

**Minutes of the Mundford Parish Council Meeting  
Held at The Cricket Club, Mundford  
on Thursday 7<sup>th</sup> September 2017**

**PRESENT:**

Councillors S. Eyres Chairman, T. Fox Vice Chairman, C. Angus, K. Weight, D. Goodrham, J. Marston, D.Frost, A. Shepherd, District Councillor 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**

None

**3. ACCEPT AND SIGN THE MINUTES**

The minutes of the meeting held on 3<sup>rd</sup> August 2017 were accepted as a true record, this was proposed by Cllr Marston seconded by Cllr Angus and 4 agreed.

**4. TO RECEIVE DECLARATIONS OF INTEREST**

None

**5. MEETING SUSPENDED FOR PUBLIC PARTICIPATION**

A member of the public said that he had complained to Breckland Planning Department about the signs on the fish and chip shop as there is no mention of this type of sign in the planning documents and he has since been told by Capita that it could take several months to deal with this.

**6. MATTERS ARISING**

**6.1 Outstanding Highway Matters**

Stickers for Wheeley Bins – County Councillor Eagle has confirmed that the Parish Council is able to claim back the money spent on these from Norfolk County Council. Yellow marked road repairs have been re-painted as when the contractors came out to carry out the work the paint had faded and they could not see where the repairs had to be made.

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

The spare allotment number 10 has been taken on by the allotment tenant that has number 9.  
The chair said that he had sprayed weeds on that allotment.

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

Cllr Weight said that the flowerbed on the village green could do with some attention.

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

The Clerk has submitted the grant application to Norfolk County Council Highways, the Clerk explained that the work cannot go ahead until they confirm that we have been awarded the grant which will be announced in March/April 2018.

**6.5 Christmas Tree lighting arrangements and update on the electricity power and lights**

Electricity supply has now been installed however the cables that have been installed are for a metered supply and an unmetered supply will be needed for the Christmas lights, UK Power networks have confirmed that they will be changing this in time for Christmas. Following a discussion it was agreed that new multi-coloured lights would be ordered from “Festive Lights” at a price of £339.87 + VAT this was proposed by Cllr Fox seconded by Cllr Angus and all agreed. The Chair proposed that the lights are turned on Saturday 2<sup>nd</sup> December at 5pm this was seconded by Cllr Angus and all agreed. Cllr Frost has booked the Choir. It was agreed that residents would be asked if they would like to sponsor the tree in the same way as last year which was “memory baubles” that were hung from the bottom of the tree. Crown Hairdressing have agreed to supply hot chocolate on the night and St Leonards Home will be holding a raffle in their driveway and the Crown have been informed of the date so that they can arrange for their lights to be turned on at the same time. Cllr Goodrham said he will supply a speaker system and the Football club can supply a lighting system. It was agreed that the Clerk would approach Lynford Hall to ask if they would supply gingerbread Christmas trees as before, it was also agreed that the Clerk would approach Browns, Yallops/Cost Cutters and the Fish and Chip shop to see if they

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would like to donate or become involved on the day. The Clerk will also contact the PCSO to see if they can be in attendance that evening. The Christmas tree will be moved to a different position on the village green so that the lights can be seen clearly from all angles. The Chair will order a 6mtr Christmas tree. Cllr Goodrham said he will ask the Reverend Zoe if she would like to say a few words on that evening.

**6.6 New Benches – update on benches**

Green Acre residents have agreed for a bench to be placed in their Close subject to their terms and conditions that have now been signed and returned to them (8 Cllrs agreed with the T&C's) they have agreed to pay £75.00 towards the base. Mr Newton from Cherry Tree Close has come forward to donate a bench in memory of his wife and this will be placed on the Kings Lynn Road. There are now two positions left for benches and it was agreed that a notice for this would be placed in the Connect.

**6.7 Wild Flower area by the War Memorial**

We are still waiting to hear from Mr Crampton.

**6.8 Parish Council Flowerbed by the War Memorial**

The Clerk passed around some details for a company called Wood Blocx that manufactures raised beds, the Chair has some measurements and a plan for the bed to be placed around the bottom of the War Memorial and he will give these to the Clerk to obtain a price from this company.

**6.9 Risk Assessment – to be carried out before the October meeting**

A risk assessment for the village will be carried out by the Clerk and a Cllr before the meeting in October, Cllr Angus is happy to carry out the assessment with the Clerk unless anyone else would like to do this, Cllr Shepherd offered to help if she is needed.

**6.10 Bulb Planting – to agree a date and time**

Mr Newton is going to donate some bulbs. It was agreed that the date will be Saturday 14<sup>th</sup> October meeting at the Parish Office at 10.00am. It was agreed to spend £100 on daffodils and also to buy 100 dark pink hyacinth bulbs.

**6.11 Litter Pick Equipment – to discuss purchasing new equipment for volunteers**

Following a discussion it was agreed that the Clerk will order 12 Hoops @ £7.99 each, larger gloves are also needed for some of the volunteers and Cllr Fox said he will pick up the same type that he uses for his work - 5 pairs each of large and extra-large are required.

**6.12 Remembrance Day Service at the War Memorable Sunday 12<sup>th</sup> November 2017 – to confirm arrangements for this year.**

Cllr Goodrham confirmed that the Reverend Zoe will carry out the service at 11.00am, the Clerk will ask if a military man can attend from Stanta and also from RAF Marham. Following a discussion it was agreed that Cllr Goodrham will speak to the Reverend Zoe regarding closing the roads during the service/2 minutes silence. Mr Walker from the Crown will be asked to sweep the area as he has done in previous years.

**6.13 Scout Hut Lease Agreement – to agree the new lease agreement**

The Clerk had circulated a draft copy of the new Scout Lease agreement to the Cllrs prior to the meeting, Cllr Goodrham proposed that this is accepted and this was seconded by Cllr Weight and all agreed.

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

The Clerk has received an email from a resident in St Leonards who was concerned about the parking on pavements especially once the chip shop opens and they had offered to put notices on the car window screens when this happens, it was agreed that the Clerk would supply them with the notices that do not have the Parish Council Logo on them.

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**8. FINANCE**

**8.1 To Accept the Payments and Cheques for the August meeting**

Cllr Shepherd proposed to accept and sign the cheques for the September 2017 meeting, this was seconded by Cllr Fox and all agreed

The following payments were authorised on Thursday the 7th September 2017 the cheques were signed by Cllr A. Shepherd and Cllr T. Fox

<b>Balance for August 2017</b>	<b>£1,742.76</b>
<b>Minus the following direct debits</b>	
E-On Street Lighting	£66.93
Telephone Wi/Fi	£64.83
<b>Total Direct Debits</b>	<b>£131.76</b>
Plus the following receipts	
Vat Refund	£1,440.85
Mrs Frost Donation for old bench	£20.00
Transferred from Savings to Current Account	£4,000.00
<b>Total Income</b>	<b>£5,460.85</b>
<b>Balance after Direct Debits and Income</b>	<b>£7,071.85</b>

<b>Cheques</b>	<b>Description</b>	<b>Total</b>
102141	E-On - Parish Office Electricity	£114.50
102142	Mrs A Shepherd - Community Car Scheme	£200.00
102143	Viking Stationers - New Printer and Printer Inks and paper	£183.21
102144	K&M Lighting - Street Light Maintenance £66.22 Two new lights (Fir Close and Malsters Close) £2963.64	£2,914.14
102145	West Norfolk Community Transport - Bus Service	£80.00
102146	Killapest - 6 months mole control	£288.00
102147	Katie Preston - refund for allotment payment	£15.00
102148	Mundford Village Hall - grant towards new floor in hall	£1,500.00
102149	Mundford Cricket Club - payment for bulb fertilizer supplied to the Council from Cricket Club stocks	£45.00
102150	Mrs P Angus - Salary 15 hours a week £11.05 an hour	£695.09
102151	Mr B McIsaac - Salary £92.30 - Mileage £4.05 Strimmer Head and Line £46.28	£142.63
<b>Total Cheques paid</b>		<b>£6,177.57</b>
<b>Balance in Community Account for September 2017</b>		<b>£894.28</b>
<b>Balance in Savings Account</b>		<b>£18,801.00*</b>

**(Ring Fenced moneys Chilzone £1592.96)**

**\* £4000 transferred from savings to current account August/September 2017**

**8.2 Website – report from Mrs Godfrey**

Mrs Godfrey has uploaded posts from the Connect and there were 215 visitors this month.

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

August figures were 5 on the 5<sup>th</sup> and 5 on the 19<sup>th</sup> cost to the Council £90.00

The Clerk had circulated the following costs to the Cllrs prior to the meeting

<b>Year</b>	<b>Total Cost</b>
2013/2014	£1,055.00
2014/2015	£999.00
2015/2016	£900.00
2016/2017	£1,074.00

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**Total**                    **£4,028.00**

Following a discussion it was proposed by Cllr Fox that the Parish Council will continue to subsidize this service for the next 6 months based on the following:-

1. Are the passengers prepared to pay more for the fare (£1.00 was suggested)?
2. Would one trip per month be sufficient?
3. If the numbers do drop then the Parish Council would seriously have to consider discontinuing the service.

This was seconded by Cllr Angus and all agreed.

**8.4 Budget for 2017/2018– Any projects for next year that may have an impact on the budget**

The Clerk will be starting to prepare the budget for 2017/2018 and should be able to present these at the December meeting. The Cllrs were asked if there was anything that may have an impact on next year's figures such as any extra maintenance or new projects and if they could think about this for the next meeting in October.

**9. PLANNING APPLICATIONS**

**3PL/2014/0970/A 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 – Complaint letter has been sent to District Cllr Nairn regarding the lack of response to this issue.**

**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/2017/0862/VAR Land adjacent to The Post Office 62 St Leonards Street, Mundford**

Removal of conditions 7 & 8 of planning permission 3PL/2016/1209/VAR

Dated 7<sup>th</sup> August 2017

The documents state that the development has not yet started ( it has) it also appears that the detailed scheme for the offsite highway improvement had not been submitted before building started, why was this not sorted out before the building started?

**Fish and Chip Shop Sign**

The Clerk has received a complaint regarding the sign on the Fish and Chip Shop and has passed this on to planning.

Another resident has also reported this on the Breckland Web site and has received a reply saying that this matter will be looked into however this could take several months.

**10. STREET LIGHTING**

Fir Close – following a complaint regarding the new light in Fir Close the Council has since written to the resident explaining why the light was placed in this position. A new lamp has also been installed in Malsters Close, this and the Fir Close light need to be connected by UK Power Networks. The Chair proposed that another new column is now ordered for Malsters this was seconded by Cllr Shepherd and all agreed. Cllr Goodrham said that there was a street light that is being obscured by trees belonging to the school, the Clerk will ask the school to trim back the tree. There was a discussion regarding a tree that is obscuring a light outside a house in St Leonards and it was suggested that this may be in a conservation area.

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**11. REPORTS**

**11.1 District Cllr Mike Nairn**

Cllr Nairn said that a draft of the local plan has been circulated for comments, and if this goes through the Secretary of State unchallenged it should be adopted early next year, that means it will be the planning policy for Breckland for the next 20 years. With regard to Breckland Council several grants are going through. The Council are trying to encourage small businesses to come back into the towns.

**11.2 County Cllr Fabian Eagle**

Not at meeting.

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

With the recent resignation of Cllr Burton the Clerk explained that a notice had gone on the board and the website to advertise the post and if residents do not ask for an election (a minimum of 10 have to apply for an election) a new Cllr can be co-opted at the next meeting (subject to any applications being received for the post)

With nothing more to discuss the meeting closed at 9.30pm

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