall ensure that the allotment garden will be at least 80% cultivated, the Parish Council will carry out regular site inspections to assess the plot against the Allotment Terms and Conditions. If any plot is found to be repeatedly in breach of the Terms and Conditions then the termination procedure will be activated*”. This amendment will be discussed and agreed at the next meeting in December.

6.3 Handyman/Gardener – to discuss any planned or outstanding jobs

A discussion took place regarding the benches that are in need of repair, Cllr Goodrham proposed that new benches should be purchased as and when required this was seconded by Cllr Marston and all agreed. The Chair said that the pansies and bulbs have been ordered.

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6.4 Defibrillator – progress report

This is scheduled to be installed on Monday 10th October, the tenants and newsagents have been informed. The Clerk will inform the Ambulance service once it has been installed. The Clerk has offered to carry out the required monthly test to ensure that it is in working order.

6.5 Gate on to the A1065 Swaffham Road

Still outstanding

6.6 Customized signs into Village – Progress report

Highways are looking into this and will inform us if we are able to have customized signs on the A roads leading into the village. The Clerk passed around some printouts of some signs that may be suitable and the Chair asked the Cllrs to vote on which they liked best, it was agreed that this would be put on the next agenda for further discussion at the next meeting.

6.7 Remembrance Day – update regarding service at the War Memorial

Reverend Zoe Ferguson will be conducting a service at 11.00 at the War Memorial on Remembrance Sunday which is the 13th November, a notice will go on notice boards and website and into connect And Cllr Angus has asked Barry Walker to sweep the layby prior to the service.

6.8 Christmas Tree – update for this year's arrangements

The Tree will be lit on the 3rd of December at 5pm, the home has agreed to put lights up on their building and light up at the same time as the Parish Council and The Crown. Lynford Hall have agreed to supply gingerbread Christmas trees and The Crown will be offering mulled wine and mince pies for a donation to a charity of their choice. The Chair will order the Tree and the Clerk and Cllrs will decorate it on the morning of the 3rd December. The choir has been booked and notices will be put on notice boards, website and the Connect. Cllr Weight has designed baubles that can be hung on the tree with details of donations that have been made by residents.

6.9 Bulb Planting – to take place on the 15th October 10am meet at office

Notices have gone on notice boards, website and the Connect.

6.10 Overgrown trees – Malsters Close

The reply from Breckland has been circulated to the Cllrs prior to the meeting and a copy of this has been sent to the resident that raised the problem, it was agreed to take this off the agenda.

6.11 Risk Assessment – Carried out in September/October 2016 by Cllr Angus and the Clerk

There were no issues although it was noted that the benches will need to be repaired or replaced in the near future. The Chair signed the completed risk assessment and the H&S statement.

6.12 November Parish Council meeting

There will not be a meeting in November, the next Parish Council meeting will be Thursday 1st December.

6.13 Litter pick –planned for 12th October

Meeting at the Parish Office at 2pm

6.14 Church Hedge

The hedge has now been cut back, however there is ivy that is very overgrown in the area and the Clerk will send a note to the resident asking if they could possibly trim this back.

7. CORRESPONDENCE – The Clerk / Chair will read out any outstanding correspondence that has not been previously circulated

None

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8. FINANCE

8.1 To Accept the Payments and Cheques for the October 2016 meeting

The Chairman did not read out the cheque payments for October 2016 as all Cllrs had been issued a copy. Cllr Angus proposed to accept and sign the cheques for October 2016 this was seconded by Cllr Frost and all agreed.

The following payments were authorised on Thursday 6th October. The cheques were signed by Councillors S. Eyres & A. Shepherd (Cllr Shepherd signed the cheques on Friday 7th October as she was unable to attend the meeting tonight)

Balance for September 2016	£2,999.56
Minus the following direct debits	
E-On Street Lighting	£0.00
Telephone Wi/Fi August	£63.39
Telephone Wi/Fi September	£56.71
Anglian Water	£42.13
Total Direct Debits	£162.23
Plus the following income	
Christmas Tree Donation	£10.00
Community Car Scheme	£278.50
Precept	£15,000.00
Council Tax Grant 2	£1,073.50
Total Income	£16,362.00
Total after Direct Debits and Income	£19,199.33

Cheques	Description	Total
102041	Iceni Pest Control Sept/Oct	£80.00
102042	Royal British Legion - Wreath	£17.00
102043	K&M Lighting - September Street Light Maintenance and New Light 86	£480.55
102044	Viking Stationers - Laminating Pouches and Sheet of stamps	£73.92
102045	West Norfolk Community Transport - August	£90.00
102046	Mrs P Angus - Parish Clerk Salary	£672.59
102047	Mrs A Shepherd - CCS	£200.00
102048	Void cheque	£0.00
102049	The Post Office - HMRC payments	£116.14
102050	West Norfolk Community Transport - September	£108.00
102051	K&M Lighting - October Street Light Maintenance	£81.55
102052	Void Cheque	£0.00
102053	Mr B McIsaac – Salary and Mileage	£146.30
Total Cheques paid		£2,066.05
Balance in Community Account for October 2016		£17,133.28
Balance in Savings Account		£22,798.16
(Ring Fenced moneys Chilzone £1592.96 and Defibrillator £1052.50)		

8.2 Website – report from Mrs Godfrey

The Clerk read out the following report from Mrs Godfrey. During September she has added events from the latest issue of Connect and from local groups, checking the website statistics, blacklisting referrer spam websites to prevent fake activity hitting the website and artificially inflating the statistics, added posts re .Mundford Village Bulb Planting, Pavements for Pedestrians, 2017 Mundford Past Calendar, removed the walking group from local information because it has disbanded, uploaded the meeting agenda, finished sorting out all the photos into galleries as well as tags (topics) so that they can be viewed in different ways – this was necessary due to a change in the photo plugin (app) see <http://mundfordparishcouncil.co.uk/archive/images>

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8.3 Bus Service – August and September passenger figures and 6 monthly review

Figures for the last 6 months had been circulated to the Cllrs prior to the meeting and following a discussion it was agreed that the Parish Council would continue to subsidize the service, this was proposed by Cllr Goodrham, seconded by Cllr Weight and all agreed. Figures for August and September were – 6th August 5.5 = £42.00 and 20th August 4.5 = £ 48.00 total of £90.00, 3rd Sept 4 = £51.00 and 17th September 3 = £57.00 = total £108.00

8.4 Cllrs quarterly mini audit of the Parish Accounts – update from Cllr Weight

Cllr Weight said the accounts were well managed, however she asked that the payments made to the Clerk and the Handyman are broken down and shown in detail on the payment sheet each month, it was agreed that as from the next meeting this would be done.

8.5 2017/2018 Budget - to discuss next year's expenditure and if any impact on the budget

The budget will be prepared and presented at the December meeting, there was nothing other than what has already been discussed to add to the figures.

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.**

Enforcement notice issued 16th August 2016

3PL/2016/0631/F Lynford Hall Park

Construction of 68 holiday lodges together with reception building and associated parking dated 20th May 2016

This is not under Mundford Parish Councils jurisdiction it is under the Hamlet of Santon West Tofts. However it is on the agenda as the Council has been approached regarding this application.

The Parish Council have sent the following points to be considered before/if planning is granted

- Installation of a footpath running the length of Lynford Road.
- A suitable speed limit in Lynford Road and reduced speed limits on the road A1065 leading into Lynford Road.
- Traffic calming controls such as speed humps / traffic lights.

3PL/2016/0755 34 Swaffham Road

New 3 bedroom bungalow with detached garage and modified access to highway dated 17th June 2016

Planning refused 12th September 2016

3PL/2016/0883/A Mundford Football Club

To erect 68 advertising boards dated 20th July 2016

Planning refused 6th September 2016

3PL/2016/0990 Palgrave IP26 5HH

Rear flat roof to single storey extension dated 11th August 2016

No objections

3PL/2016/1063/HOU 12 Green Lane IP26 5HS

Single storey rear and side extension date 8th September 2016

No Objections

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3PL/2016/1048 Solonette, Crown Road IP26 5HQ

Revised application - Front, side and rear single storey extension to bungalow and erection of detached garage – dated 12th September 2016

No objections

10. STREET LIGHTING

Nothing new to discuss

11. REPORTS

11.1 District Cllr Mike Nairn

Not at the meeting apologies sent

11.2 County Cllr Ian Monson

The Council are looking at next year's budget – and money is extremely tight – there will be a tighter budget for road repairs etc. Devolution still needs to be decided 4,500 homes in Norfolk have had leaflets put through their door and just around 1,500 voted – 80% are against it –recently at full council they voted to take a trial run of 50 Syrian refugees – mostly families with children.

12. MEMBERS' MATTERS – items for agenda for next Month's meeting

Cllr Weight suggested that the Parish Council make a donation towards the new play equipment that the village hall is having to replace following vandalism. Cllr Goodrham – mentioned the recent intruders that broke into a property in West Hall Road and suggested that a notice is put in the Connect to warn residents and to be vigilant. Cllr Marston reported a pot hole near Bob Vines Farm Cllr Monson said he will report this. The Chair mentioned that gully cleaning used to be a yearly event and this is a now a two yearly event. Cllr Goodrham said that he would like the” no parking on pavements “notices that the Cllrs have been issued to include the Parish Councils name on them. The Chair said that he would like the Cllrs names to be on display in front of them at the meetings this will be discussed at the December meeting.

With nothing more to discuss the meeting closed at 9.40pm

Chairman: _____ Date: _____