

# Minutes of the Mundford Parish Council Meeting Held at The Crown, Mundford on Thursday 6<sup>th</sup> July 2017

## **PRESENT:**

Councillors S. Eyres Chairman, T. Fox Vice Chairman, C. Angus, K. Weight, D. Goodrham, J. Marston, D. Frost, District Councillor M. Nairn, County Councillor F. Eagle and Mrs P. Angus Clerk to the Council.

There was 1 member of the public and 1 WPC

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

The Chair welcomed everyone to meeting.

## **2. APOLOGIES OF ABSENCE**

Cllr A. Shepherd and Cllr J. Burton

## **3. ACCEPT AND SIGN THE MINUTES OF THE MEETING HELD ON 1<sup>ST</sup> JUNE 2017**

The minutes of the Parish Council meeting held on the 1<sup>st</sup> June 2017 were accepted as a true record. This was proposed by Cllr Frost seconded by Cllr Fox and 5 agreed.

## **4. TO RECEIVE DECLARATIONS OF INTEREST**

Cllr Angus item 8.5, Cllr Frost and Cllr Goodrham item 8.2.

## **5. MEETING SUSPENDED FOR PUBLIC PARTICIPATION**

A member of the public pointed out that there is a large number of white markings that have appeared along the sides of the Thetford Road, however, these appear to have nothing to do with the ruts on that road. The same member of the public asked who owned the small piece of land that is at the end of Church road where the bench is situated as he would like to offer his help to attend to the shrubs and flowers that are planted in that area, the Chair confirmed that this belongs to Flagship Housing and one of their residents attends to the area.

## **6. MATTERS ARISING**

### **6.1 Outstanding Highway Matters**

Small SV sign in Malsters – Anglian Water have informed the clerk that this is on their list to do. Pot holes and defects that have been marked up but not yet repaired – the Clerk has chased this up with Highways and told this is being dealt with. The Clerk has reported the overgrown weeds and grass by the substation in Malsters Close to UK Power Networks. The Broken Water Cover in Impson Way has been reported again to Anglian Water.

### **6.2 Allotments – to discuss any outstanding matters**

Plot 10 has now been taken, Plot 6 was given up and this has now been passed to the next person on the list and they have signed up and paid the fee. Allotment inspection - Cllr Angus said that all were okay apart from plot 6 which has now been taken on by someone else.

### **6.3 Handyman/Gardener – to discuss any outstanding jobs**

The Handyman is busy installing the new benches and has been working on the Village Green preparing for the Christmas tree lights.

### **6.4 Customized signs into Village – Progress report**

Mr David Jacklin from Highways has advised the Clerk of the following:-

Signs coming in from Thetford and Brandon – no problem

Signs coming in from Kings Lynn will be a problem due to the large speed signs that cannot be taken away and if the gateways signs are placed in front of them they are not going to be very visible, following a discussion it was agreed that the new signs would not be suitable for this location. Sign coming in from Ickburgh – one leg will need to be longer than the other due to sign being on a slope and the width of the sign will need to be 1300mm wide – Glasdon's have confirmed that when ordering this post the maximum height of 2300 should be purchased and one of the legs shortened to fit the side of the bank. Highways have quoted a price of £1,355 to supply and fit each sign this is based on the wording on the sign being "Welcome to Mundford Please drive carefully" The Clerk has received details of a Parish Partnership Scheme which means the Council may receive 50% towards these signs and it was agreed that she submits the initial paper work for this.

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## 6.5 Village Green – Update on the electricity power and lights

The electricity supply has now been installed. SJD Electricians have been contacted to complete the job. Cllr Angus has found some lower priced alternatives for Christmas lights and he will be ordering the catalogue. Cllr Nairn suggested a company called Lights for Fun.

## 6.6 New Benches – update on progress of any new benches to be installed

3 more have been delivered and 2 have been put in place by the old Post Office and on the Village Green and the 3<sup>rd</sup> bench which will be the Parish Council bench will go at the junction of Crown Road and Swaffham Road. The Final two have now been ordered and will be installed at the end of Malsters Close and on the Kings Lynn Road (one of the donators would have liked this installed at the entrance to The Lammas however this is not possible). The Chair thanked Cllr Goodrham for suggesting this idea.

## 6.7 Scout Hut – Flowerbeds

The Parish Council received a complaint regarding the weeds overhanging the gardens of bungalows alongside the scout hut and after reporting this to the scouts the area was cleared, however the scouts have asked if they can put down some shingle and plastic as they feel this is the only way to keep the weeds at bay, the Cllrs agreed that they this would not solve the problem, the scouts have also asked if they can install raised beds the full length of the fence front to back, following a discussion it was agreed that the Clerk will contact them suggesting that they attend the next Parish Council meeting to discuss both the weed control and the raised beds.

## 6.8 Wild Flower area by the War Memorial

A member of the public would like to plant wild flowers in the dip by the War Memorial and following a discussion it was agreed that the Clerk arranges a meeting with him and a Cllr at the site to discuss the location where the seeds can be planted.

## 6.9 Circle of Friends – Treasure Hunt

The Chair is going to present the prizes at this event and asked if anyone else could attend this with him, no one from the Parish Council is available that day.

## 6.10 October Meeting Date

Due the Chair and Vice Chair being unavailable on the 5<sup>th</sup> it was agreed that the meeting would be moved to the 12<sup>th</sup> October.

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

The Clerk read out an e-mail from Stewart Collings regarding the prescription service that will no longer be available for collection from the Village Hall after July and could this service be offered from the Parish Office it was agreed that the Parish Office would not be suitable for this service and also that the Clerk will contact Boots to clarify the situation. The Clerk has received an e-mail regarding signs that can be purchased to stick on the sides of the rubbish bins on the main approaches to the village, the signs will say “Slow Down in our Village” these have proved successful in other Parishes in reducing the speed of vehicles when passing these signs, it was agreed that the Clerk would look into the cost of the signs.

## 8. FINANCE

### 8.1 To Accept the Payments and Cheques for the July meeting

The following payments were authorised on Thursday the 6th July 2017, this was proposed by Cllr Fox and seconded by Cllr Angus and all agreed

The cheques were signed by Cllr T Fox and Cllr Eyres (\* two cheques signed by Cllr Shepherd and Cllr Eyres)

|  |                   |
|--|-------------------|
| <b>Balance for June 2017</b>             | <b>£12,487.85</b> |
| <b>Minus the following direct debits</b> |                   |
| E-On Street Lighting June                | £66.93            |
| E-On Street Lighting July                | £64.76            |
| Telephone Wi/Fi                          | £64.58            |
| Anglian Water - Parish Office            | £59.84            |

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|  |   |                   |
|--|---|-------------------|
| <b>Total Direct Debits</b>   |   | <b>£256.11</b>    |
| <b>Plus the following receipts</b>                                       |   |                   |
| Vat Refund   |   | £581.49           |
| Katie Preston Allotment Rent   |   | £15.00            |
| Dorothy Frost Payment for Begonias                                       |   | £11.00            |
| James Rogers Allotment Rent  |   | £15.00            |
| <b>Total Income</b>  |   | <b>£622.49</b>    |
| <b>Balance after Direct Debits and Income</b>                            |   | <b>£12,854.23</b> |
| <b>Cheques</b>   | <b>Description</b>  | <b>Total</b>      |
| 102120 *   | UK Power Networks Fir Close New Light<br>(Cheque signed by Cllr Eyres and Cllr Shepherd<br>and sent out on the 22.6.17)                               | £1,075.20         |
| 102121   | E-ON - Parish Office Supply   | £208.32           |
| 102122   | West Norfolk Community Transport May Invoice  | £90.00            |
| 102123   | Zurich - Parish Insurance   | £535.46           |
| 102124   | Viking Stationers - Labels/Laminating Pouches<br>/USB Stick/Ink Cartridges/Stapler for Posters  | £151.20           |
| 102125   | Void Cheque   | £0.00             |
| 102126   | Mrs P Angus - Salary £681.25/<br>Large Env Stamps £5.88/UK Power Networks supply<br>for Village Green £750.00   | £1,437.13         |
| 102127   | West Norfolk Community Transport June Invoice   | £87.00            |
| 102128   | Mr B McIsaac - Salary £200.00/Mileage £13.95/<br>Water Barrel £22.50  | £236.45           |
| 102129   | Mr S Eyres - Pipe couplings £9.93/Ridgiduct £20.38<br>/Ballast and Cement £24.00/Mileage £7.20  | £61.51            |
| 102130   | UK Power Networks Malsters Close  | £1,190.40         |
| 102131   | Mrs A Shepherd - CCS  | £350.00           |
| 102132   | Post Office -HMRC   | £152.72           |
| 102133*  | Bartram Mowers (on behalf of Mundford PCC)<br>Ride on Mower for Church Yard (cheque signed by Cllr Eyres<br>and Cllr Shepherd and posted on 4th July) | £1,900.00         |
| 102134   | Rosemary Godfrey - 6 months web site maintenance  | £240.00           |
| 102135   | K&M Lighting June Maintenance £35.11(includes back pay<br>for Dec to May) July £66.22   | £101.33           |
| <b>Total Cheques paid</b>  |   | <b>£7,816.72</b>  |
| <b>Balance in Community Account for July 2017</b>                        |   | <b>£5,037.51</b>  |
| <b>Balance in Savings Account (£1592.96 Ring Fenced moneys Chilzone)</b> |   | <b>£22,801.00</b> |

**8.2 Grant application for Lawn Mower for the Church Yard grass cutting**

The church has asked for a total of £2,500 to cover the cost of the sit on mower which is £1,900 and the maintenance of the mower over the next 3 years. Cllr Fox proposed that the cost of the mower is awarded and the remaining ring-fenced to go towards the maintenance this was seconded by Cllr Angus and 5 agreed.

**8.3 Website – report from Mrs Godfrey**

Mrs Godfrey has added posts for the audit notice, reflections from Mundford rectory July 2017, uploaded the new bus timetable, removed the allotment and benches posts from being featured on the home page, fixed a “Sorry email message could not be delivered” problem with the quick contact form. There were 262 visitors this month (377 in May).

**8.4 Bus Service – May and June passenger figures**

May - 5 on the 13th and 5 on the 27th – cost £90.00  
June – 4.5 on the 10<sup>th</sup> and 6 on the 24<sup>th</sup> – cost £87.00

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**8.5 Annual pay review for Parish Employees Clerk and Handyman**

The Clerk, Cllr Angus and public were excluded from this part of the meeting, upon the Clerks return she was informed that her salary would be increased to SCP 23 which is an increase from £10.739 to £11.054 an hour, the Clerk thanked the Cllrs for this. The Handyman's hourly rate will increase from £10.00 to £10.50.

**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.**

**Enforcement notice issued 16<sup>th</sup> August 2016**

The Clerk has chased this up with Capita and received a reply that this may take several months to resolve, following a discussion it was agreed that the Clerk will write to District Cllr Mike Nairn regarding this situation.

**3PL/2017/0059/F Land off Crown Road**

Construction of 4 dwellings and garages

Dated 18<sup>th</sup> January 2017

No objections from eight Cllrs, one Cllr not available to comment and one Cllr expressed concern whether the public footpath may be hampered.

**3PL/2017/0295/F Clover Farm West Tofts Road**

Siting of Mobile Home dated 13<sup>th</sup> April 2017

No Objections – One comment stating that it is believed that the site is with the Stone Curlew SPA and adjacent to Breckland SPA – The application indicates it is not.

**3PL/2017/0241/HOU 2 Meadow Cottages IP26 5EB**

Single storey, flat roofed dining room extension dated 25<sup>th</sup> April 2017

**Planning approved 6<sup>th</sup> June 2017**

**3PL/2017/0501/HOU 24 Adeane Meadow IP26 5DU**

Single storey lounge and kitchen extension and internal alterations dated 25<sup>th</sup> April 2017

**Planning approved 31<sup>st</sup> May 2017**

**3PL/2017/0539/HOU 1 Fir Close**

Demolish of existing single storey extension to erect new two storey extension dated 25<sup>th</sup> April 2017

**No Objections**

**3PL/2017/0541/HOU The Old Rectory 33 St Leonards Street IP26 5HG**

New rear entrance extension, new garage, driveway and access dated 24<sup>th</sup> April 2017

**Planning approved 13<sup>th</sup> June 2017**

**3PL/2017/0542/F The Old Rectory 33 St Leonards Street IP26 5HG**

Erection of detached dwelling, single garage, driveway and new access dated 24<sup>th</sup> April 2017

No objections from any Cllrs, however, 2 Cllrs expressed concern regarding the position of the new cottage that it could be better placed so as not to impinge on the grade 2 listed building

**Planning withdrawn 2<sup>nd</sup> June 2017**

**3PL/2017/0543/LB The Old Rectory 33 St Leonards Street IP26 5HG**

Erection of rear extension, new garage, driveway and access dated 24<sup>th</sup> April 2017

**Planning approved 13<sup>th</sup> June 2017**

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**10. STREET LIGHTING**

Fir Close has been paid for (UK Power Networks) and we are waiting to hear when this will go ahead. Malsters Close is in the pipe line the cheque will be sent to UK Power Networks Friday 7<sup>th</sup> July 2017.

**11. REPORTS**

**11.1 District Cllr Mike Nairn**

Cllr Nairn said that Breckland had been taken to the High Court by Dignitus regarding planning for a crematorium, and consequently Dignitus lost the appeal and are now having to pay the court costs. Cllr Nairn said he attended a Local Planning meeting at Dereham and he confirmed that the situation regarding new developments in Mundford remains unchanged.

**11.2 County Cllr Fabian Eagle**

The Chair asked Cllr Eagle when the road A134 is to be repaired between the Mundford roundabout towards Thetford as this was promised in 2015 and then 2016 and now 2017, Cllr Eagle said he would look into this. Cllr Goodrham asked if Cllr Eagle could update the Parish Council regarding the survey that is taking place for the traffic that's backs up on the A134 going onto the A11 from Mundford on to the roundabout. Cllr Eagle read out his report which included the following. Norfolk County Council have to make total savings of £125 million over the next 4 years and the Council are looking at various sites where savings can be made, services such as libraries and fire services will be protected. NALC have a new Chief Executive. Every County Councillor has been given £6,000 a year for the next two years to spend on Highway projects within their division. The Chair said that weed spraying used to take place 3 times a year and then over the past 4 to 5 years it has been reduced to 2 and so far this year it has not been done and in some of the areas the weeds are now over 1 foot high and he asked if this service has now been cut down to 1 spray a year.

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

Bulldog Barn signs coming in to the village from Thetford, Swaffham and Brandon – The Clerk will report this to the Highways Planning Enforcement department. Area outside the Bowls Club – a resident is leaving their dog waste on the green and in front of the bench outside the Bowls Club and it was suggested that a sign saying that CCTV cameras are operating in this area is put on the post in that area. BT pole in Crown Road Cllr Fox asked that the Clerk contact BT to ask them to e-mail to confirm when the problem was first reported and what they did when they came to site and is it acceptable that the pole runs through the trees and also to confirm that the wiring is now safe. War Memorial flowerbeds -Cllr Eyres suggested that the existing bed is taken away and a new flower bed is planted around the War Memorial. Cllr Eyres mentioned that the Chip Shop is due to open in September and they have said that they will be putting up signs into the village and the Parish Council needs to keep eye on this situation. Grit bin at the Bowls Club – the Chair said that the bin had recently been moved and he asked if Cllr Marston could ask that the Bowls do not move it .Cllr Eyres asked if all could be mindful when discussing planning applications that have been circulated to the Councillors when in public places.

With nothing more to discuss the meeting closed and 9.41

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