

**Minutes of the Mundford Annual Parish Council Meeting  
Held at The Cricket Club, Mundford  
on Thursday 1<sup>st</sup> October 2015**

**PRESENT:**

Councillors J. Burton Chairman, S. Eyres Vice Chairman, D. Goodrham, J Marston, K Weight, C. Angus, County Cllr I. Monson, District Cllr M. Nairn and Mrs P. Angus Clerk to the Council. Three members of the public joined the meeting shortly after it started.

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

Cllr Burton explained that the Vice Chairman Cllr Eyres will be chairing the meeting tonight as he was having trouble with his hearing. The Vice Chairman welcomed everyone to the meeting.

**2. APOLOGIES OF ABSENCE**

Cllr Frost, Cllr Fox and Cllr Shepherd

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

The minutes of the Parish Council meeting held on Thursday 3<sup>rd</sup> September 2015 were accepted and signed as a true record with one small amendment made to Cllr Nairns comments regarding cuts being made at Brecklands. This was proposed by Cllr Goodrham, seconded by Cllr Marston and all agreed.

**4. TO RECEIVE DECLARATIONS OF INTEREST**

**5. MEETING SUSPENDED FOR PUBLIC PARTICIPATION**

Three residents that live in Impson Way complained about cars parking on pavements and they were having to walk in the road as the cars were completely blocking their way they also pointed out that if any emergency services were called to the Close they would not be able to get through between these cars that are parking on opposite sides of the road. Cllr Nairn asked the residents to e-mail him with photos and details and he will raise this matter with the Chief Executive at Brecklands.

**6. MATTERS ARISING**

**6.1 Outstanding Highway Matters**

Billy Emms Court -Flagship housing met with the Clerk in Billy Emms Court and they will be dealing with overhanging trees. Mattress in Billy Emms Court – following a letter from the Clerk the mattress has now been removed. Lynford Road traffic– letter has been circulated to the Cllrs and this has been passed to Highways for their comments. Overhanging trees on the pedestrian crossing on A134 –the Clerk has reported this to Highways, Cllrs Monson explained that the Rangers will probably deal with this. Flooding outside 35 Fir Close – photos have been sent to Highways. Overflowing drain outside 22 St Leonards – the Clerk has reported this to Highways. All outstanding potholes have been chased up by the clerk and most have been dealt with. The Rangers are due to visit week commencing 19<sup>th</sup> October.

**6.2 Allotments and Scouts Hut Area**

Allotments - The Chair said that Plot 6 has now been tidied. Following a discussion about plot 4 that still needs to be enlarged it was agreed that the Clerk write to the tenant to ask if he would like the option to reduce his plot by half which would give Council another allotment to offer to residents on the waiting list and make his allotment easier for him to manage, no agreement on what to charge for the smaller allotment was made at this meeting. Scout Hut area – it was agreed that the available Cllrs would meet with Caroline Turner on the 17<sup>th</sup> October at 10am.

**6.3 Handyman/Gardener**

Mr Bruce McIsaac is currently treating the benches and considers that the seat on A134 will need to be replaced , the Chair pointed out that there is a spare bench at the office that Mr McIsaac may be able to use for the time being. 500 pansies have been ordered for the tubs, bulbs have also been ordered. The tubs at the bottom of Malsters Close need replacing, the Chair pointed out that Diddlington Nurseries are having trouble getting hold of this type of tub, Cllr Nairn suggested that the Clerk contact English Whiskey to ask if they have any tubs going spare.

# **Minutes of the Mundford Annual Parish Council Meeting Held at The Cricket Club, Mundford on Thursday 1<sup>st</sup> October 2015**

## **6.4 Training and Courses**

The Clerk is booked to go on Budgeting Course on the 12<sup>th</sup> October 2015

## **6.5 CCTV Stickers**

These have been put up in entrances to Impson Way, Bracken Rise, The Lammas, Pig Sty Lane, Wissey View, Malsters Close and the Parish Office, more stickers are due to go up in Fir Close, Brecklands and Billy Emms.

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

Copies of the amendments had been circulated to the Cllrs prior to the meeting and it was agreed that all amendments that were discussed at the meeting on 3<sup>rd</sup> September 2015( item 6.5 on the September minutes) would now apply.

## **6.7 Defibrillator**

The Clerk confirmed that the paper work for the grant has been sent to Brecklands. £450 has been donated by the Newsagents £50.00 of this came from Mr B Dains and his sons, £500 has been promised from an anonymous donator. Total cost of project is around £1955 and the Clerk has applied for £950.00 from Brecklands Council. The position of the defibrillator will be by the telegraph pole outside the Newsagents.

## **6.8 Remembrance Day**

Following a discussion it was agreed that the Clerk contact Mrs Deanna Davies to ask that the service at the War Memorial on Remembrance Day is held at 11.00. Cllr Angus agreed to ask Mr Walker of the Crown if he could possibly sweep the area as he kindly did last year prior to the service.

## **6.9 Christmas Tree**

The Crown has been informed of the date and time when the trees and lights will be lit and the notice will go into the November Connect, the Clerk has purchased the batteries and Cllr Angus will check the lights to make sure they are working.

## **6.10 Risk Assessment**

Cllr Angus and the Clerk carried out the Risk Assessment in September, copies of this had been circulated to the Cllrs prior to the meeting. It was agreed that the Village Green sign, chains and posts will need a coat of paint in 2016, there is a paving slab by the War Memorial that may be a trip hazard. The Clerk said that an alarm box needs to be put outside the office to act as a deterrent this was proposed by Cllr Goodrham and seconded by Cllr Angus and all agreed. The Chair and Clerk signed the 2015 Risk Assessment and Health and Safety Policy.

## **6.11 Bulb Planting**

This year's bulb planting will take place on the 10<sup>th</sup> October at 10am meeting at the Parish Office. Notices have gone into the Connect, on the notice board and on the web site. It was agreed that the Clerk contact Adele Ruddock to make sure that she and her family are able to attend and present the bulbs that they donated on behalf of the late Nancy Gross to the Council.

## **6.12 House in the Lammas**

The Clerk passed on all details to District Cllr Mike Nairn – Cllr Goodrham said that the house is now being sold and it looks empty, it was agreed to take this off the Agenda.

## **6.13 Clerks Holiday Dates – reminder of dates**

The Clerk will be on holiday from Friday 23<sup>rd</sup> October and back on Monday 16<sup>th</sup> November. The Parish Council e-mail will be set up to tell people that the Parish office is closed and a message will be left on the answerphone, the Chair agreed to check the post and any messages from time to time during the Clerks absence.

## **7. CORRESPONDENCE**

None.

**Minutes of the Mundford Annual Parish Council Meeting  
Held at The Cricket Club, Mundford  
on Thursday 1<sup>st</sup> October 2015**

**8. FINANCE**

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

Cllr Goodrham proposed that cheque number 101912 payable to Amey LG would not be sent until the outstanding work on the lamp post in Pig Stye Lane has been carried out satisfactorily this was seconded by Cllr Burton and all agreed, the Chair crossed this cheque off the payments to be signed at the meeting and the Clerk has adjusted the figures to show the correct balance in the Parish Councils bank account for October 2015. Cllr Goodrham proposed that we accept and sign the Cheques for September invoices this was seconded by Cllr Weight and all agreed.

The following payments were authorised on Thursday 1<sup>st</sup> October 2015. The cheques were signed by Councillor A Shepherd & Councillor S Eyres

<b>Balance for September 2015</b>	<b>£ 7948.87</b>
<b>Minus the following direct debits</b>	
E.ON Street lighting - energy	£ 255.60
Anglian Water Parish Office	£ 103.91
<b>Total</b>	<b>£ 7589.36</b>
<b>Plus the following income</b>	
Allotment payment	£ 10.00
Donation for Defibrillator	£ 450.00
Precept 2 <sup>nd</sup> instalment	£15000.00
Council Tax Grant 2 <sup>nd</sup> instalment	£ 1470.29
<b>Total</b>	<b>£ 24519.65</b>

Cheque	Description	Total
101912	Amey LG – New Light Pig Stye Lane	<del>£ 2972.25</del>
101913	EAAA – Donation	£ 100.00
101914	EACH - Donation	£ 100.00
101915	Macmillan – Donation	£ 100.00
101916	Norfolk Accident Rescue - Donation	£ 100.00
101917	Royal British Legion – Donation	£ 100.00
101918	K&M Lighting - Maintenance	£ 101.17
101919	Viking Stationary –office supplies	£ 36.16
101920	Iceni Pest Control	£ 48.00
101921	NPTP – Budget Training for Clerk	£ 35.00
101922	Didlington Nurseries – Flower Bed Plants and Compost	£ 230.00
101923	West Norfolk Community Transport – Bus Service	£ 99.00
101924	SJD Electrical – Repair to office light	£ 51.68
101925	Mrs A Shepherd - CCS	£ 250.00
101926	Mrs P Angus – Salary, Post and Grass Seed	£ 648.55
101927	John Dixon – Maryann Turner Plinth	£ 420.00
101928	Viking Stationary – Batteries for Xmas Tree	£ 14.12
101929	Mr B McIsaac – Handyman Salary and Mileage	£ 57.20
101930	The Post Office (HMRC Payment)	£ 32.80

**Minutes of the Mundford Annual Parish Council Meeting  
Held at The Cricket Club, Mundford  
on Thursday 1<sup>st</sup> October 2015**

Total of cheques paid = £ 2523.68 (total adjusted to exclude Cheque 101912)  
Balance in Community Account October 2015 = £ 21995.97  
Balance in Savings Account = £ 22786.80 \*(includes interest of + £2.84 paid in 7/9/15)\*Includes Chilzone Ring Fenced money of £ 1592.96

**8.2 Website – report from Mrs Godfrey**

The Clerk read out the following report from Mrs Godfrey

In the last month Mrs Godfrey has backed up some website files and folders (the majority are backed up automatically), updated Wordpress and its plug ins, ran a security scan and added events from the latest issue of Connect and from local groups, she has also added posts about Bogus Waterboard Officials, STANTA Daily Road Closure, Thank you to the Volunteer Litter Pickers, Breckland Council Match Funding and Cars Parked on Footpaths, she has also added the spring bulb planting to the Events page, a photo of Cllr Angus is now on the Cllrs page. Referrer spam is still getting through so the website statistics are unreliable – she has checked them and added more referrer spam sites to the blacklist.

**8.3 Bus Service – to include 6 monthly review of passenger figures**

5th September 2 passengers balance £63, 19<sup>th</sup> September 7 passengers balance £33. Total Balance to pay for September is £99. Figures for the last 6 months passengers totals were circulated to the Cllrs prior to the meeting. Cost to the Council in 2013/2014 = £1055.00 2014/2015 £999.00. Mrs Winn Read sent the Clerk a message to say thank you very much for this service, they really appreciate this and it breaks up their weekends, unfortunately they have lost 4 passengers since the bus service began however she is constantly touting for new people to use the service. It was agreed that we keep the service going and this will be reviewed in 6 month's time, this was proposed by Cllr Goodrham and seconded by Cllr Burton all agreed.

**8.4 2015/2016 Budget - to discuss next year's expenditure and if any impact on the budget**

The Chair asked the Cllrs if apart from the usual budgeted figures have any Cllrs anything to add that may impact on next year's budget? There was nothing they could think of at the moment.

**8.5 Donation to Cricket Club for use of facilities for the Parish Council Meetings**

The monthly donation last year to the Cricket Club was £15.00 a month – the last payment was made a year ago, it was agreed that the Parish Council would pay £15.00 per month for the past 10 months that the meetings have been held in the Club.

**8.6 PTA Grant Application**

The expected application for the grant from the PTA has not been received this will be discussed at the next meeting

**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

**Planning refused for signs facing the A134 road**

**Planning approved for all other signs**

**Take off the Agenda**

**Minutes of the Mundford Annual Parish Council Meeting  
Held at The Cricket Club, Mundford  
on Thursday 1<sup>st</sup> October 2015**

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

Proposed Farm Shop (Retrospective) date 17<sup>th</sup> July 2015

**Planning approved 11<sup>th</sup> September 2015 - take off the Agenda**

**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

**Planning approved 16<sup>th</sup> September 2015 - take off the Agenda**

**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

**Planning approved 11<sup>th</sup> September 2015 – take off the Agenda**

**3PL/2015/1036/F Fir Cottage 26 St Leonards Street IP26 5HG**

Replacement dormer windows and Crittall metal window (Retrospective) dated 15<sup>th</sup> Sept 2015

**No objections**

**3PL/2015/1037/F Fir Cottage 26 St Leonards Street IP26 5HG**

4 dormer windows in the thatched portion of the house dated 15<sup>th</sup> Sept 2015

**No objections**

**10. STREET LIGHTING**

Number 73 in Billy Emms Court is not working – Clerk will report this.

**11. REPORTS**

**11.1 District Cllr Mike Nairn**

Cllr Nairn said he recently attended the Local Planning working meeting and there will shortly be a draft consultation produced that will detail where Mundford's settlement boundaries will be, where you can build and what the land housing supply will be. He suggests that Mundford seriously consider that they form their own subcommittee to deal with this and he has given the Chairman a report regarding this. He pointed out that Parish Councils may not receive a Council Tax grant next year, we should have confirmation of this around November.

**11.2 County Cllr Ian Monson**

Cllr Monson said that Norfolk County Council may be putting in a letter of intent to Government to say devolution to occur in the economic side of things to co-inside with Suffolk – to try and improve the Norfolk and Suffolk economies, the County Council will be having a meeting next week to decide if the letter of intent is to definitely go to government or not. There will be less money from the Government next year and the Council are looking at financial savings such as only cutting the grass verges on straight roads every three years, Cllr Monson said he was against this in particular in places where there are no pavements and pedestrians will need to step off the road into grass that is 2 feet tall. The Chair said that this is a terrible idea as there are monk jacks that graze on the side of the road and motorists will not see them if they are about to jump out, he proposed that we ask Cllr Monson to pass on to Norfolk County Council that Mundford Parish Council strongly oppose this idea, Cllr Goodrham seconded this and all agreed. Smaller recycling centres are having their hours cut to 4 days a week, this will not affect Thetford. With regard to the traffic building up on the roundabout going into Thetford, Highways will be carrying out traffic surveys in a year or so time. Ruts in the road on the A134 are due to be looked at in 2016/2017. Cllr Goodrham said that repairs that have recently been carried out in Brecklands and Fir Close are atrocious, Cllr Monson said he will pass on our complaints.

**Minutes of the Mundford Annual Parish Council Meeting  
Held at The Cricket Club, Mundford  
on Thursday 1<sup>st</sup> October 2015**

**12. MEMBERS' MATTERS**

Cllr Goodrham congratulated and thanked Cllr Eyres for laying the turf alongside the Village Green. It was agreed that Cllr Weight would read the report that Cllr Nairn brought in for the Chair (see item 11.1 line 5 of minutes). Cllr Goodrham mentioned the Connect announcement that is asking if residents would like to receive this monthly paper on line, by e-mail, collect from local businesses and shops or continue to have the hard copy delivered to their doors, Cllr Goodrham said that he feels that the Connect should still be available in hard copy, the Chair said that it is not a case of one or the other being available it is just giving residents a choice to opt out of having the paper copy delivered. The Chair asked the Clerk to send thank you letters to the following volunteers; all litter pickers, Mrs Margaret Whiting for maintaining the Village Green flower bed and Mr T Alderton for planting the flowers every year by the post box in Fir Close. The Chair mentioned the hedge at Rosemary Cottage that is growing out over the pavement, Cllr Burton said that the owner is in hospital at the moment so she cannot be contacted at the moment.

.

With nothing more to discuss the meeting closed at 9.30 pm

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