

**Minutes of the Mundford Parish Council Meeting  
Held at The Cricket Club, Mundford  
on Thursday 2<sup>nd</sup> August 2018**

**PRESENT:**

Councillors J. Musgrove Chairman, S. Eyres, D. Goodrham, J. Marston, D. Frost K. Weight\*, A. Shepherd, District Cllr 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 thanked everyone for coming to the meeting and said that Cllr Clive Angus had resigned from the Council.

**2. APOLOGIES OF ABSENCE**

\*Cllrs Weight was there for part of the meeting, Cllr T. Fox and County Cllr F. Eagle.

**3. ACCEPT AND SIGN THE MINUTES**

The minutes of the meeting held on 5<sup>th</sup> July 2018 were accepted as a true and accurate record, this was proposed by Cllr Goodrham, seconded by Cllr Eyres and 6 agreed. The Chair signed the minutes.

**4. TO RECEIVE DECLARATIONS OF INTEREST**

None

**5. PUBLIC PARTICIPATION**

None

**6. MATTERS ARISING**

**6.1 Outstanding Highway Matters**

- Crown Road/ Swaffham Road outside the Parish Office/33 Fir Close – flooding - Reported on various dates over the past years -and are pending with Highways who have said that this is not on their priority list.
- Swaffham Road – speeding – Residents have been asked to cut back their hedges and bushes to make more room for pedestrians, the Chair has asked the owner of the field alongside the road if he can move his fence back to make more room for pedestrians to walk on that side of the road, County Cllr Eagle has ordered some pedestrians signs and has provided prices for speed signs for the Parish Council to consider.
- New Gateway signs into the village – signs have been ordered on the 18<sup>th</sup> July and will take 2 – 4 weeks to deliver.
- Outside 42 Breckland – roots lifting the road, after reporting this for a second time along with photos the area has now been marked up for repair.
- Cranwich Road – bushes and trees obscuring the speeding signs – Highways said this is probably down to the owners of the land to cut these back, Cllr Shepherd has since cut some of the branches back off the signs.
- Cranwich Road – missing/broken lamp post – Clerk was told by Amey lighting that they need and new “Unique Reference Number” for the road to obtain a particular permit, however, Highways have since updated these reference numbers but have not issued the new numbers to Amey.
- Outside 66 St Leonards – this has now been repaired.
- Fir Close – hole in pavement – reported on 19<sup>th</sup> June due for repair by 31<sup>st</sup> July – still not repaired
- Pig Stye Lane – missing footpath signs – reported on 3<sup>rd</sup> July will be resolved by 15<sup>th</sup> August
- St Leonards –crumbling footpath by the shop – reported to Highways 10<sup>th</sup> July and will be resolved by the 21<sup>st</sup> August.
- St Leonards – opposite entrance to Cricket Club – road sinking – reported to Highways 10<sup>th</sup> July who have since marked up the road for repair, but it seems to be in the wrong area, Clerk will contact Highways to query this.
- Lynford Road – outside number 1 – roots lifting the path – reported to Highways on 16<sup>th</sup> July along with photos, has since been inspected and due for repair by 5<sup>th</sup> September.
- Swaffham Road – Broken Anglian Water cover – reported 18<sup>th</sup> July Anglian have said they will inspect and repair.
- Outside 52 Brecklands – pathway has crumbled around Post Office cover causing a trip hazard – reported on the 24<sup>th</sup> July and has since been marked up for repair.

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The Clerk will chase up any outstanding matters and report back to the Councillors before the next meeting.

## **6.2 Village Footpaths and Verges – to discuss outstanding matters and actions taken**

- 44 The Lammas – Bushes overhanging the path – Clerk has sent 2 letters to the tenant and 2 emails to the owner of this house and had no response, the Chair has since spoken to the owner who had said he will get these trimmed back.
- 66 St Leonards – Over hanging trees obstructing the street light – lighting contractor will trim these back when he is in the area.
- 9 St Leonards – Rockery and weeds obstructing the path – letter sent 25th June and some weeds have since been cleared away, rockery is still obstructing the path. The Chair said that the Council needs to send another letter stating that the rockery needs to be cleared back to behind the boundary line on the property.
- West Hall Road – The Chair and Cllr Eyres have been to see the resident who has agreed to have these trimmed back when the birds have finished nesting later in the year.
- 2 Malsters Close – Hedge obstructing the path and view as drivers come out onto Swaffham Road – resident has agreed to replace the hedge with a fence.
- 8,10 and 30 Swaffham Road – Trees and bushes obstructing the path - letter put through doors 18<sup>th</sup> July asking that they cut back the hedge and trees as of 30<sup>th</sup> July nothing has been trimmed back.
- 6 Swaffham Road – Trees obstructing the path – this house is up for sale as owners have passed away, the Clerk initially sent letter to one of the estate agents asking that they ask the people acting on behalf of the family selling the property to cut back the trees and has since sent same letter out to the other estate agents. The Clerk had thought that the bushes had since been cut back but Cllr Eyres disagreed.

The Clerk will chase up any outstanding issues and report back before the next meeting.

Cllr Eyres pointed out that the holly hedge outside number 15 Wissey View needs to be trimmed back off the pavement, the Clerk will drop a note through the door.

## **6.3 Allotments – to discuss (if any) outstanding or future matters**

Bruce is going to spray the weeds on allotment 2a. The Chair has obtained some costs for the repair to the shed on the allotment and supplying some water butts, following a discussion a budget of £400 plus the handyman's time was agreed, this was proposed by Cllr Eyres seconded by Cllr Shepherd and all agreed. Number 6 are going to give up the allotment when they have finished harvesting and following a discussion it was agreed to send a letter asking that they keep it maintained so that it is ready to go to the next tenant.

## **6.4 Handyman/Gardener – update on outstanding and future projects**

The handyman has noticed that the dyke under the bridge in Pig Sty Lane needs clearing, following a discussion it was agreed that this should be reported to Highways. Cllr Eyres said that the Handyman has researched costs to buy a pressure washer for £262.50 that can be used remotely around the village for cleaning the bins, benches and also the War Memorial path, it was agreed to go ahead with this purchase, this was proposed by Cllr Shepherd, seconded by Cllr Eyres and all agreed.

## **6.5 Mundford Post Box – update**

The Clerk has been informed that this will now be installed mid to end of August as they are very behind with all installations. The Clerk will follow this up after the meeting. Following a discussion it was agreed that signs would be put up to let residents know the location of the new Post Box.

## **6.6 STANTA 2018 – progress report for the tour on the 8<sup>th</sup> August 2018**

The Clerk said that we have now filled two coaches (108 people) and have 4 on the waiting list.

## **6.7 Remembrance Day Service at the War Memorable Sunday 11th November 2018**

The Clerk has ordered 13 large poppies for the benches and lamp posts and a special commemoration wreath for the Parish Council to present on the day. Following a discussion regarding the repair to the late William Houchens memorial stone, Cllr Goodrham said that a member of the public has said that he will take on the repair of the stone and he believes that there would not be any cost to the Council, it

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was agreed that the Cllrs would take a look at the stone before the repair goes ahead and discuss and agree how the stone should be repaired at the next meeting.

## 6.8 History of Mundford Book – update

There are now 20 books left in office. The Clerk has been taking some home so that the people that work full time can collect from her on their way home from work. Following a discussion it was agreed that some books would be sold from the Church on the day of the open gardens which is on the 11<sup>th</sup> August.

## 6.9 Connect Newsletter

The Chair explained that he had left a couple of messages on the editors phone and sent emails to see what is happening with the Connect but had so far had no reply from her, however, the Chair had received a note from the editor that had been left for him at the meeting this evening explaining why there was no Connect Newsletter in July and subsequent to the Parish Meeting the editor had called the Chairman and assured him that there would be 250 hard copies printed in September for circulation in the village shop and hairdressers etc. Cllr Goodrham suggested that the Clerk send an email to the editor saying that the Parish Council are looking forward to the September publication of the Connect.

## 6.10 Village Green Sign

Following a discussion it was agreed that the Village Green Sign would remain as it is.

## 6.11 Parking by Village Green

As the member of the public that had originally approached the Council regarding this matter was not at the meeting this item was not discussed

## 6.12 Spare chairs in the office

There are 4 spare chairs in the office that are not being used and it was agreed that the Church can have them.

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

None

## 8. FINANCE

### 8.1 Payments and Cheques for the July invoices

The following payments were authorised on Thursday the 2nd August 2018 the cheques were signed by Cllrs S. Eyres and A. Shepherd \*102252 signed by J. Musgrove and A. Shepherd This was proposed by Cllr Goodrham, seconded by Cllr Shepherd and all agreed.

<b>Balance for July 2018</b>	<b>£5,522.84</b>
<b>Minus the following direct debits</b>	
Anglian Water Direct Debit Cancelled see cheque 102252	-£47.01
Opus Energy Parish Office Electric	£24.61
Everflow Water 25.8.18 to 24.9.18 (31 days)	£11.30
E-On Street Lights	£121.89
XLN Telephone/Wifi Parish Office	£42.12
<b>Total Direct Debits</b>	<b>£152.91</b>
<b>Plus the following receipts</b>	
Mundford Books	£260.00
<b>Total Income</b>	<b>£260.00</b>
<b>Balance after Direct Debits and Income</b>	<b>£5,629.93</b>

Cheques	Description	Total
102252*	Anglian Water (replaces stopped DD see above)	£47.01
102253	Westcotec - Street light Maintenance June 2018	£59.23
102254	Mrs A Shepherd - CCS	£400.00

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102255	Mrs P Angus Salary £11.275 an hour - 15 hour a week	£729.18
102256	Mr Bruce McIsaac - Salary 27 hours £10.953 – £295.73 + back pay to 1.4.18 £25.60 + April to June Holiday Pay £91.94 + Mileage 17 @ 45p a mile £7.65	£338.12
<b>Total Cheques paid</b>		<b>£1,573.54</b>
<b>Balance in Community Account for August 2018</b>		<b>£4,056.39</b>
<b>Balance in Savings Account</b>		<b>£15,821.96</b>
<b>(Ring Fenced moneys Chilzone £1592.96 and £996.50 for outdoor sports and Play)</b>		

**8.2 Web report for July**

The following report has been received from Mrs Rosemary Godfrey

- Migrated the website and email hosting service from Anglia Computer Solutions to tsohost.com – the new hosting service is slightly cheaper, gives me control over the whole environment allowing me to provide better and more timely support, it also offers Councillors the option of having their own \*\*\*@mundfordparishcouncil.co.uk email addresses
- Tested the new service, visited the Office to set up access to the new service (email and FTP), Wrote website and email access help notes for the new service
- Added post re. website move
- Added note about second coach to STANTA tour post and event
- Added post about Mundford book for sale with image and link to poster

There were 273 visitors in July.

**8.3 Village Hall application for a grant towards their changing rooms and shower refurbishment - update**

The Chair said that the grant application had been withdrawn as the work needed to be carried out before July, he said that he had looked at the village hall showers and they are in an appalling state. The Chair suggested that the ring-fenced money of £996.50 that the Parish Council received from Breckland Council for outdoor sport and play is given to the village hall towards the cost of this refurbishment. The Chair said he had been invited to attend the next Village Hall Committee meeting and if the Council are in agreement with him he will offer this money to them.

**8.4 Change of bank signatories**

Cllr Fox has now been replaced by Cllr Musgrove as a signatory for the Parish Council Bank Account

**8.5 Final decision for the annual pay review for Parish Employees ( Clerk and Handyman)**

Following a meeting between the Cllrs on the 30<sup>th</sup> July to discuss the pay scales it was decided that the Clerk would not be put up to the next pay scale (SCP 23) but would remain on Pay Scale SCP 22 @ £11.275 an hour . The handyman's pay would be increased from £10.50 an hour to £10.953 which is in line with SCP 21 and this would be backdated to 1<sup>st</sup> April 2018, it was also agreed that from now on the handyman's pay would be in line with the NALC pay scales for part time employees, it was also agreed that the handyman would receive holiday pay which would be paid every quarter based on the hours that he had worked during that quarter.

**8.6 Parish Partnership Scheme – to discuss any possible projects that this could be used for.**

A discussion took place regarding the possibility of the money from this scheme being spent on some speeding signs in Swaffham Road, Cllr Eagle had sent over some prices for various signs that could be used and the Chair said that he would put together a formal proposal to be presented at the September meeting to be considered by the Council. Cllr Eyres said that with regard to the painted signs on the road the Council should find out that once these are on the road who is responsible for the maintenance of them.

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**8.7 Quarterly Bank reconciliation**

The Clerk requested that a Cllr needs to come to the Parish Office to carry out a bank reconciliation, Cllr John Marston offered to call in some time week commencing 6<sup>th</sup> August when he is passing by.

**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.**

**Letter received from Planning 9<sup>th</sup> July stating that specific advertisement consent for this site would not be required, in the same letter it was also confirmed that there are more serious issues with the Car Wash and planning are endeavouring to establish contact with those responsible for the use of this site which is not proving straight forward and ultimately planning will have no alternative but to consider the serving of a formal planning enforcement notice requiring the cessation of the current use.**

The Chair sent a letter to the director of Capita regarding this approval and the approval for the Mundford Fish Bar requesting that he and the director meet to discuss the conclusions.

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

Breach of planning control

Notice took effect from 27<sup>th</sup> November 2017 and owners have 9 calendar months (27<sup>th</sup> 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

**17<sup>th</sup> January 2018 Planning enforcement has been informed of more debris and another caravan being put on this site.**

**7<sup>th</sup> March 2018 – Planning enforcement informed of more machinery and debris being put on this site.**

**16<sup>th</sup> May 2018 – Planning enforcement informed of more debris and vehicles being put on this site.**

**17<sup>th</sup> May 2018 – Appeal received from person residing on the land**

**14<sup>th</sup> June 2018 – Letter sent on behalf of Mundford Parish Council to the Planning Appeals department**

**24<sup>th</sup> July 2018 – Appeal dismissed owners have until 9<sup>th</sup> April 2019 to comply with the decision**

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

Change of use garage to dwelling and extension

Dated 19<sup>th</sup> 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

**2<sup>nd</sup> August 2018 Planning approved after being referred to a planning committee**

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**3PL/2017/1597/VAR Mundford Fish Bar**

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

Dated 1<sup>st</sup> 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 June 2018

**Clerk has written to Breckland Environmental Services on the 20<sup>th</sup> June regarding this decision and sent an email chasing this up on the 24<sup>th</sup> July as there had been no response from them**

The Chair sent a letter to the director of Capita regarding this approval and the approval for the Mundford Fish Bar requesting that he and the director meet to discuss the conclusions.

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

Conversion of and Extension to Existing Barn to form residential annexe

Dated 2<sup>nd</sup> May 2018

8 no objections

**3PL/2018/0613/HOU 56 Impson Way Mundford**

single storey rear extension & Loft Conversion with dormer & 2 sky Lights

Dated 20<sup>th</sup> June 2018

No objections

**10. STREET LIGHTING**

The Chair and Cllr Eyres met with the lighting contractor in St Leonards Road regarding the new light and it was decided that the best place would be next to the telephone box.

**11. REPORTS**

**11.1 District Cllr Mike Nairn**

District Cllr Mike Nairn said that the Breckland web site has lots of activities for children during the holiday. There are a number of issues with planning and he is becoming very frustrated when dealing with the planning department.

**11.2 County Cllr Fabian Eagle**

Not at meeting apologies sent.

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

Cllr Eyres said that Highways need to be contacted regarding cleaning the road signs coming into the village. Cllr Eyres asked if the people that had stuck posters on the bus shelters that had very strong glue could be contacted and charged for the amount of time that it took the handyman to clean these posters off, they have also stuck the same posters on the BT box up by the roundabout. Cllr Eyres said that signs should be put in the bus shelters stating that no posters to be put in or outside the bus shelters.

With nothing more to discuss the meeting closed at 9.21pm

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