

**Minutes of the Mundford Parish Council Meeting
Held at The Cricket Club, Mundford
on Thursday 1st September 2016**

PRESENT:

Councillors S.Eyres Chairman, T Fox Vice Chairman, C. Angus, K. Weight, J. Burton, J. Marston, D. Frost, D. Goodrham and Mrs P. Angus Clerk to the Council.

There were 3 members of the public including Mr McIsaac the Parish Council handyman/gardener

1. THE CHAIRMAN'S OPENING REMARKS

The Chair welcomed everyone to the meeting.

2. APOLOGIES OF ABSENCE

District Cllr Mike Nairn and Cllr A Shepherd.

3. ACCEPT AND SIGN THE MINUTES – To accept and sign the minutes as a true record of the meeting held on 4th August 2016

The minutes of Parish Council meeting held on the 4th August 2016 were accepted as a true record. This was proposed by Cllr Weight, seconded by Cllr Fox and 7 agreed.

4. TO RECEIVE DECLARATIONS OF INTEREST

None

5. MEETING SUSPENDED FOR PUBLIC PARTICIPATION

A member of the public said that he has an issue with a neighbour's garden regarding overgrown trees and dangerous trees overhanging his property, the Chair suggested that the Clerk contact Breckland Council. A member of the public enquired about the fence that has been put up across the front of the scout hut the Chair explained that this was discussed and agreed with the Council.

6. MATTERS ARISING

6.1 Outstanding Highway Matters

Pig Sty Lane – diseased tree and footpath no news from Highways. Cranwich Road dead tree and untidy verge alongside the School - this has been inspected and the problem will be resolved. Impson Way overhanging tree and shrubs- we have been told that upon inspection Highways cannot see a problem, the chair suggested that a working party is arranged to cut this tree down Cllr fox, Cllr Angus and Cllr Marston said that they will help, a date to be arranged. Damaged Sign on the roundabout – has been inspected and the sign will be repaired. Debris on the side of Mundford Road towards Brandon (house before you get to Grimes Graves junction) - Highways are investigating the problem. Mundford signs on A1065 – dirty and bent – Highways have inspected and will be monitoring the problem. West Hall Road – grit and cracked surface –this has been inspected and Highways will be monitoring the problem. Swaffham Road speeding and new sign for horses - a resident in Swaffham Road has contacted Highways asking if a "Horses Crossing" sign can be installed in Swaffham Road, Highways told her to contact the Parish Council for their support before they will consider it. She has also complained about the speeding and the Clerk suggested that she contact Highways direct to report this, this resident also said that she will ask other residents to do the same. Following a discussion it was agreed that the Clerk contact Highways asking them to meet with the Parish Council regarding the above outstanding matters.

6.2 Allotments – to discuss any outstanding matters

Cllr Angus said that he had inspected plot 1 and said that 65% of the plot had been cultivated. The Chair said that he had a meeting with the tenant of allotment 2 and following that meeting it was agreed that the tenant is given until January 2017 to bring the allotment up to the standard that is expected and an inspection will take place during the first week of January 2017.

6.3 Handyman/Gardener – to discuss any outstanding jobs

Following a discussion with the Handyman Mr McIsaac regarding cutting the footpath opposite London Lane, Cllr Fox proposed that it should be cut up to the Church and that it should be cut more often during the year this was seconded by Cllr Goodrham and all agreed. It was also agreed that the Clerk write to the Forestry Commission to ask if they would contribute towards the Handyman's pay. A discussion took place regarding repairing the benches and it was agreed that as the benches would be replaced next year only essential repairs should be carried out, the Chair said that he will bring some

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details of benches that he had seen in Southwold to the next meeting. Following a discussion it was agreed that new primroses and polyanthas are planted in the bed by the war memorial.

6.4 Defibrillator – progress report

This has now arrived and the electrician has been contacted to carry out the installation, the tenants in newsagents and also the owners have been informed that this will shortly be installed.

6.5 Gate on to the A1065 Swaffham Road

Still outstanding

6.6 Future Projects for Mundford – update regarding recent suggestions

New Village Signs - Still waiting for the Highways department to say yes or no. Outdoor exercise equipment – some ideas had been circulated to the Cllrs prior to the meeting, following a discussion Cllr Fox proposed that we shelve the project this was seconded by Cllr Marston and all agreed.

6.7 Remembrance Day – update regarding service at the War Memorial

The reverend Zoe Ferguson has agreed to hold a small service at the War Memorial on Remembrance Day, it was agreed that the Clerk will contact the reverend to specify that the service is held at 11.00am.

6.8 Christmas Tree – update for this year’s arrangements

The Crown has agreed to light their tree and lights across their building the same time as the Parish Council and provide mulled wine and mince pies for a donation towards the Air Ambulance service. The Clerk is to contact Lynford Hall regarding the hot chocolate and also the care home regarding putting lights across the front of their building. The Clerk will also put a notice in the Connect regarding donations for the tree in memory of friends and loved ones, the Choir will be booked and the date will be the 3rd December.

6.9 Public participation – to discuss adding a further Public Participation to the end of the Agenda.

Following a debate it was agreed that the Public Participation part of the Agenda remains as it is at the beginning of the meeting and there will not be an additional part added to the end of the meeting. This was proposed by Cllr Marston, seconded by Cllr Angus and 5 agreed.

6.10 Bulb Planting – to agree a date and time

The date for the bulb planting will be Saturday 15th October meeting at the Parish Office at 10.00am, it was agreed to spend £120 on this year’s bulbs which will be daffodils and blue hyacinths.

6.11 Annual Risk Assessment

Cllr Angus and the Clerk will carry out the risk assessment in October.

6.12 The Late Mrs Margaret Whiting

Following a discussion it was agreed that a notice will be put in the Connect to say that The Parish of Mundford thanks the late Mrs Margaret Whiting for tending the rose bushes on the Village Green in the past few years.

6.13 Church Yard Grass Cuttings no being taken away

Cllr Frost said that the contract clearly states that the grass cuttings are taken away. The Chair said that the grass when he had checked the cuttings had not been taken away for at least the first two cuts of the year. The Chair said that the Church needs to be informed that when the bill is presented to the council for the cheque to be paid at the end of the year this needs to be taken in consideration.

7. CORRESPONDENCE

None.

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8. FINANCE

8.1 To Accept the Payments and Cheques for the September 2016 meeting

The Chairman did not read out the cheque payments for September 2016 as all Cllrs had been issued a copy. Cllr Fox proposed to accept and sign the cheques for September 2016 this was seconded by Cllr Marston and all agreed.

The following payments were authorised on Thursday 1st September. The cheques were signed by Councillors S Eyres & T Fox

| | |
|---|------------------|
| Balance for August 2016 | £5,367.15 |
| Plus the following income | |
| Vat Refund | £1,298.93 |
| Total Income | £1,298.93 |
| Total after Direct Debits and Income | £6,666.08 |

| Cheques | Description | Total |
|--|--|-------------------|
| 102032 | Mrs P Angus - Salary and Envelopes | £673.39 |
| 102033 | Iceni Pest Control | £40.00 |
| 102034 | Mazars - Auditors | £240.00 |
| 102035 | WEL Medical - Defibrillator | £1,718.10 |
| 102036 | K&M Lighting - Maintenance and Column Extension | £210.99 |
| 102037 | E-On Parish Office Electricity | £116.34 |
| 102038 | West Norfolk Community Transport - Bus Service | £45.00 |
| 102039 | Mrs A Shepherd - £200 for CCS and £278.50 for 7 medicals | £478.50 |
| 102040 | Mr B McIsaac - Salary-Mileage-Strimmer fuel/line | £144.20 |
| Total Cheques paid | | £3,666.52 |
| Balance in Community Account August 2016 | | £2,999.56 |
| Balance in Savings Account | | £22,795.32 |
| (Ring Fenced moneys Chilzone £1592.96 and Defibrillator £1052.50) | | |

8.2 Website – report from Mrs Godfrey

The Clerk read out the following report. Mrs Godfrey has backed up a few website files and folders (the majority are backed up automatically), updated Wordpress plugins (Wordpress is usually updated automatically), ran a security scan. In early September she will be adding events from the latest issue of Connect and from local groups, checking the website statistics, blacklisting referrer spam websites to prevent spam and fake activity hitting the website. She has also made some more progress in reorganising the ways that images are sorted into galleries and displayed in posts, added a post and notice about the audit conclusion, uploaded the meeting agenda (usually done by the clerk, but there is currently an FTP login error – we are waiting for Anglian Computer Services to resolve it), solved a problem where all pages except the Home page did not display - instead a “404 not found” message was shown, Excluding those visits, which appear to come from referrer spam, there were 246 visits to the website in August

8.3 Bus Service – July and August passenger figures

This is due for review in October, the Clerk will inform the co-ordinator. In July there appears to have been just one bus with 5 passengers at a cost of £45.00, August figures were not available in time for the meeting.

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8.4 Conclusion of the External Audit 2015/2016

Mazars have returned the external audit as all correct and notices have been posted on the website and notice board.

8.5 Cllr Internal audit of the Parish Accounts - date and time to be agreed for a Cllr to spot check the accounts with the Clerk

Cllr Weight agreed to inspect the Parish accounts, date and time to be arranged.

8.6 2016/2017 Budget - to discuss next year's expenditure and if any impact on the budget

The Clerk will be preparing the budget for the December meeting and the Chair asked the Cllrs if they can think of any project/work that could mean extra expenditure over and above the usual Parish running costs and to discuss this at the October 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 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.**

We have received the following from Planning – this has been circulated to the Cllrs prior to the meeting

Unfortunately I have had no success dealing with the individual companies operating on the above site. As a result, I have written to the land owners giving them notice that unless they make immediate arrangements to have the unauthorised signage removed we will seek to take formal action. In the first instance this is likely to be an Enforcement Notice. Failure to comply with its requirements would lead to prosecution in the Magistrates Court.

I have allowed them 14 days to action my request. (This email was received on the 16th August)

3PL/2016/0631/F Lynford Hall Park

Construction of 68 holiday lodges together with reception building and associated parking dated 20th May 2016

This is not under Mundford Parish Councils jurisdiction it is under the Hamlet of Santon West Tofts. However it is on the agenda as the Council has been approached regarding this application.

The Parish Council have sent the following points to be considered before/if planning is granted

- Installation of a footpath running the length of Lynford Road.
- A suitable speed limit in Lynford Road and reduced speed limits on the road A1065 leading into Lynford Road.
- Traffic calming controls such as speed humps / traffic lights.

3PL/2016/0755 34 Swaffham Road

New 3 bedroom bungalow with detached garage and modified access to highway dated 17th June 2016
No objections

3PL/2016/0883/A Mundford Football Club

To erect 68 advertising boards dated 20th July 2016

No objections – with the following comments - Cllr Weight and Cllr Frost said they do not object if the Cricket Club approves and Cllr Weight said that she feels that 68 boards are excessive.

3PL/2016/0886/HOU 3 the Lammas Mundford

Single storey side extension and conversion of garage (Retrospective)
Planning approved

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10. STREET LIGHTING

A price of £150 was quoted to extend and raise the light in Crown Road Cllr Fox proposed this price is accepted this was seconded by Cllr Burton and all agreed. New Light in Wissey View – it was agreed that the position of the new light in Wissey View would go between no's 18 and 19 and it would be extended out by 2 metres. New Street Light Energy Charges –this is now up to date and we are now £412.33 in credit, however, as this could only be backdated to August 2015 the Council lost approximately £193 last year due to the lighting contractors not sending the inventory to UK power networks (they told the Clerk that they had done this when this was checked out in May 2015), the Clerk has asked them to provide two months maintenance free of charge as compensation but to date has not had any response from them. One light has been replaced in Swaffham Road. The bent column at the bottom of Wissey View opposite The Lammas has not been repaired the Clerk will chase this up with the contractors.

11. REPORTS

11.1 District Cllr Mike Nairn

Apologies sent

11.2 County Cllr Ian Monson

Not at meeting

12. MEMBERS' MATTERS – items for agenda for next Month's meeting

Cllr Marston mentioned the flooding in Fir Close recently during the heavy rainfall, Cllr Fox said that when he met with Highways two years ago he was told the drainage will not cope with heavy down pours, the water will drain away but very slowly. The Chair said that the bushes alongside the road in Brecklands adjacent to the A1065 need trimming back.

With nothing more to discuss the meeting closed at 9.30pm

Chairman: _____ Date: _____