

**Minutes of the Mundford Parish Council Meeting
Held at The Cricket Club, Mundford
on Thursday 7th December 2017**

PRESENT:

Councillors S. Eyres Chairman, T. Fox Vice Chairman, D. Goodrham, J. Marston, A. Shepherd, J. Musgrove, C. Angus. D. Frost, District Councillor M. Nairn and Mrs P Angus Clerk to the Council.
There were 8 members of the public

1. THE CHAIRMAN'S OPENING REMARKS

The Chair welcomed all to the meeting and informed everyone that Mr David Allen who in the past had served on the Parish Council had sadly passed away.

2. APOLOGIES OF ABSENCE

Cllr Weight

3. ACCEPT AND SIGN THE MINUTES

The minutes of the meeting held on 2nd November 2017 were accepted as a true and accurate record, this was proposed by Cllr Marston, seconded by Cllr Goodrham and all agreed. The Chair signed the minutes.

4. TO RECEIVE DECLARATIONS OF INTEREST

None

5. MEETING SUSPENDED FOR PUBLIC PARTICIPATION

A member of the public said that grassed area outside 5 and 7 Malsters Close needs to have posts installed to stop vehicles parking on the grass and that they would be prepared to pay for the posts if the Council are willing to install and maintain them (see item 6.1 for further details and conclusion)

A member of the public who lives in Crown House had sent a letter to the Council regarding closing the road outside his house and putting more parking areas on the other side of the village green and he was at the meeting to ask the Council if this was possible (see item 6.1 for further details and conclusion)

A member of the public expressed concern regarding the speed of the traffic on the Swaffham Road and asked if the speed limit could be reduced and if a crossing could be put in place, District Cllr M Nairn advised that she and her neighbours get a petition together and write to County Councillor F Eagle and our Member of Parliament Elizabeth Truss for their support.

Two members of the public explained that they would like to start a youth club in the village (see item 6.10 for further details and conclusion)

6. MATTERS ARISING

6.1 Outstanding Highway Matters

Malsters Close/Crown Road grass verge – residents of 5 and 7 Malsters Close have offered to pay for some wooden posts to be put on the edge of the green verge outside their houses and had asked if the Council would install these and maintain them, following a discussion Cllr Shepherd proposed that this goes ahead this was seconded by Cllr Fox and all agreed. Funding of dropped kerb for resident – Cllr Shepherd had been asked if the Parish Council could pay for a resident to have a dropped kerb installed, following a discussion it was agreed that this will not be possible. A resident had written to the Parish Council regarding the possibility of closing the slip road to through traffic in front of his house and providing more parking spaces on the edge of the village green. The Councillors explained that Highways would not consider the closure of the road and the village green belonged to the Parish Council and was common land therefore parking of vehicles on the edge of the green would not be possible. Following a discussion it was agreed that the Clerk/Cllr Angus would ask Mr Walker of the Crown if he could put a small sign in place to point out that there is a large car park provided for residents and customers to use whilst they are in the Crown, this would help alleviate some of the problem of vehicles parking for long periods in the slip road outside Crown House.

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6.2 Allotments – to discuss any outstanding matters

The Chair said that Mr Bruce McIsaac had a spare gate that could be put in the side fence of the allotments it was agreed that this could be fitted. The Clerk has received a request from a resident in Ickburgh to go on the waiting list and following a discussion it was agreed that residents from both Cranwich and Ickburgh could apply, however, Mundford residents on the list would always be given priority.

6.3 Handyman/Gardener – to discuss any outstanding jobs

On Tuesday 12th December the flowerbed by the War Memorial will be fitted by the handy man and the Chair said he would help him with the installation – the Chair had been advised by the manufacture of the bed that shingle could be used as a foundation and he purchased some ready to be put in place. Cllr Goodrham suggested that the posts on edge of the Village Green in front of the Crown House and the chip shop should be moved out to the edge to stop cars mounting the green when using the slip road, Cllr fox proposed that this should go ahead, this was seconded by Cllr Angus and all agreed.

6.4 Customized signs into Village – Progress report

Defer until March when we should hear about the grant

6.5 Christmas Tree Lighting – report on the event

All agreed that the lighting ceremony went very well. The Clerk had sent out Thankyou messages to all who donated food and drink and also to the Police for their attendance. A total of £85.00 has been received so far from residents that wished to donate towards the tree.

6.6 New Benches – update on remaining new benches

Another bench has been ordered for Mr Broughton in memory of his wife, this bench will go by the War Memorial, and Bruce McIsaac has ordered the brass memorial plaque.

6.7 Wild Flower area by the War Memorial – progress report

It was agreed that this would be discussed at the next meeting.

6.8 Parish Council Flowerbed by the War Memorial – progress report

This is now with the Clerk ready to be installed (item 6.3 refers to this)

6.9 Mundford Post Box – progress report

The clerk has chased this up with the post office but has not had any more news from them on the progress.

6.10 Youth Club

Earlier in the meeting (item 5) a member of the public said that she would like start a youth club in the village, the Chair explained what she would need to do start up and run a youth club and how to apply to the Council for the funding that has been ring-fenced for this type of project.

6.11 Stanta Tour

The Clerk has received a date from Stanta for the 2018 tour which will be Wednesday 8th August.

6.12 Meeting dates for 2018

The Clerk had circulated the meeting dates for 2018 prior to the meeting with a question mark against January as to whether the Council wanted a meeting that month, following a discussion it was agreed that a meeting would go ahead in January on Thursday 4th, this was proposed by Cllr Fox, seconded by Cllr Goodrham and 5 agreed.

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

None outstanding

8. FINANCE

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8.1 Payments and Cheques for the October and November invoices – to agree and sign the payments

Cllr Fox proposed to accept and sign the cheques for the October and November 2017 invoices; this was seconded by Goodrham and all agreed

The following payments were authorised on Thursday the 7th December 2017 the cheques were signed by Cllr A Shepherd and Cllr S Eyres

Balance for October 2017	£12,824.23
Minus the following direct debits	
E-On Street Lighting	£66.93
Telephone BT payment October includes Line rental for Oct / phone calls from 21st sept to 3rd Oct and £20.00 penalty for ceasing telephone 2 year contract before contract ends)	£76.66
Telephone XLN for Oct and Nov bills 2017	£68.50
Total Direct Debits	£212.09
Plus the following receipts	
P D'Eugenio Christmas tree Donation	£30.00
Total Income	£30.00
Balance after Direct Debits and Income	£12,642.14

Cheques	Description	Total
102167	Mr B McIsaac - 4 hours salary = £33.60/ Mileage 3 miles @ £1.35	£34.95
102168	Mrs P Angus - Salary inc 3 weeks holiday pay £695.29	£695.29
102169	Nicola Cooper - Interim Clerk for Nov Meeting – £38.58 for meeting prep/taking minutes/typing minutes + 18 miles @ 45p a mile = £8.10	£46.68
102170	T.T.S.R - Grass cutting April to October 2017	£1,584.82
102171	K&M Lighting - Street Light Maintenance	£66.22
102172	Festive Lights - Star for top of tree	£7.99
102173	West Norfolk Community Transport	£66.00
102174	Information Commissioner Subscription	£35.00
102175	Royal British Legion - Poppy Wreath	£17.00
102176	E-on - Parish Office (final bill from E-On)	£113.67
102177	Mrs A Shepherd - Community Car Scheme	£200.00
Total Cheques paid		£2,867.62
Balance in Community Account for November 2017		£9,774.52
Balance in Savings Account		£18,801.00
(Ring Fenced moneys Chilzone £1592.96)		

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

Balance for November 2017	£9,774.52
Minus the following direct debits	
E-On Street Lighting	
Telephone Wi/Fi XLN December bill	£42.65
Parish Office Electricity Nov	£30.88
BT Final Broadband bill and charge (£35.00) for leaving wifi infinity contract before agreed date	£60.16
Total Direct Debits	£133.69

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Plus the following receipts

Bench Mr Newton	£384.50
Xmas tree donations	£25.00
Total Income	£409.50
Balance after Direct Debits and Income	£10,050.33

Cheques	Description	Total
102178	Woodblocx - War Memorial flower bed	£337.00
102179	NALC - Training for Cllr Musgrove	£60.00
102180	Void Cheque	
102181	Viking Stationers - printer ink	£105.25
102182	Mr S Eyres - Tea Urn for Christmas tree lighting	£51.49
102183	Mrs P Angus - Salary - 15 hours a week @£11.05 an hour	£695.09
102184	West Norfolk Community Transport	£84.00
102185	Mr B McIsaac - Salary 17.5 hours @£10.50 an hour = £146.95/Mileage 19 miles = £8.55/ Engraved plaque for new bench £36.54/ Fuel for strimmer £6.17	£198.21
102186	Mrs A Shepherd - Community Car Scheme	£300.00
102187	Mr S Eyres - Shingle for base of new flower bed	£23.96

Total Cheques paid	£1,855.00
Balance in Community Account for December 2017	£8,195.33
Balance in Savings Account (£3.30 interest received 4/12/17)	£18,804.30
(Ring Fenced moneys Chilzone £1592.96)	

8.2 Web report from Mrs Godfrey for October and November

Mrs Godfrey has uploaded all the usual notices for October and November— there was 225 visitors in October and 292 in November.

8.3 Bus Service – October and November passenger figures

On the 14th Oct there was 8, 28th Oct there was 6, 11th Nov there was 6 and the 25th Nov there was 5.

8.4 Budget 2018/2019 – to agree the figures for the Parish precept for 2018/2019

All figures had been previously distributed to the councillors prior to the meeting, the Chair explained that there had been an adjustment to the Church figures to reduce it to £200 (was £1,000) which is payment for the servicing of the sit on lawn mower. Cllr Frost said that the Church may require some funding towards a new gate, it was agreed that this would be discussed at a later date. Following a discussion it was agreed to set the 2018/2019 precept at £30,000 which means there is no increase for next year, this was proposed by Cllr Fox, seconded by Cllr Goodrham and all agreed.

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 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 – Complaint letter has been sent to District Cllr Nairn regarding the lack of response to this issue.

Following a discussion regarding the lack of response from the Planning Enforcement department Cllr Nairn suggested that we keep reporting this on line to the Breckland Planning Enforcement department.

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

Construction of 4 dwellings and garages
Dated 18th January 2017

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Permission granted

3PL/2017/1043/HOU – 34 Swaffham Road, Mundford

New Detached Garage

Dated 12th September 2017

Permission granted

3PL/2017/1219/VAR Mundford Green Fish Bar

Change of opening times to shut at 9pm from the existing 8pm

Dated 3rd October 2017

Permission granted

3PL/2017/1250/A Mundford Green Fish Bar

Erection of one front externally illuminated fascia sign and one rear non-illuminated fascia sign

Dated 3rd October 2017

Permission granted

3PL/2017/1366/HOU 32 Malsters Close

Lounge Extension

Dated 8th November 2017

Permission granted

3PL/2017/1323 Site between 4 and 6 Lynford Way

Change of parking and turning areas

Dated 2nd November 2017

No objections

3PL/2017/1458 variation to 3PL/2016/1209/VAR

2 residential Dwellings St Leonards Street IP26 5DW

To remove conditions 7&8 (copy of conditions attached) as the Highway Department has confirmed that this work is not necessary

Dated 24th November 2017

7 no objections – 1 objection

3PL/2017/1435 62 St Leonards Street IP26 5DW

Conversion of former Post Office/Shop into additional dwelling accommodation

Dated 23rd November 2017

No objections

3PL/2017/1427 Clover Farm IP6 5EJ

Planning Permission for a Mobile Home

Dated 24th November 2017

No objections

10. STREET LIGHTING

The Chair proposed that another new street light is installed in Malsters Close and it is to be placed where the lighting contractors have previously advised, this was seconded by Cllr Angus and 7 agreed.

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11. REPORTS

11.1 District Cllr Mike Nairn

Cllr Nairn reported that Breckland County Council was not happy with Capita who deal with the planning applications and they now have a new manager for that department. If anyone has a planning application they can now discuss it with the planning department before formally submitting it. The local development plan has now been submitted and will come into effect the early part of next year and this will be the planning guidance for Breckland up to around 2036. There was a community fridge installed in Watton whereby if anyone had any food left over they would put it in the fridge and other people could then take that food instead of it being thrown away, this scheme will be rolled out to other market towns. Breckland are in the process of setting their budget and it looks like their precept will not be raised and their finances are looking quite healthy in comparison to other areas.

11.2 County Cllr Fabian Eagle

Not at meeting

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

Cllr Goodrham said that the grassed area in Wissey View that a resident is parking on is looking very badly damaged. The chair has been asked by a resident if the Adeane Meadow sign can be moved further up the road behind the grit bin, both these matters will be added to the next agenda.

With nothing more to discuss the meeting closed at 9.15pm

Chairman: _____ Date: _____