

**Minutes of the Mundford Annual Parish Council Meeting
Held at The Cricket Club, Mundford
on Thursday 3rd May 2018**

PRESENT:

Councillors J. Musgrove Chairman, T. Fox Vice Chairman, S. Eyres, D. Goodrham, J. Marston, A. Shepherd, C. Angus, , District Cllr M. Nairn and Mrs P. Angus Clerk to the Council.
There were 2 members of the public.

1. ELECTION OF CHAIRMAN

Cllr Angus proposed that Cllr James Musgrove be elected as Chairman, this was seconded by Cllr Fox and all agreed. Cllr Musgrove signed the Declaration of Acceptance of Office and this was witnessed and signed by the Clerk.

2. ELECTION OF VICE CHAIRMAN

Cllr Shepherd proposed that Cllr Fox remains as Vice Chair, this was seconded by Cllr Angus and all agreed.

3. THE CHAIRMAN'S OPENING REMARKS

The Chair explained that he had been in the village for 5 – 6 years and he is a Building Design engineer consultant for heating, air conditioning and electrical installations and he is now almost fully retired.

4. APOLOGIES OF ABSENCE

Cllrs K. Weight and D. Frost

5. ACCEPT AND SIGN THE MINUTES

The minutes of the meeting held on 5th April 2018 were accepted as a true and accurate record, this was proposed by Cllr Goodrham, seconded by Cllr Fox and all agreed. The Chair signed the minutes.

6. TO RECEIVE DECLARATIONS OF INTEREST

None

7. MEETING SUSPENDED FOR PUBLIC PARTICIPATION

A Member of the public expressed his concern about the traffic on the Swaffham Road (A134) and said that there had been a few people nearly knocked over on this road, District Cllr M. Nairn advised him to contact the Norfolk Constabulary, the Chair said that there was a meeting arranged with Elizabeth Truss and the Highways department to take place on the 4th May at 4.30pm to discuss the possibility of a crossing to be put on this road and the public are invited to attend

8. MATTERS ARISING

8.1 Outstanding Highway Matters

The following have been chased up by the Clerk after the last meeting and we have received these updates:-

- Crown Road – Flooding – This is caused by a suspected gas pipe severing the drainage pipe, this has been programmed for repair. Currently Highways resources are focusing on repairing potholes, Highways have since flushed out this gulley since the last meeting.
- Swaffham Road – Parish Office – Flooding –The soak away needs to be improved in this area and will be looked at as soon as possible.
- Lynford Road – This is on their schedule of works and has since been completed.
- Crown Road by The Crown – Pot hole reported again on the Highways web site as it was reported as being repaired and the enquiry was closed. Highways have apologised and this is due to be repaired by 4th May.
- West Hall Road outside number 9 – Pot hole reported on the 13th March and now repaired.
- The Lammas outside number 64 – reported to Highways who have passed this on to Anglian Water, the Clerk has now reported this to Anglian direct on their website. They came to site on Monday and this should be repaired within 5 working days (by the 10th May).
- Swaffham Road – junction of Lynford Road – New School Crossing Sign as discussed at the last meeting – Cllr F. Eagle has been sent an email to thank him for his support with this matter and has been asked to update us with any news, also there is a meeting

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planned with Elizabeth Truss and Highways on the 4th May with regard to the possibility of installing a pedestrian crossing on this road, members of the public will also be attending this meeting along with District Cllr M. Nairn, County Cllr F. Eagle and Cllr J. Musgrove (Cllr Fox was not sure at this time if he would be able to attend this meeting)

The following has been reported since the last meeting:-

- Cranwich Road by the old School House – Pot Hole reported to Highways 23rd April and this has now been repaired.
- The Chair said that the gulley outside the Bowls Club in West Hall Road had not been flushed when Highways was in the village, the Clerk will report this to Highways.

8.2 Allotments – to discuss (if any) any outstanding or future matters

Report on the recent inspection carried out by the Chair and Cllrs S. Eyres:-

- 1A All OK
- 1B All OK
- 2A This allotment had not been touched so far this year.
- 2B All OK
- 3 Work has been started on this plot.
- 4 All OK
- 5 Generally OK needs some attention.
- 6 Work ongoing question over tree on this plot.
- 7 Part could be sprayed off ?
- 8 Wraps around part of 7 All OK in very good order.
- 9 Work started although tenant has sold their house.
- 10 Cleared by Councillor Eyres earlier in the year needs possible further attention.

Gate to centre allotment path needs attention as the hinges have dropped.

Brick built shed roof leaks although water is being collected internally in a galvanised bath. Possible suggestion to arrange working party to tidy up shed and possibly attend to roof.

The Chair said that there were no major issues and since that visit most of the footpaths have been cut, Cllr Eyres said that when showing new allotment owners their plot it should be suggested that when they come to mow their footpaths they should also mow the main footpath down the middle of the allotments.

8.3 Handyman/Gardener – update on outstanding and future projects

Repair gate in the allotments. Following a discussion it was agreed that Cllr Eyres would continue to deal with the plants for the pots and flowerbeds in the village.

8.4 Customized signs into Village – Progress report

The Clerk has spoken to Mr David Jacklin of Highways to re-confirm where the signs will be placed, Mr Jacklin will update the Clerk as and when he has a date for the work to start. It was agreed that the Clerk will follow this up after the meeting.

8.5 Mundford Post Box – update

Cllr Eyres and Cllr Musgrove met with the Post Office Surveyor and Cllr Eyres said that various sites were looked at around the village and it was agreed that the most suitable location is on the corner of West Hall Road by the Bowls Club behind the timber posts at the entrance to Pig Stye Lane. Cllr Eyres proposed that the Post Box is placed in this position, this was seconded by Cllr Shepherd and 6 agreed. The Clerk will chase up the Post Office for an update on the progress for the installation and the photo to confirm this final position.

8.6 Stanta 2018 – progress report for the tour on the 8th August 2018

One Coach has been booked, the Clerk said that response has been slower this year and has received approximately 8 applicants so far. Following a discussion it was agreed that this should be advertised on the Weeting Facebook page and the Clerk would enquire about getting some A3 posters printed and laminated.

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8.7 Remembrance Day Service at the War Memorable Sunday 11th November 2018

Cllr Goodrham said that as this is the 100th anniversary he suggested that each soldier's name on the War Memorial could be put on a laminate sheet and these would be mounted on wooden stakes and then put in the ground around the War Memorial. Cllr Eyres said that it would be really good if the history of each soldier could be researched and this could be laminated and mounted on posts and displayed around the War Memorial, following a discussion a member of the public who was at the meeting specifically for item 8.8 was asked if he would be willing to help with this research and he very kindly agreed to this. There was a discussion in which Cllr Goodrham suggested that the traffic could be stopped during the 2 minute silence, however this could cause too much disruption, it was agreed that the Clerk would enquire with the police if they could provide "Slow" signs leading up to the roundabout that day. Cllr Goodrham said that as usual the Reverend Zoe Ferguson will be conducting the service.

8.8 History of Mundford Book- researched and written by a resident of Mundford

Cllrs Eyres explained that the author of the book "*Mundford: The Village and its People*" was at the meeting tonight to ask for some financial help with the publication of this book, the author explained that the cost of the publication would be £2,700 and he would pick up the cost of the artwork and setting out which will be £700, the minimum print run is 100 hardback books. Following a discussion it was agreed that the Council would pay £2,000 direct to the publishers towards the cost and would sell the books @ £20.00 each, this was proposed by Cllr Fox, seconded by Cllr Eyres and all agreed.

8.9 Parish Council Information Protection Policy – to adopt the Privacy Policy required for the new GDPR that come into force on the 25th May 2018

Copies of the policy had been circulated to the Cllrs prior to the meeting; this was signed by the Chair. Cllrs that were at the meeting will have also received a check list for them to sign and return to the Clerk to say that they understand what their responsibilities are as a Parish Councillor regarding the General Data Protection Policy.

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

None

10. FINANCE

10.1 Payments and Cheques for the April invoices – to agree and sign the payments

The following payments were authorised on Thursday the 3rd May 2017 the cheques were signed by Cllr T. Fox and Cllr A. Shepherd * 102223 and 102224 signed by Cllr Fox And Cllr Eyres
This was proposed by Cllr Fox seconded by Cllr Goodrham and all agreed

| | |
|---|-------------------|
| Balance for April 2018 | £152.39 |
| Minus the following direct debits | |
| E-On Street Lighting | £117.55 |
| XLN Phone and Wi-Fi | £43.86 |
| Anglian Water | £39.58 |
| Parish Office Electricity | £29.08 |
| Total Direct Debits | £230.07 |
| Plus the following receipts | |
| Precept | £15,000.00 |
| Council Tax Grant | £367.50 |
| Bench Crown Road final payment | £299.50 |
| Allotments Payments | £150.00 |
| Community Car scheme | £850.00 |
| Total Income | £16,667.00 |
| Balance after Direct Debits and Income | £16,589.32 |

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| Cheques | Description | Total |
|---|---|-------------------|
| 102223 | UK Power Networks - New Street Light energy Malsters Close * Signed by Cllrs Fox and Eyres before this meeting at end of April meeting | £1,936.80 |
| 102224 | Mundford Cricket Club - payment on behalf of the Church for Lawn mower service * signed by Cllrs Fox and Eyres at end of April Meeting | £243.83 |
| 102225 | NALC - Subscription | £265.87 |
| 102226 | Viking Stationers - Printer Inks | £83.21 |
| 102227 | West Norfolk community Transport March Invoice | £108.00 |
| 102228 | Zurich -Parish Council insurance | £560.32 |
| 102229 | Mrs P Angus - Salary 15 hours a week @ £11.275 an hour (Includes Salary increase agreed by NALC from 1 st April of £0.22p an hour) | £707.78 |
| 102230 | Mrs A Shepherd - CCS | £350.00 |
| 102231 | Void Cheque | £0.00 |
| 102232 | Mr B McIsaac - Salary 7.5 hours £63.15/Mileage £3.60/Plaque for bench £55.56/Fuel Cap £8.91/Strimmer £281.99 and delivery of strimmer £19.30 | £432.51 |
| 102233 | West Norfolk community Transport April Invoice | £94.00 |
| 102234 | K&M Lighting - Street Light Maintenance | £64.24 |
| Total Cheques paid | | £4,846.56 |
| Balance in Community Account for May 2018 | | £11,742.76 |
| Balance in Savings Account | | £15,813.86 |
| (Ring Fenced moneys Chilzone £1592.96 and £996.50 for outdoor sports and Play) | | |

10.2 Web report from Mrs Godfrey for April

- Added post regarding – gritting, Annual Parish Meeting to meetings page, uploaded new financial regulations and planning protocol documents to procedures' page, added links to past audit conclusion notices and tidied the procedures page, added new procedures, updated Revd Zoe's phone number, deleted past events, added open gardens and associated planning events, there were 185 visitors in April.

10.3 Bus Service - April Passenger Figures

7th April - 3 passengers and 21st April - 4 passengers cost to the Council £94

It was agreed that the Clerk would contact Hillborough Parish Council to see if they would be interested in sharing this service. It was also suggested that the Clerk ask the Bus Service if the driver is willing to go to Tesco which is just outside the Town Centre and wait whilst the passengers do their shopping in there.

10.4 Report of Quarterly Bank Reconciliation of the Parish Accounts – carried out on 12th April 2018 by Cllr Musgrove

Since the last meeting the Clerk has checked with NALC their recommendations for what this quarterly check should include – they have referred her to the NALC model Financial Regulations that state

- On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council.

Mundford does not have anything on their Financial Regulations regarding this quarterly check and it was agreed that this will now be added.

Cllr Musgrave checked the bank statements against the Parish Accounts spread sheet and signed the bank statements as correct. It was agreed that this quarterly check would be carried out in the Clerk's office. The Clerk said that if any Cllr would like to take a more in-depth look at the accounts they are welcome to come to the office (unannounced if they wish) at any time during office hours.

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10.5 Grass Cutting Contract for 2018/2019/2020 – to agree the quote received from TTSR Contractors

Copies of this quote had been circulated to the Cllr prior to the meeting and it was proposed by Cllr Goodrham and seconded by Cllr Angus to accept this new contract.

11. 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.

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

Variation of conditions refused

ENF/289/17/CAS Land at Lynford Road

Breach of planning control

Notice took effect from 27th November 2017 and owners have 9 calendar months (27th August 2018) to comply with the following order

Permanently cease the use of land for residential purposes

Permanently remove all caravans and associated residential items and infrastructure

Reinstate the land to its condition prior to commencement of residential use

17th January 2018 Planning enforcement have been informed of more debris and another caravan being put on this site.

7th March 2018 – Planning enforcement informed of more machinery and debris being put on this site.

3PL/2018/0168/F Development at 4 & 6 Lynford Road, Mundford

Erection of New Dwelling House and Garage

Dated 8th February 2018

Planning approved 3PL/2018/0202/HOU 14 Malsters Close Mundford

Two Storey rear extension to make a larger kitchen diner and new bedroom and ensuite

Dated 8th March 2018

8 Objections and 1 No Objection

Comments :- Plan seems to be incorrect as it refers to 18 Malsters Close

This would reduce sunlight to No 16 which is already next door to No 18 which had a similar extension built many years ago and No 16 will be hemmed in completely with little sunlight from Sept to March

Planning approved

3PL/2018/0247/F 34 Swaffham Road Mundford

Change of use garage to dwelling and extension

Dated 19th March 2018

6 objections – 3 no objections

The original planning application for a house was refused, a garage has been built and the owner is now applying for a change of use

3PL/2018/0292 1 The Grove Mundford

Remove existing porch and replace with a new porch

Dated 13th March 2018

Planning approved

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12. STREET LIGHTING

The new column in Malsters Close outside 66 will be installed on Saturday 5th May and UK Power Networks will carry out their part of the work on 29th May, K&M Contractors had confirmed that they will connect the light on Wednesday 30th May. On the 1st June Mundford will change their lighting contractors to Westcotec and it was agreed that the Clerk would not inform K&M until the 31st May, this was proposed by Cllr Eyres, seconded by Cllr Fox and all agreed. It was also agreed that the cheque for the May maintenance would not be sent to K&M until they have carried out their part of the work.

13. REPORTS

13.1 District Cllr Mike Nairn

District Cllr Nairn said that the Local Plan was now in its final stages and this should be formally adopted by the end of July/beginning of August. Breckland Council are monitoring how much fly tipping is occurring since the charges were introduced by Norfolk County Council. Cllr Goodrham asked about the signage at Browns Kitchen that is still going through the Planning Enforcement office, Cllr Nairn advised that we should keep reporting this on line to the Planning Department. Cllr Goodrham also pointed out that more debris and vehicles are being put on the site in Lynford road, Cllr Nairn said that this should also be reported on line to the Planning Department. Cllr Eyres pointed out that there is a lot of fly tipping happening on forestry land that Breckland may not be aware of, Cllr Nairn advised that this should also be reported to Breckland County Council online. Cllr Eyres asked who is responsible for the litter picking on the main roads between Mundford and Thetford, Cllr Nairn said it would be Norfolk County Council Highways who would carry this out and advised that this should be reported to them online.

13.2 County Cllr Fabian Eagle

Not at the meeting no apologies sent

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

Cllr Goodrham would like the Village Green sign added to the next agenda. Cllr Goodrham also said that the hedge around 44 The Lammas had still not been cut – the Clerk will chase this up with the owner. The Hedge at Rosemary Cottage was discussed and Cllr Eyres said that he will speak to the owner. Following a discussion it was agreed that a letter is sent to 25 Malsters Close to ask that they cut their hedge back to the back of the pavement. Cllr Eyres said that the lamp post on the Kings Lynn Road had still not been replaced, the Clerk will chase this up with Amey. Cllr Eyres said that there is a litter pick arranged for the 16th May at 2pm. The Clerk was asked to contact the Crown to ask that resident of theirs not park his car on the bend of Crown Road. The Clerk was asked to contact the Mole man with regard to moles just off the roundabout and also outside the Parish Office she will also ask if it is possible for him to let the Parish Council know how many moles he catches per month.

With nothing more to discuss the meeting closed at 9.08pm

Chairman: _____ Date: _____