

# **Minutes of the Mundford Parish Council Meeting Held at The Cricket Club, Mundford on Thursday 6<sup>th</sup> September 2018**

## **PRESENT:**

Councillors J. Musgrove Chairman, S. Eyres, D. Goodrham, and T.Fox.

There were 4 members of the public

### **1. THE CHAIRMAN'S OPENING REMARKS**

The Chair thanked everyone for coming to the meeting and said that we were now without a Clerk as from today and that the resignation had put some pressure on him that he had not expected when he took on the role. It had been difficult for the Chairman to try and take on board as much of the daily running of the Council from the resigned Clerk as possible and inevitably some things would get missed for a while. Chairman confirmed Cllr A Shepherd had resigned which meant we now have two Cllr positions open.

### **2. APOLOGIES OF ABSENCE**

Cllrs Weight, J. Marston, D. Frost, County Cllr F. Eagle and District Cllr M.Nairn.

Note the Chairman had suggested to Cllr Nairn and Cllr Eagles that the meeting would be kept short and their attendance was not necessary this month. Comments received from both Cllr's see item 9 Planning and item 11.2.

### **3. ACCEPT AND SIGN THE MINUTES**

The minutes of the meeting held on 2<sup>nd</sup> August 2018 were accepted as a true and accurate record, this was proposed by Cllr Goodrham, seconded by Cllr Fox and 4 agreed. The Chair signed the minutes.

### **4. TO RECEIVE DECLARATIONS OF INTEREST**

None.

### **5. PUBLIC PARTICIPATION**

Member of the public provided a copy of an email sent to Cllr Eagles and Cllr Nairn and the Parish Council regarding the surface water drainage on the Swaffham Road. This had been an ongoing problem on the Swaffham Road which the gentleman was struggling to get Highways to do anything about. The Chairman pointed out that the Parish Council was also struggling to get works completed relating to road drainage. This was now the norm rather than the exception. The Chairman subsequent to the meeting sent the member of the public the Head of Highways email contact.

### **6. MATTERS ARISING**

#### **6.1 Outstanding Highway Matters**

The Chairman suggested that rather than go through all the Highways matters when only a few had anything to report, he would run through those with any action.

- Gateway signs to Village now completed.
- Swaffham Road – speeding/road crossing – Residents have been asked to cut back their hedges and bushes to make more room for pedestrians (See Village Footpaths and Verges). The Chair was still in contact with the owner of the field alongside the road regarding moving the fence back. County Cllr Eagle has ordered some pedestrians signs (See item 11.2)
- Fir Close – hole in pavement – reported on 19<sup>th</sup> June due for repair by 31<sup>st</sup> July – still not repaired. Email received from highways delaying further.
- Pig Stye Lane – missing footpath signs – Installed Crown Road end only.
- 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. Email from Highways delaying further.
- 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. Email from Highways delaying further.

No further chasing will be carried out at this stage until necessary.

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

- 44 The Lammes – Bushes overhanging the path – Clerk has sent a further email from a member of the public to the owner who has said he will speak to the tenant again about the hedge.

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No further chasing will be carried out at this stage until necessary.

## **6.3 Allotments**

The shed roof had now been covered with only the gutters to be completed. Cost for materials to date £323.35. Handyman labour £65. Thanks to Cllr Eyres for his time given for working with the handyman on this item. It has been suggested either one or two 1000 litre plastic tanks be obtained second hand to use as water butts. Costs to be obtained for next meeting.

Two allotments now available. Advert to be put on village notice board and in October Connect.

It was noted there had been a problem recently with children on the allotments. It was proposed signs should be obtained for the gates "Allotment Holders Only" or similar. Proposed Cllr Eyres seconded Cllr Goodrham. 4 agreed.

## **6.4 Handyman/Gardener**

Date given for Pig Stye Lane Dyke from Highways for clearing of the 17<sup>th</sup> September.

The pressure washer purchased had failed for a second time and has been returned.

It was suggested a more robust unit should be sought along with a cost for the next meeting.

## **6.5 Mundford Post Box – update**

The Post Box has been installed adjacent to the Bowling Green and should be opened for business w/c 10<sup>th</sup> September 2018.

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

The Chairman asked that a Councillor please take on the organisation of the Service etc with whoever is able to assist them. 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. The William Houchens memorial stone has now been repaired by Ken Frost. A letter of thanks has been sent from the Council.

Cllr Goodrham said he would make the necessary arrangements for the service although it may be that the Vicar was not going to be available due to illness.

The Chairman has the Roll of Honour and will print the copies needed for display once the size of the pin boards being provided by the Feltwell Legion are known.

Barry Walker to be asked to sweep the layby etc as normal.

## **6.7 History of Mundford Book**

There are now 12 books left in office. It was agreed to wait until all the twelve were sold and then take orders for further copies before having another 25 printed.

## **6.8 Bulb Planting**

The date was agreed for Saturday 20<sup>th</sup> October 10 am at the Parish Office. Notice to go on village notice board.

Cllr Eyres to purchase bulbs based on a cost of approximately £100 plus hyacinths for the rose bed. Proposed Cllr Fox seconded Cllr Eyres. 4 agreed.

Tubs around village to be left unplanted for the winter. Jubilee bed to be pansies. Memorial bed to leave until Jan/Feb. Then plant primroses.

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## 6.9 Christmas Tree Event

Date agreed as 1<sup>st</sup> December 2018 at 5pm.

The Chairman asked for a Councillor to take on the general organisation. A full list of last years participants would be available from the Clerks computer details.

Minutes from January 2018 to be reviewed regarding debrief from last year.

Full discussion at October meeting. Cllr Goodrham said he did not think he was going to be available for the event due to church commitments but would ensure the audio system was arranged for the 5pm start. It was suggested carols could be played on the audio system for a period of time after the choir had finished.

## 6.10 Bus Shelter

Chairman to look a size of notices that can be fixed to the Bus Shelter regarding 'Bill Sticking'

## 6.11 Clerks Vacancy

The adverts run until 14<sup>th</sup> September 2018. Review applications w/c 17<sup>th</sup> September 2018. Arrange interviews for w/c 24<sup>th</sup> September 2018. The advert in the EDP including surrounding villages and on their web site for two weeks was £354.00 plus VAT.

We have had five applicants to date. Four gentlemen from outside the village, two who are already Clerks elsewhere, two who have no Clerk experience, one lady from outside the village who has no experience in being a Clerk. Three of these adverts were from the EDP adverts. Two were from the NALC web site.

## 6.12 Parish Councillors

We have two applicants for Parish Councillors. Barry Ellis and Samantha King.

## 7. CORRESPONDENCE

Letter from Elveden re Bill Sticking.

Elveden have passed on the complaint to those concerned but we have had no response.

Photo circulated of repaired head stone as noted previously.

Letter of thanks sent to Ken Frost as noted previously.

Photo of repaired head stone to be added to Roll of Honour book by Barry Ellis.

## 8. FINANCE

### 8.1 Payments and Cheques for the July invoices

The following payments were authorised on Thursday the 6<sup>th</sup> September 2018 the cheques were signed by Cllrs S. Eyres and J. Musgrove.

This was proposed by Cllr Goodrham, seconded by Cllr Fox and all agreed.

<b>Balance for August 2018</b>	<b>£4,055.89</b>
<b>Minus the following direct debits</b>	
Opus Energy Office Electric August	£25.52
Opus Energy Office Electric September	£24.63
Everflow Water	£10.94
E-On Street Lights	£109.42
XLN Telephone/Wifi Parish Office	£42.12
<b>Total Direct Debits</b>	<b>£212.63</b>
<b>Plus the following receipts</b>	
Mundford Books	£660.00
<b>Total Income</b>	<b>£660.00</b>
<b>Balance after Direct Debits and Income</b>	<b>£4,503.26</b>

<b>Cheques</b>	<b>Description</b>	<b>Total</b>
102257	Westotec – Street Lighting	£ 59.23
102258	Didlington Nurseries Flowers Tubs etc	£408.00

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102259	Eagle Coaches – Stanta Tours	£460.00
102260	Mr S Eyres – Material for allotment shed	£ 91.22
102261	Mr J Musgrove – Material for allotment shed	£297.04
102262	Mr S Eyres – Materials for allotment shed	£ 10.06
102263	Mrs A Shepherd – CCS – includes £70 for drivers medicals	£370.00
102264	Mrs R Godfrey – Website hosting	£ 45.48
102265	Mrs P Angus Salary August plus 3 <sup>rd</sup> -6 <sup>th</sup> Sept and accrued Holiday owed 32.75 hours.	£1,193.50
102266	Void Cheque	£ 0.00
102267	Mr Bruce McIsaac - Salary £324.26, Mileage 23 @ 45p a mile £10.35, Expenses £45.97	£380.58

<b>Total Cheques paid</b>	<b>£3,315.11</b>
<b>Balance in Community Account for September 2018</b>	<b>£1,188.15</b>
<b>Balance in Savings Account</b>	<b>£15,829.85</b>
<b>(Ring Fenced moneys Chilzone £1592.96 and £996.50 for outdoor sports and Play)</b>	

**8.2 Web report for July**

All up to date. Chairman met Rosemary in the office this week.

**8.3 Change of bank signatories**

Cllr Shepherd is being replaced by Cllr Goodrham who has been into the bank with the relevant personal details. Await final agreement to his signature on cheques.

**8.4 Parish Partnership Scheme**

Chairman stated that costs would be obtained from Highways for extending the footpath on Swaffham Road as previously discussed for both ‘Trod’ and a tarmac footpath. Discussions still ongoing with owner of the land where the fence would need moving back approx. 1200mm.

**8.5 Quarterly Bank reconciliation**

Cllr John Marston has completed the reconciliation. 50 pence error due to bank paying out to much on a cheque. All noted in the records for future reference.

**9. PLANNING APPLICATIONS**

**3PL/2014/0970/A Browns Kitchens Swaffham road IP26 5EH**

The Chairman had no response to his letter regarding this item from Capita. This item will just be noted for future reference without the full details.

**ENF/289/17/CAS Land at Lynford Road and Appeal ref APP/F2605/C/17/3190030. And retrospective application 3PL/2018/0682/F.**

The applicant has now issued a retrospective planning application for this piece of land. Without going into drawn out detail Cllr Nairn has been contacted and is working with us to try and ensure this is not permitted. Parish Council has issued a letter to Capita regarding this application.

**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

Planning approved June 2018

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.

**No response to date. Chairman to follow up.**

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**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  
**Planning Approved.**

**3PL/2018/0821/LB St Leonards Street Mundford**

Creation of new access drive including creation of opening in and realignment of boundary wall fronting highway.  
Dated 30<sup>th</sup> July 2018.

**3PL/2018/0892/VAR Mundford Poultry Farm Cranwich Road Mundford**

Amendments to 3PL/2007/1425/F Minor changes to proposed managers house.  
Dated 14<sup>th</sup> August 2018.

**10. STREET LIGHTING**

Cllr Eyres to chase up the contractor regarding the new street light in St Leonards. One month since he and the Chairman met the contractor and no quote to date.

**11. REPORTS**

**11.1 District Cllr Mike Nairn**

District Cllr Nairn had contacted the Chairman regarding the Lynford Road Land retrospective planning application as noted above in the planning items is supporting the refusal of this application.

**11.2 County Cllr Fabian Eagle**

Note received regarding costs for road markings etc on the Swaffham Road following the costs supplied by Cllr Eagles previously. Highways are no longer installing the painted roundels due to maintenance issues on main roads. Highways are looking into additional signage for the area following Cllr Eagles intervention. Waiting outcome.

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

Chairman suggested the gritting machine be donated to either the school or the village hall.

To be discussed again at October meeting.

Chairman to circulate details of Clerk applicants on Friday 14<sup>th</sup> September. Chairman away Saturday 15<sup>th</sup> through to Wednesday 19<sup>th</sup> September. Interviews to be arranged on his return for w/c 24<sup>th</sup> September.

Defib machine to be checked out with Pauline Angus as this had been forgotten.

Village Notice board requires re-varnishing.

One set of keys for Parish Office given to Cllr Fox whilst there is no Clerk. Chairman has the other set.

Various items noted to be added to the footpath/ hedges/highways to do list.

With nothing more to discuss the meeting closed at 9.04pm

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