

# Minutes of the Mundford Parish Council Meeting 6<sup>th</sup> January 2022 at Mundford Cricket Club

Those present: - Councillors S Eyres, J Musgrove, N Enderby, S Morris, S Allen, C Pryke and S Booth and 1 member of the public

## 1. CHAIRMAN'S OPENING REMARKS.

The Chairman welcomed everyone to the first meeting of the year.

## 2. APOLOGIES.

None

## 3. ACCEPTANCE AND SIGNING OF PREVIOUS MINUTES.

Proposed Councillor S Booth and seconded Councillor N Enderby. Approved by all members with a show of hands. Minutes signed by the Chairman as a true record of the meeting.

## 4. Declaration of Interests.

Councillor J Musgrove for item 9 payments and Councillor S Morris for item 7.3 Allotments.

## 5. Public Participation.

1 member of the public who wanted to organise the collection of the sleigh and return of the trailer to Mark, who lent it to the Parish Council for the Christmas event. Councillor J Musgrove to organise. The member of the public left at 7.35 pm.

## 6. Reports.

None

## 7. Matters Arising.

### 7.1 Outstanding Highways Matters.

The Clerk has submitted the Parish Partnership bid. Nothing has been received from Highways concerning the ongoing drainage issues on the Swaffham Road. The stretch of the A1065 between the two entry roads into Crown Road has a lot of potholes that are becoming very deep and dangerous. They have been reported to Highways and the Clerk had a message from a motorist whose tyres and trims were damaged by driving through the potholes in the dark. Highways says they are due to be inspected. Councillor N Enderby told the Council that the potholes on the A134 coming down from Thetford had not been repaired very well and Councillor Eyres said that Highways often return a second time. To complete the job.

### 7.2 Village Footpaths and Verges.

Nothing heard from Victory Homes about the overgrowing hedges at numbers 4 and 29 Wissey View as yet. Councillor S Eyres asked the Councillors if they had seen the deep ruts in the grass verge outside 4 Wissey View where the resident parks,

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Clerk to find out who owns the land then contact them to report the damage. The issue of dog fouling has been added to the next article for the Mundford Messenger and the Clerk is waiting to hear back from the Animal Warden for posters to display around the village. Concerning the footpath at the development off Crown Road, the Clerk has contacted Breckland Council Planning and Norfolk Highways and as the landowner has not applied to change the route of the public footpath neither is able to discuss the matter. The Councillors discussed the steep slope on the path and the Clerk told them that she is waiting for a response from Gemma Manthorpe at Breckland. It was decided that the Clerk should fill in the online form to report the concerns about the path. The Clerk reported the rats at 29 Fir Close to environmental services but has not had a response. Councillor N Enderby said that the chickens are running free and should be shut in because of the current Avian Flu Regulations, Clerk to contact DEFRA.

### **7.3 Allotments.**

Carol Hubbard (allotment 7B) would like to relinquish the allotment. She currently has wooden raised beds in place and would like to know if they can be offered to the next allotment holder before they are removed. If the next person to take the allotment does not want them, she will remove them. She verbally said to the Clerk that she would like to take over plot 7A which she currently works on but has not stated that in her email. The Clerk told her that the Parish Council would need the current holder of 7A to agree and is awaiting a response. The Council decided that the Clerk should contact the current holder of plot 7A first to see if she wishes to continue with the allotment and once that issue is sorted, to then offer 7B to the person who has just taken on plot 10. Proposed by Councillor J Musgrove, Seconded by Councillor S Morris and agreed by a show of hands by all present. At the last meeting Councillor S Morris asked about obtaining permission to cut back the hedge and brambles on the land adjoining the allotments, Clerk to ask Bruce McIsaac to obtain permission from the landowner. Councillor J Musgrove told the Council that Mr S Cordy has been clearing the contents of his land and some items are coming over the fence onto the public footpath area and it may become a problem. Clerk to contact Mr Cordy to express the Council's concerns.

### **7.4 Allotment Hut.**

Councillor J Musgrove and his wife have planted the remaining plants and the bark chippings to cover the ground around them has been delivered. Councillor J Musgrove suggested that edging is put in place to make strimming the grass easier and an estimate of the cost would be £100-£120. Proposed by Councillor J Musgrove, seconded by Councillor N Enderby and approved by all Councillors with a show of hands There were no large enough Christmas trees with roots available to buy this year. Councillor J Musgrove informed the other Councillors that he has all the materials needed to clad the side of the Allotment Hut and will liaise with Councillor N Enderby to set a date for doing the work. The clerk has checked the hut this week, nothing written in the book, everything clean and stocked up.

### **7.5 Handyman/Gardener.**

The pressure washer has been sent back to Hyundai to have a fault repaired as it is under warranty. Councillor J Musgrove had it collected from his home and was not happy as the driver was not careful with the package and he feared that it may have been damaged in the process. The Clerk informed Hyundai and it was documented. The pressure washer has been mended. A fault was diagnosed with the pump, so it was replaced, along with the spark plug, air filter and carburetor. It is due to be returned soon. Councillor N Enderby told the Council that the culvert by the turning to Lynford Hall looks like it may be blocked, Councillor S Eyres suggested that the area is surveyed by the official body responsible for that area, the Clerk to look into this matter. The Council decided to give the Gardener/Handyman a compassionate payment of £120 as he has been ill and unable to work and the Clerk will look into a new contract for him going forward. Proposed by Councillor S Morris and seconded by Councillor N Enderby and was approved by all members with a show of hands.

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### 7.6 Parish Office.

The office front and new sign have been installed, the clerk says that it is warmer and quieter in the office now. The clerk has contacted 4 Blinds companies, one is coming on January 5<sup>th</sup> and the other on the 14<sup>th</sup>, the other 2 would not take bookings until after Christmas. Councillor S Morris will re-paint the office once the blinds are fitted. The BT installation went ahead on December 13<sup>th</sup> but the telephone package didn't include outgoing calls. The Council voted and agreed that the monthly cost of an extra £12.90 could be added to the plan to allow free unlimited calls. This was done with immediate effect and the monthly bill will now be £38.70. A retrospective vote was carried out, proposed by Councillor S Morris and seconded by Councillor J Musgrove, approved by all with a show of hands. The wrong date was written on the PACT testing stickers in July and someone from Carl Cox Electrics to come back and change them. The printer is not printing properly so the Clerk is in contact with Anglia Computer Solutions to rectify the matter.

### 7.7 Litter bin/ Dog Bin.

This will be discussed at the next meeting.

### 7.8 Councillor Vacancy.

The clerk has notified Breckland Council about the vacancy but has had no response. The Councillors discussed residents that may be interested and the clerk will contact one and Councillor S Eyres or Councillor J Musgrove will speak to the others mentioned. It was decided to remove the words "training will be given" from the article in the Mundford Messenger, concerning the vacancies. Clerk to also circulate the wording of another piece of an advertisement seen by Councillor S Morris.

### 7.9 War Memorial

Councillor S Booth took photographs of the cracks in the column of the memorial and the Clerk sent them to the War Memorial's Trust. They have advised the Parish Council to have them inspected by a recommended specialist. The Clerk is in the process of organising this. There is a possibility of 50 – 70 % funding by the War Memorial Trust, something else that the Clerk is looking into. The Historic Buildings Officer at Breckland Council has suggested that H Brett and Son in Watton are asked to look at the Memorial. The Clerk to contact them.

### 7.10 Christmas Tree Lights On

The Councillors discussed the option of setting a second date in case of cancellation but this will be discussed at a later date. It was decided that Saturday 3<sup>rd</sup> of December would be the date of the event next year. The Council decided to have three smaller Christmas trees next year instead of the one large tree. It was also decided to have a different type of fence around the trees, there will be extra costs involved with more decorations and lights being needed as well as another concrete base. The idea of sponsorship will be discussed at a later date. This was proposed by Councillor S Eyres, seconded by Councillor S Booth and agreed by all with a show of hands. The Village Voices Choir chose the NSPCC as the charity for the £80 collected at the event. It was also decided to buy 3 sets of floodlights instead of borrowing them, proposed by Councillor S Morris, seconded by Councillor J Musgrove and approved by all present with a show of hands. Councillor J Musgrove to research the lights online and report back at the next meeting. It was decided to buy 6 LED torches for volunteers to use at the event. Proposed by Councillor S Booth, seconded by N Enderby and was approved by all with a show of hands. The Clerk to contact The Crown for the amount of donations received and the charity chosen.

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## 7.11 Pride of Mundford Award.

Councillor J Musgrove purchased the £50 gift card from Thetford Garden Centre and the Clerk has printed the Certificate. Councillor S Morris will frame it and the Clerk will invite the Hayden Family to the next meeting to be presented with the award.

## 7.12 The Queen's Platinum Jubilee

There were no suggestions from the village. The Clerk has booked the small hall in the Village Hall for January 13<sup>th</sup>. The Village Hall are not charging for the hire. The Councillors discussed buying a memorial bench to commemorate the occasion and it was decided to put the bench on the grass area at the top of the hill in The Lammas. Proposed by Councillor S Eyres, seconded by Councillor S Morris and approved by all with a show of hands. The Clerk to look into the cost of benches. It was also decided to plant a tree by the Jubilee bed. The tree will be a Liquid Amber. Proposed by Councillor S Allen, seconded by Councillor C Pryke and approved by all with a show of hands. The Clerk will look into the need for a Cultivation Licence for planting a tree. To add to the next agenda, a metal memorial bench for the area by the War Memorial.

## 7.13. HM Lord Lieutenant's Memorial Plaque

It was decided to approach St Leonards Court to ask if it would be possible for the plaque to be fixed to the front of their building. Proposed by Councillor S Eyres, seconded by Councillor N Enderby and approved by all with a show of hands. Clerk to contact the manager to ask.

## 7.14 Village Green Grass Cutting

Councillor S Eyres said that the amount of time allotted for the grass cutting is too short and if Blooming Gardens were to continue with the contract, the time would need to be increased and therefore the cost up to £30 a cut. It was decided to increase the price and continue the contract. Proposed by Councillor J Musgrove, seconded by Councillor S Morris and approved by all with a show of hands.

## 8. Correspondence. –

The de-fib was used on December 13<sup>th</sup>. Following a query from a resident of The Brecklands concerning a leaning tree on the strip of land between The Brecklands and the A1065, the Clerk is investigating who is responsible for the trees on that land. Norfolk County Council say that they are not responsible and Breckland Council are only responsible for a small area at the top of the strip of land. Hannah Keeler from Mundford Primary Academy has completed the financial assistance form and the Clerk is to contact her for information on the type and cost of the bench before it is discussed at the next meeting. The Clerk has looked into the original licence of the Car Wash in order to find out about the works being done to cars on the premises but as the Councillors said that no-one had seen work being done at the premises lately the issue will be monitored. There is a broken barrier at the pocket park and the Clerk has reported it to Breckland Council. The Parish Council has received an email from the Citizen's Advice Bureau asking for a donation, Councillor S Eyres asked for donations to be added to the next agenda and the Clerk to check the financial regulations.

## 9. Payments

### Payments and Cheques for the December invoices

Payments proposed by Councillor S Morris, seconded by Councillor C Pryke and approved by 6 Councillors with a show of hands. The precept form was filled in and signed and it was confirmed that the budget would remain the same as last year. The

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Clerk showed the Councillors the expenses forms that they will need to fill in when making purchases on behalf of the Parish Council in order for the VAT to be claimed back.

Payments for December 2021 Invoices			
The following payments were authorised on 6th January			
	Current A/C	20155.17	
	Petty Cash	40.93	
<b>Balance for December 2021</b>		<b>20196.10</b>	
<b>Minus the following direct debits</b>			
E-On Street Lighting		£118.97	
XLN Phone and Broadband		£91.13	
Everflow Water Rates		£13.34	
OPUS Energy - Allotment Hut Electrics		£39.61	
ICO- Data Protection Fee		£35.00	
OPUS Energy - Office Electrics		£49.91	
BT phone and broadband		£42.49	
BT- Sim only card		£8.40	
<b>Total Direct Debits</b>		<b>£398.85</b>	
<b>Plus the following bank receipts</b>			<b>Petty Cash Receipts</b>
Donations from Christmas event for NSPCC			£80.00
<b>Total Income</b>		<b>£0.00</b>	<b>£80.00</b>
<b>Balance after Direct Debits and Income</b>		<b>£19,756.32</b>	
Payment Method	Description	Total	Total
Petty cash	L Morris - cleaning supplies and thank you cards		£9.88
BACS	westcotec street light maintainance	£59.23	
BACS	Style- office front	£1,829.00	
BACS	J Musgrove- Gift voucher for award	£50.00	
BACS	L Morris- Extension lead for office	£22.99	
BACS	NSPCC donation from Christmas collection	£80.00	
BACS	Apex Signs- sign for office front	£144.00	
BACS	SLCC - Clerk's manual	£72.30	
BACS	Staff wages	£792.57	
Petty Cash	S Eyres- batteries for Christmas lights		£13.00
BACS	A Shepherd- Community Car Service	£250.00	
BACS	HMRC	£48.94	
BACS	J.Musgrove- hedge plants	£68.95	
<b>Total BACS payments made</b>		<b>£3,417.98</b>	<b>£22.88</b>
<b>Balance in Community Account for January 2021</b>		<b>£16,338.34</b>	
<b>Balance in Savings Account</b>		<b>£25,882.22</b>	
<b>Balance in Petty Cash</b>		<b>£98.05</b>	
<b>(Ring Fenced moneys Chilzone £1592.96 and £996.50 for outdoor sports and Play)</b>			

## 9.2 Third signatory

The Councillors discussed having a third signatory but as there have been a lot of problems with Barclays bank lately it was decided to wait until the discussion of changing to another bank has taken place. This matter to be added to the next agenda.

9.3 Web report for December- none. The Clerk is meeting with Rosemary Godfrey on January 12<sup>th</sup> to learn how to add content to the website. Councillor S Eyres asked for the details of D Goodrham to be removed from the website and photographs of Councillors S Allen and C Pryke to be added.

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## 10. Planning Applications

Changes to plans for the development off Crown Road- amended site road/parking layout to allow for improved manoeuvrability from the original plans. It was again discussed about the steepness of the path (estimated to be 45 degrees) and the size of the gravel. The Clerk to fill in a complaint online. Plans were submitted by 123 The Lammas for a single-story extension. No issues were foreseen by the Councillors.

## 11. Street Lighting

The Councillors discussed the lighting blackspot on St Leonards Street, the Clerk to find out the contact details of the property owners at 9 St Leonards Street to enquire about placing a streetlight on their land. Still no response concerning the light column that was hit by a contractor as the person handling it was ill. Clerk to contact them again.

## 12. Members Matters.

Councillor S Allen told the Council that Mr N Tooth, a neighbour of hers had told her that he is trying to get a footpath put in on Crown Road and to have the slip road to Crown Road shut off. Councillors S Eyres and J Musgrove told them that this is something that Mr Tooth has suggested before. The Clerk said that Mr Tooth has emailed the office to say that he had contacted Liz Truss about the matter. Councillor N Enderby asked the HM Lord Lieutenant and Melinda Raker were thanked for the Commemorative Plaque. The Clerk reported that they had. Councillor S Eyres asked if the Village Green could be added to the next agenda as the chains and posts need some attention. Councillor S Booth told the Councillors about the Digital phone switchover, which involves landline phones being plugged into a router and problems that may be caused by power cuts. Apparently, medically vulnerable people can be given a battery pack (which would cost anyone else £90).

Next meeting is Thursday 3<sup>rd</sup> February. At 7.30 PM at Mundford Cricket Club.

Meeting closed at 9.47PM

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