

**Minutes of the Mundford Annual Parish Council Meeting
Held at The Crown Hotel, Mundford
on Thursday 14th May 2015**

PRESENT:

Councillors S. Eyres Vice Chairman, A. Shepherd, K. Weight, T. Fox, D. Goodrham, J Marston, D. Frost, and Mrs P. Angus Clerk to the Council. District Cllr M. Nairn. There were 2 members of the public. County Cllr I. Monson joined the meeting later in the evening.

1. ELECTION OF CHAIRMAN

None of the Cllrs present wanted to be Chairman, Cllr Burton has expressed an interest but was unable to attend tonight's meeting. It was agreed that the position of Chairman would be discussed at the next meeting.

2. ELECTION OF VICE CHAIRMAN

Cllr Fox proposed that Cllr Eyres be elected as Vice Chairman this was seconded by Cllr Shepherd and all agreed.

3. THE CHAIRMAN'S OPENING REMARKS

The Chair welcomed everyone.

4. APOLOGIES OF ABSENCE

Cllr Burton

5. ACCEPT AND SIGN THE MINUTES

The minutes of the Parish Council meeting held on Thursday 2nd April 2015 were accepted and signed as a true record. This was proposed by Cllr Fox and seconded by Cllr Marston 5 agreed.

6. TO RECEIVE DECLARATIONS OF INTEREST

Cllr Marston and Cllr Goodrham declared an interest on item 12 Planning 3PL/2015/0469/A Mundford Football Club IP26 5DX

7. MEETING SUSPENDED FOR PUBLIC PARTICIPATION

A member of the public said that he had checked with the police regarding putting up dummy CCTV cameras and stickers and they confirmed that this would not be a problem with them, the Chair said this would still need to be checked with Highways. Cllr Shepherd said that she would need to leave the meeting at 9pm.

8. MATTERS ARISING

8.1 Outstanding Highway Matters

Higher Kerbs on corner of village green – the clerk has chased this up with Highways and is still waiting for them to come back with an answer.

8.2 Training and Courses

Cllr Weight and Cllr Frost will be attending the New Councillors briefing to be held at Elizabeth House, Dereham 21st May 4.00 to 5.00. This will give an overview of the Code of Conduct, Standards in general and completion of the Disclosable Pecuniary Interests form. The Chair informed the Cllrs that they are able to claim for their petrol to and from the venue.

8.3 Allotments

Plinth for Maryann Turner – The Clerk has contacted a brick layer who is going to provide some samples of bricks that would be suitable for the job. The clerk also contacted a second bricklayer who said he would talk to the Chair to see what exactly is needed, the Chair confirmed that to date he has not been contacted. It was agreed that an inspection of the allotments would take place at the end of June to ensure that the tenants are complying with the terms and conditions that state the allotments are at least 80% cultivated by the 30th June each year, the clerk will inform all allotment owners of this in writing prior the inspection.

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8.4 Handyman, Litter Warden and Gardener

Cleaning material and equipment has been purchased for cleaning the bus shelters and the front of the Parish Office. It was agreed that the Clerk would contact the ex-Handy man to ask that he return any equipment that belongs to the Parish Council. The chair said that plants would be ordered for the beds and pots within the next two weeks, it was agreed that red and white geraniums would be the colour scheme this year. It was also agreed that new pots would be purchased to replace the old pots that are rotting away at the end of Malsters Close. Cllr Goodrham suggested that once the new pots and plants are installed the Parish Council put a notice in the Connect to say that Diddlington Nurseries are the suppliers of our pots and plants.

8.5 Trailer on Lynford Road

The Enforcement officer is still negotiating full compliance of the notice. A discussion took place regarding the pigs that keep escaping out on to the road, Cllr Nairn said he will investigate the legalities of keeping livestock on this land he also suggested we contact the RSPCA, Cllr Nairn also said that we should discuss this with Cllr Monson when he arrives at the meeting.

8.6 New Dog Bin in Crown Road

All installed take off the agenda.

8.7 Land Registry of Pig Sty Lane

Part one of the forms has been sent by the Clerk to Land Registry, Cllr Weight said she would assist in the registration of the second part.

8.8 Passenger Pickup area- Thetford Bus Service

The Clerk has sent an e-mail to Lakenheath and is waiting for a reply.

8.9 War Memorial Land Registry

Documents have been obtained proving that Mundford Parish Council, Cranwich, Lynford and West Tofts own the memorial and land, these have been circulated to the Cllrs prior to the meeting, Ann Taylor kindly provided us with this document. Take off the agenda.

8.10 Village Green Land Registry

Documents have been obtained proving that the Parish Council own the Village Green, these have been circulated to the Cllrs prior to the meeting Ann Taylor kindly provided us with this document. Take off the agenda.

8.11 CCTV Stickers

The Clerk has asked Highways if CCTV Stickers can be put on lamp posts etc in certain parts of the village and is waiting for an answer, Clerk to chase this up.

8.12 Stanta Trip 2016

Stanta have been asked if we can have another tour date for 2016, to date the Clerk has not heard back.

8.13 Damp in the Parish Office

The damp in the Parish office bathroom is getting worse. A discussion took place and it was agreed that the Chair would speak to a local builder for advice.

9. THE PROCESS FOR THE CO-OPTION OF COUNCILLORS FOR ANY VACANCY ARISING FROM THE ELECTION PROCESS

The document explaining the co-option of Councillors in an election year had been circulated to the Cllrs prior to the meeting. The Clerk explained that a notice will go up on the village notice board advertising that there is a vacancy on the Parish Council and the successful applicant will be co-opted at the next Parish Council meeting.

10. CORRESPONDENCE

The Clerk has received a letter regarding the overhanging bushes at the entrance to the Grove, this will be dealt with accordingly once the owners of the land have been established. The Clerk had

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also received a copy of a letter sent to the Highways Department regarding the loose chippings in Fir Close and Brecklands, Cllr Monson agreed to have a word about this problem.

11. FINANCE

11.1 Internal Audit – Clerk to report

Serena Barns the Parish Council internal auditor has carried out the audit and has signed off the Mazars external audit form to say that all is correct.

11.2 External Audit 2015/2016 Annual Return

The Cllrs have received a copy of the year-end figures prior to the meeting to give them adequate time to digest and ask any questions/queries prior to the meeting. Cllr Frost and Cllr Weight queried page 3 of the report regarding the Gross Income total of £40606.54 as against page 2 Income total of £39944.89. It was agreed that the figures would not be signed at this meeting as the Clerk would need to check this query out when she has access to the accounts spreadsheet and has spoken to the internal auditor.

11.3 Insurance Renewal

The Clerk has obtained a quote from Zurich @ £502.09 per year for 3 years and £521.07 for 1 year which covers everything on our existing policy from Came and Country who quoted us @ £690.86 for 3 years and £727.22 for 1 year. Cllr Fox proposed that we accept the Zurich quote for 3 years this was seconded by Cllr Shepherd and all agreed.

11.4 To Accept and Sign the Cheques for April 2015 payments

Cllr shepherd proposed we accept and sign the cheques for April 2015 this was seconded by Cllr Fox all agreed.

The following payments were authorised on Thursday 14th May 2015. The cheques were signed by Councillor A Shepherd & Councillor T Fox

Balance for April 2015	£ 3021.88
Less EON Payment for April 2015	£ 186.11
Less BT Payment for April 2015	£ 58.98
Less EON Payment for May 2015	£ 180.34
Total	£ 2596.45

Plus

Precept	£15000.00
Breckland Grant 1 st Instalment	£ 1470.29
Sale of Parish Computer	£ 50.00
Allotment Payments	£ 50.00
Vat Refund	£ 916.51
CCS Refund	£ 289.37

Total **£20372.62**

Cheque	Description	Total
101859	Mrs A Shepherd - CCS	£ 100.00
101860	Void Cheque	£ 0.00
101861	Mrs P Angus – Salary/Mileage/Expenses/Post	£ 636.34
101862	K&M Lighting Maintenance and two new lamps 66 and 62	£ 915.59
101863	Mundford Village Hall Grant	£ 1000.00
101864	TTSR – Grounds Maintenance and Scout Hut area clearance	£ 1843.08
101865	CCIS Ltd – Cleaning supplies for bus shelters	£ 43.14

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101866	Mr B McIsaac – Salary/Mileage	£ 57.80
101867	West Norfolk Community Transport	£ 78.00
101868	Serena Barnes – Internal Audit	£ 75.00
101869	Iceni Pest Control	£ 48.00

Total of cheques paid = £ 4796.95
Balance in Community Account May 2015 = £ 15575.67

Balance in Savings Account = £22780.97
(Includes Chilzone Ring Fenced money of £1592.96)

11.5 Website – report from Mrs Godfrey

Mrs Godfrey has completed regular tasks of – running a security scan, updating wordpress and plugins, backing up the website and adding events from the latest issue of the connect. There was a report of 441 users to the website but these are a not correct, these figures are due to a referrer spam which are not real users, she will put in filters to remove these figures.

11.6 Bus Service – report on passenger numbers from the Clerk

4th April 4 passengers @ £51 18th April £27.00 – 8 passengers – total to pay £78.00

12. PLANNING APPLICATIONS

3PL/2014/0932/F Land adjacent to A1065 IP26 5EU

Replacement antennas and dish at existing mobile base station dated 27th August 2014
 Planning approved October 2014

3PL/2014/0970/F 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.

The Clerk will ask planning if there is any more news on this.

3PL/2015/0179/F 4 Lynford Road IP26 5HN

Proposed extension and alterations dated 23rd February 2015
 Planning approved 15th April 2015

3PL/2015/0290/F 15 Cherry Tree Close IP26 5JD

Construct new extension to rear. Part single storey/part 2 storey to form new habitable rooms
 Dated 11th March 2015
 Planning approved 1st May 2015

3PL/2015/0271/F 24 Malsters Close IP26 5HJ

Erection of two storey side extension dated 10th March 2015
 Planning approved 1st May 2015

3PL/2015/0404/O New dwelling Lynford Road IP26 5HN

Erection of new dwelling and garage between 4 & 6 Lynford road dated 29th April 2015
 No objections

3PL/2015/0469/A Mundford Football Club IP26 5DX

Fixture board with advert and advertising boards around the grounds perimeter date 1st May 2015
 No objections

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13. STREET LIGHTING

One or three year contract to be agreed – the clerk has received the following e-mail
Karen has passed on to me your query re the contract price and future LEDs. My apologies for the delay in getting back to you but I have been out of the office. As you have an on-going program of installing LEDs what I would suggest we do is amend the price to reflect the number of LEDs you have at 1 June 2015 and invoice you accordingly in June. We would normally amend your inventory on an annual basis as it is not practicable to do it monthly. However, as you will be continuing to replace your old lights with LEDs I suggest that we amend your inventory and maintenance charges 6 monthly. This will help keep your maintenance and energy costs to a minimum. Cllr Fox proposed we accept the 3 year maintenance contract from K&M this was seconded by Cllr Goodrham all agreed.

14. REPORTS

14.1 District Cllr Mike Nairn

The Chair congratulated Cllr Nairn on his appointment as District Cllr. Cllr Nairn said that there will not be any council tax increase from Brecklands for next year or the year after, he gave an overview of Brecklands accounts and also informed the meeting of a new development in Thetford that will include a Hotel and Cinema on the site of the old Anchor Hotel. Cllr Nairn also said that if we are looking to apply for any grants he will give his full support.

14.2 County Cllr Ian Monson

Cllr Monson apologised for his late arrival due to attending two other meetings prior to this meeting. Cllr Monson read out his spring report and kindly provided the Clerk with a full copy which is attached to these minutes.

At this stage Cllr Shepherd left the meeting.

15. MEMBERS' MATTERS

Cllr Goodrham asked if the organization that has taken over the Music Festival is a professional organization. The Chair pointed out that this festival is finishing at 12.00 this year as opposed to 11.00. The chair said he had asked the Clerk to speak to the Scouts about their grass that has not been cut this year. The Chair said there is another option to put 3 new allotments on the land if the Scouts are not prepared to maintain the grounds.

Cllr Weight asked if the money in the savings account could be invested in a higher interest account a discussion took place and it was agreed that this be investigated.

Cllr Weight said she had some old deeds that refer to the village that her mother had kept when she was on the Parish Council it was agreed that these should be stored in the archives at County Hall.

With nothing more to discuss the meeting closed at 9.12

Chairman: _____ Date: _____