

# Minutes of Mundford Parish Council Meeting on Thursday 1<sup>st</sup> February 2024 at Mundford Cricket Club

**Those present:** Cllrs J Musgrove (Chairman) C Pryke (Vice- Chair) S Eyres, S Morris, M Locke and G Stubley, County Cllr F Eagle and District Cllr I Sherwood and 4 members of the public.

## 1. Chairman's opening remarks:

The Chairman welcomed everyone to the February meeting and thanked Cllr Eyres for planting the hyacinth bulbs at the Village Green and the Memorial Bed after Christmas. He thanked Cllr and Mrs Morris for continuing with the regular relocation of the SAMS 2 sign around the village and reported that the supporting weight on the flagpole had broken. We had a replacement part and the Chairman thanked Cllr Morris for assisting with the repairs at the weekend. The new Vicar, Michael Chesher is to be licenced at the weekend and the Chairman was invited to attend, to meet the new Vicar and the Bishop which he has accepted. Finally, he thanked the two representatives from Clayland for attending the meeting to answer any questions. They informed the Councillors that they were soon to submit amended plans to Breckland Council and would explain further at the relevant item in the meeting. The Chairman apologised for the misunderstanding that they had said they would attend this meeting and said that this was to be amended on the minutes. He asked if the 2 representatives from Clayland and the District Cllr would be able to provide information on the Local Plan in item 7.10.

## 2. Apologies for absence:

Cllr D Casson. Accepted.

## 2. Acceptance and signing of the previous minutes:

Proposed by Cllr Locke, seconded by Cllr Stubley and approved by all present with a show of hands. The minutes were signed by the Chairman as a true record of the meeting held on 4<sup>th</sup> January 2024.

## 4. To receive declarations of interest:

Cllr Musgrove for item 9.1 Payments and Cllr Morris for item 7.8 Allotments.

## 5. Public Participation:

A resident stated his unhappiness that his suggested comments (sent in an email to the Parish Council as the resident could not attend the meeting.) on the planning application for land off Bracken Rise were not considered at the January meeting as he had requested and he read out points he wished to be considered. He also stated that he felt that the comments submitted by the Parish Council regarding the planning application did not reflect the views of all residents. The Chairman said that he was sorry that the resident felt that way but that he (the Chairman) felt that at the January meeting, most of the resident's comments had been considered. He reminded the resident that amended plans were being submitted and therefore the whole process would begin again. The resident also stated that he felt the Planning Protocol was not followed in regard to this planning application. The Chairman said that this would be looked into. The resident left at 7.45 pm. A second resident commented on a dark area in St Leonards Street and asked if this could be looked into again. The Chairman said that new owners of a house there can be contacted to enquire about siting a streetlight there. The resident asked if any decisions had been made about No Mow May this year and the Chairman said that taking over the grass cutting from Norfolk County Council was on the agenda for discussion this evening and once this was agreed No Mow may would be considered.

## 6. Reports

### 6.1 District Cllr Ian Sherwood

Cllr Sherwood submitted a written report, informing the Parish Council that Breckland Council have joined forces with the national Trust to plant 2,400 trees at Oxburgh Hall, investing £25,000 to create a "Woodland of Thanks" to recognise those in the public sector who worked during the Covid Pandemic.

New funding, totalling £26,400 has been secured from the Kings Coronation Living Heritage Fund for communities. To purchase and plant trees within the Breckland district, grants from £100 to £5000 can be applied for community orchards.

In the draft budget for 2024/2025 there are no proposals for cuts to any of the core services and funding will be set aside for ongoing support for some of Breckland's most vulnerable residents.

Two new grant schemes are being launched to help local groups commemorate the upcoming 80<sup>th</sup> Anniversary of D, Day, with a total of £25,000 being made available to support events which bring together the community to celebrate the Event. Contact Breckland Council by 23<sup>rd</sup> February to apply for information on applying for these grants.

# Minutes of Mundford Parish Council Meeting on Thursday 1<sup>st</sup> February 2024 at Mundford Cricket Club

Breckland Council will be the first Council in Norfolk to increase the maximum penalties for fly-tipping, littering and Personal responsibility violations in line with recent Government legislation. The fly-tipping penalty rises from £400 to £1000, littering from £150 to £500 and personal responsibility violations from £400 to £600.

District Cllr Sherwood has been working with the Clerk in relation to the ownership of the land between the A1065 and The Brecklands, as well as contacting County Cllr Eagle on this matter and they will continue to look into this on our behalf. Works on the trees in this area will be done by 16<sup>th</sup> February.

The bin collection day will be changing from March, and all residents will be informed of this.

He offered to stay to offer assistance with the item on the Local plan later in the meeting.

## 6.2 County Cllr Fabian Eagle

Norfolk County Council have had to make £52,000,000 worth of savings for their budget, and the Government have Announced £500,000,000 extra for all Councils that are involved with Adult Social Care and Children's Services, though their share is not known yet. It is proposed that recycling centres be closed on Wednesdays, but libraries will stay open.

The government has changed the law so that residents can now take small amounts of DIY waste to the local recycling centres. The Breckland Council website has more information on this.

The new bridge at Great Yarmouth is now open.

The Norfolk Farming Conference will be next week and the County Council are launching their Local Business Awards, as well as other awards, more information to follow.

There were only 58 cases of bird Flu last year, compared to the over 250 the year before.

County Cllr Eagle left at 7.56pm.

## 7. Matters Arising

### 7.1 Outstanding Highway Matters

- The large amount of willow leaves on the road edge on Crown Rd were reported- this will be monitored as it does not currently meet their intervention criteria. However, the blocked gully on Crown Road was reported and cleared, but the debris only piled on the grass above the gully and the remaining leaves were left on the road- the Clerk reported this quick fix as only likely to be a temporary respite. They said they would speak to the contractors about this.
- The Clerk has contacted Darren Walmsley at Highways to ask for an update on the road markings that were missed in several places in the village, including at the roundabout- this will be addressed in the spring, hopefully in March.
- The Clerk also contacted David Jacklin at Highways to ask for an update on a previous issue with gas pipes and drainage on the land opposite the entrance to Malsters Close- awaiting a response.
- Cllr Eyres suggested that we ask for the road sweeper to clear Crown Rd and Lynford Rd, they came out the following day.
- One set of lights at the pelican crossing had been turned around and this was reported. It had also been noted that the lights were taking a long time to turn from green, this was also reported.

### 7.2 Footpaths and Verges

- The application for the dog waste bin on the Lammas has been approved.
- The Clerk reported fly tipping on the West Tofts Road and this was collected the following day
- A fallen fuse from a telegraph pole on the Village Green was reported to UK Power Networks.
- The silver birch tree behind the bench on the corner of Church Lane has been cut down- we had reported it as being diseased.
- A response was received from Liz Truss' office, with response from NCC included, they suggest that we contact adjacent landowners about the tree maintenance. The Clerk replied, asking who would be the adjacent landowners as the land lies between two roads- awaiting a reply. District Cllr Ian Sherwood has contacted County Councillor Fabian Eagle, BDC property team and the office of Liz Truss about this matter on our behalf and the tree works will be done by 16<sup>th</sup> February.

### 7.3 Handyman/Gardener

- Bruce has worked 1 hour this week, removing the build-up of leaves by the new bin in St Leonards Street and Pig Sty Lane footpath.

# Minutes of Mundford Parish Council Meeting on Thursday 1<sup>st</sup> February 2024 at Mundford Cricket Club

- He feels well enough to install the dog bin in the Lammas in the next couple of weeks. The exact position of the bin was decided.
- His 3<sup>rd</sup> quarter holiday payment is £31.05 and will be added to his pay this month.
- He received a tax refund with this month's pay. (see payment sheet)

## 7.4 War Memorial

- The mason from the National Association of Memorial Masons (NAMM) has told us that the cracks are in his opinion beyond repair and he has suggested two options:” The simplest and most economical solution would be to remove the capitol and the cross and cut out the damaged section of column down to sound material and then re fix the capitol and cross.

This will obviously reduce the height of the column, but it is quite high as it is, reducing the height slightly would benefit its overall stability and probably not be overly noticeable once done.

The other option would be to cut out the damaged section and replace with a new section of matching column. This would be more expensive as it would require an extra section of column to be made and would also be noticeable due to the different texture of the new stone against the old, the joint itself could add another possible area for future problems.”

The Local Historic Buildings officer was consulted and he has said:” If you wish to pursue an alteration in overall height, you will need formal approval under Listed Building Consent, and that would need to be fully justified. Renewing on a like for like basis could however be treated as a repair. I would advise on the like for like repair option”

All of this information was mailed to all Councillors before the meeting.

It was agreed to get in touch with NAMM to ask for a list of suitable contractors so that further advice and costing can be Obtained. Chris Tilley from Clayland offered to pass on contact details for a mason he knows and offered to assist with drawing of plans if needed in the future.

- It was agreed not to progress with the discussion of a new footpath until the repair works are done.

## 7.5 Litter Picking

- It was decided to hold a litter picking session on Wednesday 28<sup>th</sup> February at 2pm, the Clerk to contact the volunteers.

## 7.6 Grass Cutting

- The information from NCC in relation to taking over their grass cutting areas was discussed and it was agreed to sign the contract, proposed by Cllr Musgrove, seconded by Cllr Morris and approved by all present with a show on hands. This will be signed and returned to them.
- It was agreed that Cllrs Musgrove, Eyres and Morris would walk around the village at the weekend to look at the grass areas and that Cllr Musgrove would mark them all on maps ready for quotes. The Asset Condition Survey will be done at the same time.

## 7.7 Noticeboard and tree surround

- The delivery cost for the tree surround is £95 + vat. Cllr Musgrove has offered to collect it and claim the mileage.
- The suggestion of placing a Parish Council noticeboard in The Brecklands/Fir Close was mentioned in the Mundford Messenger but the magazine was not delivered until 31<sup>st</sup> Jan due to printing issues but one resident has called to ask where it would be and thought it was a good idea. It was agreed that positive comments from at least 10 residents would be needed before the noticeboard would be considered again.

## 7.8 Allotments

- Cllr Eyres was asked if he was able to provide a quote for replacing the allotment gate post, we have the post in the hut.
- Cllr Musgrove said that he would order the blocks for the water tank but the delivery was no longer free and would cost £30. Chris Tilley offered to provide the 36 blocks for free as the delivery cost was more than he would pay for the blocks themselves but the Parish Council offered to donate the £30 to charity. (Bone Cancer was decided)
- The removal of the wood from the trees that were felled at the allotments were discussed, Cllr Musgrove proposed that a working party of Cllrs cut and take away the wood, this was seconded by Cllr Stubley and approved by all present with a show of hands.
- The tenant of Plot 17 has asked if he can cover 40% of his allotment this year to feed the soil as it is very poor. He will grow potatoes in pots on top of the covers. This was agreed.

# Minutes of Mundford Parish Council Meeting on Thursday 1<sup>st</sup> February 2024 at Mundford Cricket Club

## 7.9 Donations

- It was agreed to donate to: East Anglian Air Ambulance £100  
Brandon Citizens Advice £50  
Thetford and Diss Citizens Advice £50
- Also, the Football Club/ Village Hall £100 toward defibs and the £30 to Bone Cancer for the concrete blocks.
- These donations were proposed by Cllr Eyres, seconded by Cllr Pryke and approved by all present with a show of hands.
- The Clerk will make a note of explanation for making the donations twice in a year (done in September 23) for the accounts. Just in case this is questioned.

## 7.10 Breckland's Local Plan

- The Clerk contacted the Planning Department at Breckland District Council to ask if the Parish Council would be expected to provide any input on the Local Plan and was told that they would not.
- Information about the Local Plan (including a link to the website) was displayed on the website and noticeboard.
- District Cllr Sherwood suggested that the Parish Council do submit a response and that Councillors can submit individually and state that they are a Councillor. Most Councillors have responded.
- Cllr Musgrove will circulate the emails in response to the Local Plan information that he has received, to all Councillors.
- Cllrs Pryke and Locke offered to draft a response on behalf of the Parish Council and will circulate it to all.
- District Cllr Sherwood suggested that the Parish Council consider a Neighbourhood Plan.  
District Cllr Sherwood left at 8.50 pm

## 8. Correspondence

- Cllr and Mrs Morris removed the SAMS 2 sign on January 6<sup>th</sup> and put it up again on the A134 on 16<sup>th</sup> January.
- We have received an email from a Councillor from Hockwold Parish Council informing us of a "falls project" "that is setting up a local working group in our area. They are looking for Parish Councillors to join this group. His email was sent to all before the meeting. Cllr Musgrove asked anyone interested to contact the Clerk.
- Scribe Accounts renewal is £414.72 inc VAT this year, due by March 31<sup>st</sup>. Cllr Musgrove proposed the payment, seconded by Cllr Locke and approved by all present with a show of hands.
- CPRE have sent us a Standard Light Pollution Clause which they suggest that we add to comments for all planning applications. This is currently being done by many Parish and Town Councils in Norfolk.
- The CCS grant application has been received from BDC. This is to be completed online this year, not the previous word document format. The Clerk and Ann Shepherd did this together. There was no option for bi-annual payments, so the Clerk chose annual rather than monthly or quarterly.
- We have received an invoice from Didlington Nurseries for 2022 Christmas trees and 2023 bulbs and begonias £935 (see payment sheet) 9 cordylines were missed off, an invoice for these has now been received.
- A resident contacted the office about overgrowing trees at the church, the Clerk contacted the Church Warden- this is apparently an ongoing situation, and works to the trees will be commencing in March.
- The road signs that were left in the village after works were completed and have been at the side of the office for at least 2 years have been collected.
- The Clerk has contacted the Norfolk ALC to enquire about courses on local planning applications, there are none at the moment but there should be some in the next few months. She would like to attend.
- The Cloudy Group contract is due to be signed on 25<sup>th</sup> February-, this is currently £10.44 a month and would be £11.28. Anglian Computer Solutions are still looking into the Microsoft 365 non-profit status which will replace this. It was agreed to contact Cloudy IT to ask about a month-to-month option.
- The Norfolk ALC has informed us of new holiday regulations that come into effect from April 2024, with changes on how holiday pay can be calculated. The email was forwarded to the Chairman.
- The Clerk has contacted NCC to seek confirmation that they own the land on Fir Close where a noticeboard could be installed in the future. This may take up to 12 weeks to confirm.
- We have received a thank you letter from Parkinson's Research, for the donation from the Christmas event, this was forwarded to the Yallop family.
- Information on The Breckland Local Plan and links to the Breckland District Council website were added to the board and website.
- Cllr Musgrove has ordered the 3 flags agreed at the last meeting (see payment sheet)

# Minutes of Mundford Parish Council Meeting on Thursday 1<sup>st</sup> February 2024 at Mundford Cricket Club

- The Clerk has returned the faulty phone handset to BT and received a new one.
- The SNAP meeting will be at the Bowls Club on Feb 12<sup>th</sup>. The hiring cost is £30
- The Clerk cannot get in touch with the mower repair man for the strimmer service, it was agreed to take it to Lawn Boy in Downham Market.

## 9. Finance

### 9.1 Payments and Receipts for January

- The payments were proposed by Cllr Eyres, seconded by Cllr Pryke and approved by 5 Cllrs with a show of hands.
- The bank reconciliation was checked by Cllr Locke
- Cllr Musgrove now has a bank mandate card for the accounts.

January				
<b>Direct Debits</b>				
EDF	Office electrics		Invoice will be late	
EDF	Allotment Hut electrics	£	41.24	2 months
N-Power	Street lighting	£	328.15	
BT	Office phone and broadband	£	50.34	
BT	Sim only	£	6.84	
Everflow	Office water	£	0.14	
	<b>Total</b>	£	426.71	

<u>Other</u>		<u>Payment Type</u>		<u>Petty Cash</u>
A Shepherd	January report	BACS	£	250.00
Cloudy Group	Cloud storage	BACS	£	10.44
L Morris	Wages	BACS	£	957.20
Didlington Nurseries	2022 Christmas trees and 2023 planting	BACS	£	971.00
B Mclsaac	Wages and holiday pay	BACS	£	196.70
J Musgrove	3 flags	Petty Cash		£ 23.96
		<b>Total</b>	£	2,385.34
				£ 23.96
		<b>Total money out</b>	£	2,836.01
<b>Money in</b>				
<b>Community Account</b>				
HMRC	VAT 3rd quarter returned		2512.53	

# Minutes of Mundford Parish Council Meeting on Thursday 1<sup>st</sup> February 2024 at Mundford Cricket Club

## Bank Reconciliation at 31/01/2024

Cash in Hand 01/04/2023	39,357.33
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### ADD

Receipts 01/04/2023 - 31/01/2024	45,586.29
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84,943.62
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### SUBTRACT

Payments 01/04/2023 - 31/01/2024	45,111.58
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<b>Cash in Hand 31/01/2024</b> (per Cash Book)	<b>39,832.04</b>
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Cash in hand per Bank Statements

Petty Cash	31/01/2024	153.45
Community Account	31/01/2024	13,522.74
Savings Account	31/01/2024	26,155.85

<b>39,832.04</b>
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Less unrepresented payments

39,832.04
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Plus unrepresented receipts

<b>Adjusted Bank Balance</b>	<b>39,832.04</b>
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## A = B Checks out OK

Ring fenced monies: Chilzone £1592.96 and Outdoor Sport and Play £996.50

## 10. Planning Applications

- The two representatives from Clayland explained that the application was being resubmitted due to variations to the plans, the site boundary has been moved to the west, a footpath has been added to the southern boundary and also visitor parking spaces. Some properties have been changed, this will now show a bungalow, houses and chalets.
- In response to comments about the way the land was cleared before the land surveys were carried out and the application submitted, the representatives from Clayland stated that unfortunately it is impossible to build houses without causing damage to ecology. However, developers have to deliver 10% more habitat and biodiversity than was on the land before. This is Biodiversity Net Gain (BNG) and this can be done on the site itself or the developers can pay for this to be delivered elsewhere locally. They said that they had worked closely with the ecologists.
- Consideration of the privacy of residents in the properties in Bracken Rise backing onto the new development has been taken into account in this application, with new fencing being offered and long back gardens to create a distance between properties.
- The representatives will attend the next meeting to answer any further questions.  
They left at 9.30 pm.
- It was agreed that going forward, the Parish Council would re-instate the hand delivery system for planning application comments. The Clerk to update the document ready for use.
- The Cricket Club will not be available for hire in June, July and August, the Clerk will contact the Bowls Club to enquire about these dates.

# Minutes of Mundford Parish Council Meeting on Thursday 1<sup>st</sup> February 2024 at Mundford Cricket Club

Reference no:	Description:	Date:	Address:	Outcome/Update
3PL/2023/0161/F	Development of new 2 storey sports facility. Ground floor club room & changing rooms, members room on the first floor and new overflow car parking area.	15/02/2023	Mundford village Hall, St Leonards Street Mundford	Undecided
3PL/2023/1179/F	Residential development of 9 dwellinghouses	12/12/2023	Land North of Bracken Rise	Undecided

## 11. Members' matters –

Cllr Stubley asked if the Parish Council would look into “20 is plenty” a national speeding campaign. This was agreed, she will forward information to all.

Cllr Pryke asked if the Neighbourhood Plan would be considered, this was agreed.

Cllr Musgrove asked if the Parish Council would agree to buying a flag for D-Day, this to be added to the next agenda. He also stated that he would not stand for Chairman in May, and asked for the removal of the Christmas trees on the Village Green to be added to the next agenda.

Cllr Morris asked about the date for the Asset Condition Survey, this will be done at the same time as the grass cutting walk round on Sunday 4<sup>th</sup> February.

## 12. Next Meeting-

The next meeting will be on 7th March at the Cricket Club.

The meeting closed at 9.59pm