

**Minutes of the Mundford Parish Council Meeting
Held at The Cricket Club, Mundford
on Thursday 1st December 2016**

PRESENT:

Councillors S.Eyres Chairman, T Fox, C. Angus, D. Frost, D. Goodrham, A. Shepherd, J Burton,
District Cllr M. Nairn and Mrs P. Angus Clerk to the Council.

There was 1 member of the public.

1. THE CHAIRMAN'S OPENING REMARKS

The Chair welcomed everyone to the meeting.

2. APOLOGIES OF ABSENCE

Cllr Weight on holiday, Cllr J Marston and County Cllr I Monson.

3. ACCEPT AND SIGN THE MINUTES

The minutes of the Parish Council meeting held on the 6th October 2016 were accepted as a true record.
This was proposed by Cllr Goodrham, seconded by Cllr Angus and 4 agreed.

4. TO RECEIVE DECLARATIONS OF INTEREST

None.

5. MEETING SUSPENDED FOR PUBLIC PARTICIPATION

None.

6. MATTERS ARISING

6.1 Outstanding Highway Matters

Pig Stye Lane – ownership of the diseased tree-following a discussion it was agreed that the Clerk contact Bennetts to check if this is within their boundary. Cranwich Road – the diseased tree has been cut down – it was agreed that the Clerk would ask Highways to clear the rest of the verge which is very untidy and overgrown. Pothole in Crown Road – reported to Highways on the 23rd November 2016. Locations of speed signs approaching Mundford roundabout – Cllr Monson had taken this up with the Highways department –the response from Highways is not good, the main reasons given for not moving the signs was financial. The following were put on to the Rangers list following a visit by David Jacklin from Highways, Imson Way – overhanging tree, signs in to Mundford – dirty and bent, West Hall Road – loose grit and clear the verge outside West Hall Drive, however these jobs have still not been done. The Chair said that the visit from Highways was a complete waste of his time, the Chair pointed out that he also mentioned a chevron that had been laying on its side on the A134 Thetford Road and that has still not been rectified, the Clerk will be writing another letter to Highways to chase up these jobs and following a discussion it was also agreed that the Clerk will draft a letter to the EDP regarding the lack of action that Mundford Parish receives from the Highways department, this was proposed by Cllr Goodrham seconded by Cllr Fox and all agreed, Cllr Nairn gave the Clerk the best contact at EDP to write to who is Mr Andrew Fitchet.

6.2 Allotments

Following a discussion it was agreed that the following amendment to the allotment terms and conditions will now apply:- The old wording for item 18 is currently *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.* This will be replaced with *-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.* The Clerk will send out the new Terms and Conditions to all allotment tenants asking that they sign and return them to her. It was also agreed that the Clerk will write to inform the plot owner of number 2 that the Chair, Cllr Shepherd and Cllr Angus would like to meet her on Saturday 7th January at 10am to inspect the progress of her plot as previously agreed.

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6.3 Handyman/Gardener – to discuss any outstanding jobs

Benches –following a discussion it was agreed that when any benches need to be replaced the Parish Council would invite residents to purchase a bench in memory of relatives that have passed away and the Parish Council would pay for a memorial plaque to be placed on the bench, the Clerk will put a notice in the next Connect regarding this idea, this was proposed by Cllr Goodrham, seconded by Cllr Angus and all agreed. Due to illness Icen Pest Control will no longer be trapping the moles in the village, the handyman has been asked if he could do this job however he declined, and the Clerk is currently trying to find a replacement company. Following a discussion it was agreed that the Chair and the Handyman would carry out some work that needs to be done in various locations around the village.

6.4 Defibrillator – progress report

This has now been installed.

6.5 Gate on to the A1065 Swaffham Road

There is still no news on this the Clerk will chase this up with Planning.

6.6 Customized signs into Village – Progress report

Highways need to come back to us before we proceed, the Clerk will chase this up Highways.

6.7 Christmas Tree – update for this year’s arrangements

The care home will be holding a raffle to raise money to renovate their Wren Room and will also be offering popcorn, the chair said he was not happy that the home was using this event to raise money for their own use, the Crown hair dressers will be offering hot chocolate and Lynford Hall will be handing around ginger cookies and the Crown Hotel will be offering mince pies and mulled wine. Following a discussion it was agreed that some of the children in attendance would be asked to help turn the lights on.

6.8 Litter pick – to arrange a date in December

It was agreed that a litter pick is arranged for the 7th December meeting at 2pm.

6.9 Litter Bin

The Parish Council has been given the litter bin that was placed outside the old Post Office and following a discussion it was agreed that the litter bin is placed in Crown Road by the grit bin and the existing dog bin is moved to Swaffham Road opposite the end of Little London Road. The Clerk will contact Breckland to inform them that the dog bin in Crown Road will be replaced by a litterbin and that we would like to move the dog bin to Swaffham Road by the footpath.

6.10 Parking on pavement notices

Following a discussion it was agreed that any notices that are placed on the cars regarding parking on the pavements would not include the Parish Councils logo.

6.11 Meeting dates for 2017 – to agree next year’s Parish Council meeting dates

Next year’s meeting dates were circulated to the Cllrs with Novembers meeting to be discussed, it was agreed that the Clerk would ask a neighbouring Clerk to take the minutes in November whilst she is on holiday. This was proposed by Cllr Fox seconded by Cllr Goodrham and all agreed.

7. CORRESPONDENCE

The clerk read out an email from Samantha Fricker asking if the Parish Council would consider donating some money towards some new play equipment and it was agreed that this would be put on the January agenda for discussion.

8. FINANCE

8.1 To Accept the Payments and Cheques for the October and November invoices 2016

The Chairman did not read out the cheque payments for November and December as all Cllrs had been issued a copy. The following payments were agreed Cllr Goodrham proposed that the October payments are accepted and agreed this was seconded by Cllr Angus and all agreed. A discussion took place regarding the payment for the Church grass cutting of £2290, the chair pointed out that the

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Church originally asked for £2500 and this reduced payment may take into account that the grass cuttings had not always been cleared away although he was not certain if this was the case, following this Cllr Shepherd proposed that the November invoices are accepted and agreed this was seconded by Cllr Angus and 5 agreed.

Payments for October 2016 Invoices

The following payments were authorised on Thursday the 1st December 2016, the cheques were signed by Cllr A Shepherd and Cllr S Eyres

Balance for October 2016	£17,133.28
Minus the following direct debits	
E-On Street Lighting	£106.43
Telephone Wi/Fi October	£60.45
Total Direct Debits	£166.88
Plus the following income	
Christmas Donation	£150.00
Community Car Scheme	£356.08
VAT Refund	£636.97
Total Income	£1,143.05
Total after Direct Debits and Income	£18,109.45

Cheques	Description	Total
102054	UK Power Networks - Wissey View cabling	£1,075.20
102055	Mrs P Angus - Salary	£672.39
102056	Iceni Pest Control	£40.00
102057	West Norfolk Community Transport - Bus Service	£129.00
102058	Mrs A Shepherd - CCS	£350.00
102059	Void Cheque	£0.00
102060	T T S R - Grass Cutting	£1,515.26
102061	K&M Lighting - New light no 85 and maintenance	£480.55
102062	Information Commissioner	£35.00
102063	Local Council Public Advisory Service H&S and Risk Assessment update training	£25.00

Total Cheques paid	£4,322.40
Balance in Community Account for November 2016	£13,787.05
Balance in Savings Account	£22,798.16
(Ring Fenced moneys Chilzone £1592.96)	

Payments for November 2016 Invoices

The following payments were authorised on Thursday the 1st December 2016 The cheques were signed by Cllr A Shepherd and Cllr T Fox

Balance for November 2016	£13,787.05
Minus the following direct debits	
Telephone Wi/Fi	£61.66
Total Direct Debits	£61.66
Plus the following income	
Christmas Donation	£40.00
Donation for defibrillator	£500.00

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Total Income		£540.00
Total after Direct Debits and Income		£14,265.39
Cheques	Description	Total
102064	Mrs P Angus - £672.59 salary - £101.39 tree light - £4.73 mileage to Bury st Edmunds (training)	£778.71
102065	Mr B McIsaac - Salary Oct/Nov £175.40 – Mileage £9.90 - Fuel for strimmer £11.02 - Compost £15.00	£211.32
102066	Mrs A Shepherd - Community Car Scheme	£350.00
102067	Viking Stationary - ink cartridges – batteries for Christmas lights	£158.89
102068	Anglia Computer Solutions - e-mail repair	£12.00
102069	E-ON Parish Office electricity	£143.76
102070	Mundford PCC - Grass Cutting	£2,290.00
102071	West Norfolk Community Transport	£84.00
	Total Cheques paid	£4,028.68
	Balance in Community Account for December 2016	£10,236.71
	Balance in Savings Account	£22,798.16
	(Ring Fenced moneys Chilzone £1592.96)	

8.2 Website – report from Mrs Godfrey

The Clerk read out the following report from Rosemary Godfrey
Added events from the November Connect. Carried out more work on sorting out all the images on the website. Added posted reference MacMillan coffee morning thank you, Planning application for newsagents' change of use to fish and chips shop, Thetford's new cinema, Happy Christmas from the Parish Councillors. Note that I highlight significant posts by showing them on the home page while they are relevant. Amended the Christmas tree event and added the list of donors, Added the January meeting. I will do the following tasks later: Adding events from the latest issue of Connect and from local groups (I haven't seen the new issue yet),, blacklisting referrer spam websites to prevent fake activity hitting the website and artificially inflating the statistics, backing up a few website files and folders (FTP is not connecting at the moment) running a security scan. There were 291 visitors to the site.

8.3 Bus Service – October and November figures

October 1st 4 people, 15th 6 people and 29th 6 people – cost to council £129.00. November 12th 5 people and 26th 6 people – cost to the Council £84.00.

8.4 2017/2018 Budget

The budget figures had been circulated to the Councillors prior to the meeting. Following a debate in which Cllr Burton proposed that the precept is increased by £1,000 to £31,000 Cllr Goodrham proposed that it remain at £30,000, the Chair asked for a show of hands in which there was 3 for Cllr Burtons proposal and 4 for Cllr Goodrhams. The precept will remain at £30,000 for 2017/2018, this was seconded by Cllr Shepherd.

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

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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.

A resident has forwarded some correspondence from Norfolk County Council Community and Environmental Services stating that no alterations need be made to the roads leading to the Lodge.

3PL/2016/0990 Palgrave IP26 5HH

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

Planning approved 7th October 2016

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

Single storey rear and side extension date 8th September 2016

Planning approved 11th October 2016

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

Planning approved 19th October 2016

3PL/2016/1209 Land Adjacent to the Post Office IP26 5DW

Revised Planning for changes to the internal layout and the design on the front of the houses –dated 17th October 2016

3PL/2016/1299 Mundford Green Newsagents IP26 5HQ

Application to change use of shop to a Rumbles Fish Bar – dated 26th October 2016

8 objections from the Cllrs remarks made are:-

- There will be problems with parking and not in keeping with that area of the village
- Item 16 on the application should read YES – this has been answered NO to the need to dispose of trade effluent.
- Item 21 on the application has been answered incorrectly the area is not 1.5 hectares.

3PL/2016/1308 1 St Leonards Street IP26 5HG

Raised rear roof section to building in a conservation area – dated 27th October 2016

No objections providing that flint is used to match rest of the building

3PL/2016/1345 Village Hall playing field IP26 5DW

Application for 28 advertising boards for various companies dated 7th November 2016

No objections

10. STREET LIGHTING

Cllr Goodrham reported the lamp opposite number 1 Wissey View needs straightening, the Chair said that the new light in Wissey View is in the pipe line and that the rest of Impson Way will be finished this month. The Chair said that there is a new light being trialled outside number 20 Malsters Close, it is a different type of LED and it is £120 less than the existing LED's that are currently being installed, following a discussion it was agreed that this new LED would be used to replace the lights in Malsters Close this was proposed by the Chair seconded by Cllr Fox and all agreed.

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11. REPORTS

11.1 District Cllr Mike Nairn

Cllr Nairn said that devolution will not be going ahead. He said that Mundford Bowls had recently been given a match funding grant from Brecklands for a new roller, he said that on the Match Funding grant there is a large grant available up to £20,000 and a small grant up to £5,000, he pointed out that there is still money available from the Sports and Play fund which is available to community groups such as the Cricket Club, Football Club and Village Hall.

11.2 County Cllr Ian Monson

Not at meeting.

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

Cllr Goodrham said that the Hall of Stall signs were still at the side of the road coming onto the roundabout, Cllr Burton pointed out that this will be changed to advertise the Car Boot fayre that was being held over the coming weekend. Cllr Goodrham said that the ivy by the garages that belongs to 2Billy Emms had still not been cut, the Clerk confessed that she had not yet sent the letter to them and assured him that it will be done in the very near future. The Chair asked about the name tags to be placed in front of the Cllrs during the meetings and it was agreed that this would not go ahead.

With nothing more to discuss the meeting closed at 9.54

Chairman: _____ Date: _____