

**Minutes of the Mundford Parish Council Meeting
Held at The Crown, Mundford
on Thursday 7th June 2018**

PRESENT:

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

There were 5 members of the public

1. THE CHAIRMAN'S OPENING REMARKS

The chair welcomed everyone to the meeting and said that he will be attending a training course in June for new Chairmen.

2. APOLOGIES OF ABSENCE

Cllr Frost.

3. ACCEPT AND SIGN THE MINUTES

The minutes of the meeting held on 3rd May 2018 were accepted as a true and accurate record, this was proposed by Cllr Goodrham, seconded by Cllr Angus and 6 agreed. The Chair signed the minutes.

4. TO RECEIVE DECLARATIONS OF INTEREST

None

5. MEETING SUSPENDED FOR PUBLIC PARTICIPATION

A member of the public pointed out that he had copied the Parish Council in on a letter that he had sent to residents in Swaffham Road regarding the flooding problems in that area, the Chair confirmed that all Councillors had seen a copy.

6. MATTERS ARISING

6.1 Outstanding Highway Matters

- Crown Road and Parish Office – Flooding – chased up several times with Highways and the Clerk has been informed that due to staff shortages there is no progress on these matters and as soon as they are up to date these will be looked at. Cllr Marston pointed out that 33Fir Close floods when it rains and it was agreed that the Clerk would inform Highways of this problem.
- Swaffham Road – speeding – a report has been received from Mr McCabe from Highways and circulated to the Cllrs, the Clerk has passed this report to the resident that organized the original meeting with Elizabeth Truss.
- Customized signs into the village – estimated start of installation is now 16th July 2018
- Footpath (FP1) between West Hall Drive and the Chicken Farm by the A134 – overgrown and almost unpassable – reported to Highways 22/5/18 and will be cleared within 6 weeks from this date, there is also a problem with dog waste being left in this area, following a discussion it was agreed that signs would be put up in the area (a local resident has offered to do this), dog bins were also discussed in which it was agreed that it would not be practical to install these on this footpath.

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

None

6.3 Handyman/Gardener – update on outstanding and future projects

Flowers for the tubs and flower beds will be collected from the garden centre on the 8th June, there will be 300 mixed flowers and these will be planted over the next few days – Cllr Eyres will be installing some edging stones around the rose garden on the Village Green, wildflower seeds have been planted around the pit by the War memorial and following a discussion it was agreed that if these seeds are a success then more wild flowers would be sown in the other trenches by the War Memorial area.

6.4 Mundford Post Box – update

Estimated installation date for this is the end of July 2018

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6.5 STANTA 2018 – progress report for the tour on the 8th August 2018

To date there are now 4 seats left on the coach, the Clerk will start a new list and if enough applicants come through then a second coach will be booked. The Clerk said that she will collect the money on the day but will not be going on the tour and Cllr Shepherd kindly offered to help with this.

6.6 Remembrance Day Service at the War Memorable Sunday 11th November 2018 – to discuss arrangements for this year.

“There but not There” statuettes were discussed and following this it was agreed that 2 of the statuettes would be purchased by the Parish Council cost will be £29.99 each and these will be on display at the War Memorial on the 11th November and afterwards would be displayed in the Church, this was proposed by Cllr Goodrham, seconded by Cllr Shepherd and all agreed. Following a discussion it was agreed that the names of each soldier whose names appear on the Memorial will be printed and laminated on A4 signs and displayed around the War Memorial. Cllr Eyres said that one of the Soldiers names that appears on the Memorial - William Houchten is buried in Mundford Church yard, however, the headstone has been broken and is in need of repair, following a discussion it was agreed that the Clerk would obtain a cost for the repair and enquire if there would be any funding available through Breckland Council. A member of the public is currently researching the names on the War Memorial.

6.7 History of Mundford Book- Progress

The author of the book said that this is due for completion Friday 8th June 2018. Cllr Eyres suggested that a book launch is arranged in the Cricket Club on a Tuesday night and it was agreed that once a date has been arranged the Clerk would organize for some large A3 signs to be put up around the village to advertise this. Cllr Eyres also suggested that a stall could possibly be put up on the day of the Open Gardens event, and Cllr Angus suggested the same for the Cricket Club anniversary. District Cllr Nairn said that a copy should be given to the School to keep in their library. Cllr Eyres said that the book should be available to Mundford residents only. The books will be stored in the Parish Office.

6.8 Standing Orders – to review and update Mundford Parish Councils Standing Orders 1

Standing orders need to be reviewed every 4 years and if necessary updated, it was agreed that the following is added to the Mundford Parish Council Standing Orders which will come under item 34 as follows:-

General Data Protection Regulation (EU) 2016/679

- a** The Parish Council is committed to protecting and respecting the privacy of anyone involved with the Parish Council.
- b** Information held by the Parish Council will be used only to carry out its obligations arising from business relating to the Parish Council activities
- c** The Parish Council will not share the information held (in the form as required by the Regulation) with third parties without specific consent.

6.9 Connect Newsletter

A discussion took place regarding the Connect that is now being sent out by email and that no printed copies were being placed in the village for those that do not have access to the internet. Following this it was agreed that the editor should be contacted to inform her that the Parish Council is constantly being contacted regarding printed copies and suggest that she meets with 2 – 3 of the Councillors to discuss the possibility of a printed Connect and what help would be needed.

6.10 Mole Man

A new mole man has been found to deal with the moles in the village at the same price of £40.00 a month.

7. CORRESPONDENCE

The following had been previously circulated to the Councillors. E-mail from resident regarding wild flowers by the War Memorial. Letter regarding the flooding in Swaffham Road. E-mail from Circle of Friends regarding the Open Gardens day.

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8. FINANCE

8.1 Payments and Cheques for the May invoices

The following payments were authorised on Thursday the 7th June 2018, this was proposed by Cllr Fox, seconded by Cllr Goodrham and all agreed

The cheques were signed by Cllr A Shepherd and Cllr T Fox * 102235 signed by Cllr Eyres and Cllr Shepherd

Balance for May 2018 **£11,742.76**

Minus the following direct debits

E-On Street Lighting	£113.76
XLN Parish Office Telephone/Wi-Fi	£42.12
Opus Energy Parish office electricity	£25.48

Total Direct Debits **£181.36**

Plus the following receipts

Allotment Payment	£15.00
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Total Income **£15.00**

Balance after Direct Debits and Income **£11,576.40**

Cheques	Description	Total
102235 *	Ben Cracknell Studios - Mundford Book Publishing	£2,000.00
102236	Mr Bruce McIsaac Handyman/Gardener Salary £104.85/Mileage £7.20/Strimmer Fuel £11.59/ Compost £33.00	£156.64
102237	Mrs Pauline Angus Parish Clerk Salary £750.58 - includes £21.40 tax rebate	£750.58
102238	Serena Barnes - Internal Auditor	£75.00
102239	Viking Payments - Printer inks/Paper/ Laminating Sheets	£175.71
102240	Norfolk Parish Training and Support - Chairman training	£75.00
102241	T.T.S.R - Grass Cutting	£1,584.85
102242	West Norfolk Community Transport	£126.00
102243	Mrs A Shepherd Community Car Scheme	£250.00
102244	Mr S Eyres - Post Crete and Edging Village Green £70.59 - Mileage to Thetford 20 miles £9.00	£79.59
Total Cheques paid		£5,273.37
Balance in Community Account for June 2018		£6,303.03
Balance in Savings Account		£15,821.96
(Ring Fenced moneys Chilzone £1592.96 and £996.50 for outdoor sports and Play)		

There was a discussion regarding change of bank signatories, Cllr Fox agreed that he would step down as signatory and he would be replaced by the Chair Cllr Musgrove.

8.2 Internal Audit

The Clerk explained that all was ok with the Internal Audit and the PFK Littlejohn documents have been signed off as such by the internal auditor.

8.3 External Audit – 2017/2018 Annual Return

The completed Annual Return figures had been circulated to the Cllrs prior to the meeting and it was agreed that the Chair and Clerk sign the Audit Return as correct.

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8.4 Web report for May

The following report had been sent from the Website administrator
Uploaded Information Protection Policy, updated the Councillors' page with the new Chairman, added postoffice.co.uk/branch-finder to the Local Information page, uploaded photo of Cllr James Musgrove, There was 231 visitors during May.

8.5 Bus Service – May Passenger Figures and three monthly review

5th May – 2 passengers £59.00 and 19th May 1 passenger £67.00 – total £126.00 for May
Hilborough have advertised this on their Facebook page but to date there has been no response.
Following a discussion it was agreed to discontinue this service as of the 30th June 2018 due to the low passenger numbers, this was proposed by Cllr Fox, seconded by Cllr Eyres and 7 agreed.

8.6 Village Hall application for a grant towards their changing rooms and shower refurbishment

Copies of the application had been circulated to the Cllrs prior to the meeting. The Village Hall had not submitted their latest accounts for the last financial year and following a discussion it was agreed that the Council would need to see these figures before any monies could be awarded, this was proposed by Cllr Goodrham, seconded by Cllr Angus 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.

ENF/289/17/CAS Land at Lynford Road and Appeal ref APP/F2605/C/17/3190030

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 has 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.

16th May 2018 – Planning enforcement informed of more debris and vehicles being put on this site.

17th May 2018 – Appeal received from person residing on the land

7 objections

It was agreed that a formal letter with comments from the Parish Council is written to the Planning Inspectorate regarding the appeal.

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

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3PL/2017/1597/VAR Mundford Fish Bar

Variation of condition 4 of 3PL/2017/1219/VAR - noise attenuation scheme

Dated 1st May 2018

7 objections – in the acoustic report page 11 item 6.4 it states double attenuation should be installed, item 6.8 page 12 states anti vibration brackets should also be installed to meet the planning requirements item 4

Planning approved 6th June 2018

Following a discussion regarding the noise of the extract system that is heard from the shop it was agreed that the Clerk contact Breckland Environmental department and Cllr Nairn said he will speak to Steve James who is head of the Environment

3PL/2018/0474/F 2 St Leonards Street

Conversion of and Extension to Existing Barn to form residential annexe

Dated 2nd May 2018

8 no objections

10. STREET LIGHTING

The new street light number 66 in Malsters Close has now been connected. Cllr Eyres proposed that an additional street light near the phone box in St Leonards street is installed this was seconded by Cllr Fox and all agreed, the Clerk will contact the lighting contractors to arrange a meeting with them to discuss best place to install this.

11. REPORTS

11.1 District Cllr Mike Nairn

District Cllr Nairn reported that the overview and scrutiny panel met last week and by 2020 Norfolk will be receiving 20 megabytes per second, radio masts heights are going to be extended from 15mtrs to 25mtrs to hopefully improve mobile phone coverage, at the moment we have 4g coverage and by 2023 this will increase to 5g. Highways will be called back to scrutiny because of the safety of the roads.

11.2 County Cllr Fabian Eagle

County Cllr Eagle reported that County Cllr Jordon has stood down as the leader of the Council due to health reasons and County Cllr Proctor has since been elected to this post. Cllr Eagle said that he had asked for some signs to be made for the Swaffham Road saying “Children Crossing” and this is in progress, he has also asked if a temporary 20mph flashing sign could be installed for busy times but has been told by Highways that this is not possible, he is looking at options of having some markings on the road showing a parent and child and money for the Parish Partnership scheme may be available for this. It was pointed out that Mr McCabe’s report had asked if any pedestrian/vehicle counts had been carried out on this road and it was agreed that the Clerk would chase up Mr McCabe either direct or via County Councillor F Eagle to see if this was being arranged. The Chair pointed out that the Parish Council did not instigate the original meeting with Elizabeth Truss and it was suggested that the Clerk contact the resident that arranged this meeting and ask if she would like to come to the next Parish Council meeting to update the Cllrs on any progress that may have been made and it was also suggested that Cllr Eagle would need to be at the same meeting.

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

The Circle of Friends Open Garden event will be put on the July agenda for discussion.

Cllr Eyres – said he had noticed that there were no Public Footpath signs for each end of Pig Styne lane, the Clerk will contact Breckland regarding this, also in Brecklands he had noticed that two raised areas had been marked by Highways for attention, however there is an equally bad part of the road outside number 42 that has not been marked up, there are overhanging trees obscuring the 40mph signs as you come in and out of the Village on the Cranwich Road (A134). An up to date street light itinerary needs to be obtained to show all the LED installations in the Village so that this can be sent to the new street light contractor to save on the street light maintenance costs and UK power networks to obtain a

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certificate to send to E-on to save on the street light energy costs. The wooden bridge in Pig Stye Lane may need repairing the handyman will carry out an inspection on this. Cllr Goodrham asked that the Village Green sign is put on the July agenda.

With nothing more to discuss the meeting closed at 9.37pm

Chairman: _____ Date: _____