

**Minutes of the Mundford Annual Parish Council Meeting  
Held at The Cricket Club, Mundford  
on Thursday 3<sup>rd</sup> September 2015**

**PRESENT:**

Councillors J. Burton Chairman, S. Eyres Vice Chairman, A. Shepherd, D. Goodrham, J Marston, D. Frost, T. Fox, K Weight, C. Angus, County Cllr I. Monson, District Cllr M. Nairn and Mrs P. Angus Clerk to the Council. There was one member of the public.

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

The Chair welcomed everyone to the meeting.

**2. APOLOGIES OF ABSENCE**

Cllr Eyres telephoned before the meeting to apologise that he will be late.

**3. ACCEPT AND SIGN THE MINUTES - To accept and sign the minutes of 6<sup>th</sup> August 2015**

The minutes of the Parish Council meeting held on Thursday 6<sup>th</sup> August 2015 were accepted and signed as a true record. This was proposed by Cllr Goodrham, seconded by Cllr Fox and 8 agreed.

**4. TO RECEIVE DECLARATIONS OF INTEREST**

Cllr Goodrham regarding item 5.

**5. MEETING SUSPENDED FOR PUBLIC PARTICIPATION**

A resident who lives in The Lammas said that he is still having problems with the anti- social behaviour that he is experiencing from the tenants that are renting the house next door to him. Cllr Nairn said that he has aware of this problem and it was agreed that the Clerk pass this residents details to Cllr Nairn along with the address of the owner of the house that the tenants are renting from. Cllr Goodrham said he was also experiencing problems with these tenants. The resident very kindly thanked the Clerk for her help with this matter.

**6. MATTERS ARISING**

**6.1 Outstanding Highway Matters**

Following a discussion it was agreed that the Clerk will chase up Highways regarding the potholes that have been reported but to date have not been repaired. Cllr Goodrham reported a blocked drain in St Leonards that is flooding when it rains and Cllr Marston said that there was extremely bad flooding at the entrance to Fir Close out side numbers 33 and 35, the Clerk will report the St Leonards drain to Highways and she informed the Cllrs that the flooding in Fir Close has been reported to Highways and photos have also been sent.

**6.2 Allotments – update on the plaque/plinth for Maryann Turner**

Cllr Eyres said that he will be speaking to Mr John Dixon to ask when the plaque can be built. Cllr Eyres suggested that a meeting be arranged with the Scouts regarding the unkempt area around the hut and also to discuss the area at the back of the Scout hut that doesn't seem to be used as this could possibly be turned into 3 more allotments – the Clerk will organize this.

**6.3 Handyman/Gardener**

Nothing to report

**6.4 CCTV Stickers – To agree where to place them**

The Clerk has purchased 6 stickers and it was agreed that these would be put on lamp posts at the entrance of each estate in the Village, Cllr Angus said he will put the stickers up.

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#### **6.5 Grant Giving Policy – to agree the amendments to the policy**

Details of the amendments had been circulated to the Cllrs prior to the meeting. Following a discussion it was agreed to make further amendments as follows. The sentence “*Grant applications will be dealt with by a Full Council*” be deleted. It was also agreed that the wording in section 9 that says “*Mundford Parish Council shall only request full accounts if there is any doubt re: monies held by an organisation and the amount requested exceeds the ‘relevant minimum’ which is £2000*” be changed to “*Mundford Parish Council shall always require full accounts to be presented with all Grant applications*”. The Clerk will amend the policy to be approved at the next meeting in October.

#### **6.6 Mundford Pride Scheme Policy – to agree the amendments to the policy**

Details of the amendments had been circulated to the Cllrs prior to the meeting and all agreed that the amendments made to the Policy are correct..

#### **6.7 CPR Training Kit and cost of cabinet and electrical installation**

Ms Keatley has agreed that the defibrillator can be placed outside the newsagents and the Clerk has started to source quotes ready to apply for the Match Funding Grant from Brecklands. The person that is donating £500.00 has been informed that this will be going ahead. Cllr Goodrham will discuss with the Newsagents the best place to put defibrillator.

#### **6.8 Parking on Pavements**

Leaflets have now been posted in Impson Way and The Lammas the Chair thanked Cllr Frost and Cllr Shepherd for their help with this, however there does not seem to be any improvement with the situation. Cllr Nairn said that traffic/parking enforcements have been delegated to Kings Lynn and that any parking problems should be reported to them.

*(Cllr Eyres joined the meeting at this stage)*

#### **6.9 Remembrance Day Service at the War Memorial**

Cllr Frost confirmed that there will be a Vicar at the Mundford Parish War Memorial to conduct the service this year.

#### **6.10 Christmas Tree**

The Crown Hotel has agreed to serve mulled wine and mince pies inside the pub and would like to turn their tree lights and other lights on at the same time as the Parish Council. Cllr Frost said that the Choir will be available to sing on the day. The date will be Saturday 28<sup>th</sup> November at 5pm, the tree will be ordered from Diddlington Nurseries by Cllr Eyres and it will be decorated on the morning of the 28<sup>th</sup> November, Cllrs that are able to help with this will meet on the Village Green at 10.00 am. The Clerk will put notices in the October Connect asking for sponsors and also announcing the date and time when the tree will be lit.

#### **6.11 Village Risk Assessment**

The village risk assessment will be carried out in October and Cllr Angus has agreed to accompany the Clerk.

#### **6.12 Bulb Planting – to agree a date for the bulb planting**

Adele Ruddock (niece of the late Nancy Goss) has kindly made a donation of £200 for some bulbs and would like to join in with the bulb planting, the family would also like to make the presentation to the Council and also help with the bulb planting. It was agreed that the bulb planting would take place on Saturday the 10<sup>th</sup> October and volunteers will meet outside the Parish Council office at 10.00 am, the Clerk will put a notice in the October Connect announcing the date and time. It was agreed that £100 of the donation will be spent on daffodils, £15 to £20 pounds on hyacinths and the remainder on crocuses. The Clerk will contact Ms Ruddock to let her know the date and also to thank her for the donation.

#### **7. CORRESPONDENCE**

None

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**8. FINANCE**

**8.1 To Accept and Sign the Cheques for August 2015 Invoices**

Cllr Fox proposed that we accept and sign the Cheques for August invoices, this was seconded by Cllr Shepherd and all agreed.

The following payments were authorised on Thursday 3<sup>rd</sup> September 2015. The cheques were signed by Councillor A Shepherd & Councillor T Fox

<b>Balance for August 2015</b>	<b>£ 9583.80</b>
Minus the following direct debits	
E.ON Street lighting - energy	£ 249.00
BT Office Telephone and Wifi	£ 61.06
<b>Total</b>	<b>£ 9273.74</b>

**Plus**

Vat refund	£ 741.60
Donation for Bulbs	£ 200.00

**Total** **£ 10215.34**

Cheque	Description	Total
101901	K&M Lighting Maintenance and new light 04 Church Road	£ 500.17
101902	Mazars – External Audit Fee	£ 240.00
101903	Breckland Council – Uncontested Election Fee	£ 75.00
101904	E-ON Parish Office	£ 70.70
101905	Iceni Pest Control	£ 48.00
101906	Viking Stationary – CCTV Stickers	£ 17.93
101907	Mrs P Angus – Salary and Mileage	£ 631.42
101908	K&M Lighting new light 71 Billy Emms	£ 399.00
101909	Mr B McIsaac – Salary and Mileage	£ 118.25
101910	West Norfolk Community Transport	£ 66.00
101911	Mrs A Shepherd - CCS	£ 100.00

**Total of cheques paid =** **£ 2266.47**

**Balance in Community Account September 2015 =** **£ 7948.87**

**Balance in Savings Account =** **£22783.96 \***

\* (Includes Chilzone Ring Fenced money of **£1592.96**)

**8.2 Website – report from Mrs Godfrey**

In the last month Mrs Godfrey has completed the regular tasks of: running a security scan, updating WordPress and its plugins, backing up the website (database and folders) and adding events from the latest issue of Connect and from local groups. She has also implemented a method to take backups of the majority of the website automatically from now on, however there are still a handful of files and folders that she has to back up manually.

**8.3 Bus Service – report on passenger numbers**

On August 8<sup>th</sup> there were 7 passengers and August 22<sup>nd</sup> 7 passengers. Total cost to the Council is £66.00.

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**8.4 Donations**

A list of the organizations that received donations in 2014 had been circulated to the Cllrs prior to the meeting. Following a discussion Cllr Shepherd proposed that the Parish Council donates £100 to each organization this was seconded by Cllr Fox and 6 agreed. £100 will be donated to each of the following – East Anglian Air Ambulance, EACH, Macmillan Cancer Support, Norfolk Accident Rescue Service and The Royal British Legion.

**8.5 2015/2016 Budget - to discuss next year's expenditure and if any significant impact on the budget**

The Clerk will be preparing the budget in December and the Chair asked the Cllrs to think about anything that may impact on next year's budget. The Chair also asked the Cllrs to consider the amount of money the Parish Council should have in their reserves. Cllr Monson said that we should be aware that the Chancellor of the Exchequer will be looking into the amount of the reserves that are being held by Parish Councils. Cllr Nairn said that reserves should be around half of what the Parish Council precept is. The Chair said that NALC have suggested it should be between 3 to 6 months of the precept.

**9. PLANNING APPLICATIONS**

**3PL/2014/0970/F 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.

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

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

**3PL/2015/0515/F East Hall Farm IP26 5EJ**

Erection of 3 bay cartlodge. Erection of implement store to serve small holding date 14<sup>th</sup> May 2015  
Planning approved

**3PL/2015/0731/F 1 Swaffham Road IP26 5EH**

Proposed Farm Shop (Retrospective) date 17<sup>th</sup> July 2015  
No objections

**3PL/2015/0841/F Mundford Village Hall IP26 5DW**

Vary conditions on old planning application 3PL/2013/0312/F (Time Limit)  
& 2 (Amend Layout) date 29<sup>th</sup> July 2015  
No objections

**3PL/2015/0827/F 64 The Lammas IP26 5DT**

Extensions to bungalow and garage dated 29<sup>th</sup> July 2015  
No objections

**3PL/2015/0849/F 1 Swaffham Road IP26 5EH**

Proposed antique shop dated 3<sup>rd</sup> August 2015  
No objections

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**10. STREET LIGHTING**

Cllr Eyres said that an Ash tree obstructing a street light may need to be trimmed back at the entrance to Billy Emms Court. Cllr Goodrham said that there was another light that shines through a tree located in the alleyway between Billy Emms and Wissey View, the Clerk will contact Flagship Housing asking them to come and inspect the area and carry out any necessary works. The issue regarding the invoice for the light in Pig Styne Lane is still outstanding. Cllr Fox suggested that if we need to replace any poles the replacements should be 6 to 8ft higher than the poles that we currently have in the village. Cllr Eyres suggested that if there is an issue with the amount of money that the Parish Council has in their reserves the installation of the remaining LED replacements should be brought forward to complete the works earlier.

**11. REPORTS**

**11.1 District Cllr Mike Nairn**

Cllr Nairn said that things are fairly quite at the moment, Breckland are starting to look at next year's budgets and a meeting for this is set for the end of the month. There are going to be more cuts and these will be announced at the end of October/beginning of November. Breckland's accounts are in balance and will be up until the end of 2022.

**11.2 County Cllr Ian Monson**

Cllr Monson said that for the first three months of this year the Council has experienced a £12 million pound overspend and they are taking extreme measures to try and correct this. He pointed out that it is very difficult to anticipate what will be needed on Children's and Adults Social Services. There was a recent debate about charging NCC staff to use the car park which is proving unpopular and no decision has been made on this matter. There was an extraordinary meeting to go ahead with the Northern Distributor around the north of Norwich which will help people living on the northern coast to get to Norwich. New traffic signs have been put up to direct traffic going to Newmarket towards Thetford instead of towards Brandon. Cllr Fox asked if the tramlines on the A134 are going to be repaired and Cllr Monson said he will chase this up with Highways.

**12. MEMBERS' MATTERS**

Cllr Goodrham said that there is a mattress at the entrance to Billy Emms that needs to be taken away – the Clerk will write to the residents with details of who to contact at Breckland Council to get this removed. . Cllr Marston said that the trees are obstructing the red pedestrian light on the A134 outside the Old School – the Clerk will contact Highways to get these trimmed. Cllr Goodrham pointed out that the floodlights have now been installed on the football ground although not working yet.

With nothing more to discuss the meeting closed at 8.45pm

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