

**Minutes of the Mundford Parish Council Meeting
Held at The Cricket Club, Mundford
on Thursday 12th October 2017**

PRESENT:

Councillors S. Eyres Chairman, D. Goodrham, J. Marston, A. Shepherd, J. Musgrove and Mrs P. Angus Clerk to the Council.
There were 4 members of the public

1. THE CHAIRMAN'S OPENING REMARKS

The chair welcomed everyone to the meeting.

2. APOLOGIES OF ABSENCE

Cllrs Fox, Frost, Angus, Weight and District Cllr Nairn. County Cllr Fabian Eagle was not at the meeting and no apology was sent, it was agreed that the Clerk will write to Cllr Eagle to ask for an update on Norfolk County Council

3. ACCEPT AND SIGN THE MINUTES

The minutes of the meeting held on 7th September 2017 were accepted as a true record, this was proposed by Cllr Goodrham seconded by Cllr Shepherd and 4 agreed. The Chair signed the minutes.

4. CO-OPTION OF NEW COUNCILLOR

Mr James Musgrove had applied for the vacancy of Parish Councillor and was duly co-opted onto the Parish Council upon which he signed the Declaration of Acceptance of Office and the Clerk signed as witness to the Declaration. It was agreed that Cllr Musgrove can attend the New Councillors course with NALC on the 15th November cost £50.00.

5. TO RECEIVE DECLARATIONS OF INTEREST

None

6. MEETING SUSPENDED FOR PUBLIC PARTICIPATION

Two members of the public that live in Malsters Close expressed concern regarding the proposed position for the new LED light that will be installed in their Close, they believe that the light will not be bright enough, the Chair explained that the Council has been advised by their lighting contractor who are the experts in this field that the light will sufficiently cover the road and the footpath in question, following a discussion the Chair said he will ask the lighting contractor to come to Malsters Close for the third time to re-confirm that the new position will be suitable.

7. MATTERS ARISING

7.1 Outstanding Highway Matters

Kerbing on edge of the Green in Malsters Close/Crown Road – Highways are going to provide a quote for this. Blocked Gully's in Crown Road –Highways are dealing with this. Spraying has now been carried out. The Chair proposed that a post is put in place on the grass verge on the left hand corner of Malsters Close coming into Crown road to stop the vehicles cutting across this area, this was seconded by Cllr Marston and all agreed.

7.2 Allotments – to discuss any outstanding matters

The Chair said that an allotment tenant had dumped some of his allotment waste on the edge of the allotment area, the Clerk sent letters to all tenants informing them that this is classed as fly tipping and anyone caught doing this would have their allotment taken away from them, following this letter the rubbish was then put on a bonfire pile on the private allotments next door, the Clerk sent another letter informing tenants that this is totally unacceptable, the rubbish has since been taken away. Allotment number 6 has not been tended to since it was taken on by the new tenant in July, the Clerk has written to the tenant asking him if he intends to keep the allotment.

7.3 Handyman/Gardener – to discuss any outstanding jobs

Winter bedding plants have been ordered for the village flower beds and tubs.

7.4 Customized signs into Village – Progress report

The Council should hear if they were successful with grant application in March/April 2018

Minutes of the Mundford Parish Council Meeting Held at The Cricket Club, Mundford on Thursday 12th October 2017

7.5 Christmas Tree Lighting Arrangements and Update on the electricity power and lights

The latest updates are:-

- Change of amp from 100 to 30 will be carried out on the 26th October
- Lynford Hall will provide Christmas biscuits
- Browns will provide 100 mince pies
- Crown Hair Dressing will provide hot chocolate
- Crown Hotel will provide mulled wine and mince pies
- Yallops will be providing some sort of goodies but has not yet decided what that will be
- St Leonards Home will be holding a raffle in their courtyard
- Village Voices Choir will be singing Christmas Carols on the Green
- Reverend Zoe has agreed to say a few words
- The PCSO has been asked if she can attend the event and we are waiting for her to come back to us. Cllr Goodrham suggested that the Clerk contacts the “Community SOS” scheme to see if they can provide an officer for the evening.
- Notice will go into the November Connect to confirm the time and date and arrangements which is 2nd December at 5pm
- Following a discussion it was agreed that a Star would be ordered for the top of the tree – colour to be bright white – price £9.99 plus postage.

7.6 New Benches – update on benches

Mr Newton’s bench is now in place and the handyman is organizing the plaque for this. Mrs Brown’s bench has been placed in Green Acre Close. A notice has gone into the October Connect for the remaining 2 to be replaced.

7.7 Wild Flower area by the War Memorial- Meeting held on 6th October

Cllr Goodrham met Nicholas Crampton (Mundford resident) and Ian from Greenwillows Associates to discuss the possibility of planting some wild flowers and plants in the drain away area by the War Memorial. Greenwillow Associates have since provided a report suggesting plants that would be suitable for the area and it was agreed that the report is circulated to the Cllrs and discussed at the meeting in November.

7.8 Parish Council Flowerbed by the War Memorial

Wood Blocx have provided a price of £465 for a custom built timber bed to go around the bottom of the memorial, this price includes the inner part of the bed in the same timber and the Chair said that this would not be needed, the Clerk has since asked for a new quote for this specification. Cllr Goodrham suggested that the Clerk asks the bench suppliers if they produce sleepers using the same material as the benches, the Clerk will make enquiries.

7.9 Risk Assessment and Health and Safety Policy

The Clerk and Cllr Angus carried out the Village Risk Assessment in October and the report was circulated to the Cllrs prior to the meeting. There were no concerns and the Clerk and the Chair signed off the report and the Chair signed the Parish Council Health and Safety Policy.

7.10 Bulb Planting

This year’s bulb planting will take place on Saturday 14th October, Cllrs Goodrham and Musgrove agreed to come along with the Clerk and the Chair.

7.11 Remembrance Day Service at the War Memorable Sunday 12th November 2017

The Reverend Zoe will hold a service at the War Memorial starting approximately 10.45am, she has also spoken to her contact at Stanta regarding a Service personnel attending the service and also the possibility of closing the road during the service. Mr Barry Walker will be sweeping the layby area before the service. The Clerk has ordered some protective fleece to put over the flowerbeds to protect them from frost before the service.

Minutes of the Mundford Parish Council Meeting Held at The Cricket Club, Mundford on Thursday 12th October 2017

7.12 Gritting Teams

The same gritting team is still in force in Fir Close and Brecklands and it is co-ordinated by Robert Meadows. Cllr Musgrove will carry out any gritting in West Hall Road and Cllr Fox in Crown Road. Malsters Close, Wissey View, Adeane Meadow and Impson Way do not have any designated gritters for their areas, the Chair said that these will be dealt with as and when needed.

7.13 Mundford Post Box

The Clerk has filled out and returned the forms to the Post Office requesting that the Post Box is returned and placed somewhere in St Leonards Street. A member of the public has since been told that it will be returned and could possibly be placed outside the new Post Office which is located in Cost Cutters/Yallops in St Leonards Street.

7.14 November Meeting – Interim Clerk details for the November meeting

Nicola Cooper the Clerk for Northwold will be taking the minutes on the 2nd November. She will not be able to carry out any other business whilst the Clerk is on holiday.

7.15 Notice for Bus Shelters

The Chair suggested that notices are put on the bus shelters asking that people/companies do not stick posters on the glass walls of the shelters. Following a discussion it was agreed that this is not necessary and if any notices are put up they will be removed.

8. CORRESPONDENCE – The Clerk / Chair will read out any outstanding correspondence that has not been previously circulated

The Council had received an email from the Bowls Club asking if they could put a convex mirror opposite the Bowls Club gate to improve safety of the users of Pig Sty Lane. Following a discussion it was agreed that the Clerk replies explaining that the Parish Council do not have any jurisdiction over this piece of land so therefore they are unable to comment on this matter.

9. FINANCE

9.1 To Accept the Payments and Cheques for the October meeting

Cllr Goodrham proposed to accept and sign the cheques for the October 2017 meeting, this was seconded by Cllr Shepherd and all agreed.

The following payments were authorised on Thursday the 12th October 2017 the cheques were signed by Cllr A Shepherd and Cllr S Eyres

Balance for September 2017	£894.28
Minus the following direct debits	
E-On Street Lighting September	£66.93
E-On Street Lighting October	£64.76
Telephone Wi/Fi	£74.73
Anglian Water (Parish Office)	£26.21
Total Direct Debits	£232.63
Plus the following receipts	
Green Acre Close - payment towards Bench install	£75.00
Mrs Brown Bench	£434.50
Mrs Brett Bench	£384.50
Precept and Council Tax Grant	£15,735.00
Community Car Scheme	£850.00
Ms A Sinclair Xmas Tree Donation	£10.00
Mr & Mrs Starostenko Tree Donation	£10.00
Mr & Mrs Gallop Tree Donation	£10.00
Total Income	£17,509.00
Balance after Direct Debits and Income	£18,170.65

**Minutes of the Mundford Parish Council Meeting
Held at The Cricket Club, Mundford
on Thursday 12th October 2017**

Cheques	Description	Total
102152	Festive Lights - Christmas tree Lights	£407.84
102153	K&M Lighting - Street Light Maintenance - September	£66.22
102154	SJD Electrical - Work Carried out for Christmas Tree Lights	£1,271.14
102155	UK Power Networks -Power for Malsters Close (outside number 61)	£798.00
102156	Mrs P Angus - Salary £695.09 / Litter Picking Gloves £10.99/ Litter Pick Hoops £95.88	£801.96
102157	Mr B McIsaac - Salary £243.70/Mileage £6.75	£250.45
102158	HMRC - 3 Months Tax and NI payments	£218.22
102159	Mrs A Shepherd - Community Car Scheme	£350.00
102160	Mazars - External Audit Fees	£300.00
102161	West Norfolk Community Transport - September Bus Service - 3 Saturdays in September	£147.00
102162	Mr S Eyres - Payment for pre-mix Ballast and Cement £39.22/ Mileage £27.00	£66.22
102163	Realise Futures - New Bench	£461.40
102164	Mundford Cricket Club - Donation for Hall Hire @£15.00 a month for March to May 2017 and August to October 2017	£90.00
102165	K&M Lighting - Street Light Maintenance - October	£66.22
102166	Mrs P Angus - Frost Protection Fleece /Safety Fence netting and Post for netting	£51.75
Total Cheques paid		£5,346.42
Balance in Community Account for October 2017		£12,824.23
Balance in Savings Account		£18,801.00
(Ring Fenced moneys Chilzone £1592.96)		

9.2 Website – report from Mrs Godfrey

The following report was received from Mrs Godfrey. Added posts re: Reflections from Mundford Rectory Oct'17, Councillor Vacancy, PCSO Maria Marquiss, Audit conclusion, entered church notices entered Parish Council notices, fixed captcha for quick contact form to minimise spam, investigated spam email settings, deleted past events, removed John Burton from Councillors' page and 'leave at Post Office' from Contact page, There were 226 visitors this month.

9.3 Bus Service – September passenger figures and to discuss any responses received regarding the Parish Councils review of figures at last month's meeting

2nd September -5 passengers, 16th September -6 passengers and on the 30th September 2 passengers. Cost to the Council this month was £147.00. Following the suggestions that were made to the passengers regarding reducing the cost of the service in the future, Mrs Howden has written to say that if cuts have to be made she would be willing to pay £7.00 return fare for one bus a month. Mrs Read wrote to explain that she would agree with what the other passengers have put forward regarding the suggestions that the Parish Council made for future bus services.

9.4 Budget for 2018/2019– Any projects for next year that may have an impact on the budget

Cllr Goodrham said that the Church will not need the sum of money that they usually require for their grass cutting. The Chair suggested that we may want to look at prices for new name plaques for the War Memorial.

10. PLANNING APPLICATIONS

3PL/2014/0970/A 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.**

**Minutes of the Mundford Parish Council Meeting
Held at The Cricket Club, Mundford
on Thursday 12th October 2017**

Enforcement notice issued 16th August 2016 – Complaint letter has been sent to District Cllr Nairn regarding the lack of response to this issue.

3PL/2017/0059/F Land off Crown Road

Construction of 4 dwellings and garages

Dated 18th January 2017

No objections from eight Cllrs, one Cllr not available to comment and one Cllr expressed concern whether the public footpath may be hampered.

3PL/2017/0862/VAR Land adjacent to The Post Office 62 St Leonards Street, Mundford

Removal of conditions 7 & 8 of planning permission 3PL/2016/1209/VAR

Dated 7th August 2017

Refused 11th September 2017

3PL/2017/1043/HOU – 34 Swaffham Road, Mundford

New Detached Garage

Dated 12th September 2017

7 no objections and 1 objection because it is suspected that the garage will be converted into living accommodation once it has been built

3PL/2017/1219/VAR Mundford Green Fish Bar

Change of opening times to shut at 10pm from the existing 8pm and open on Sundays and Bank Holidays from 11.00 am to 10 pm.

Dated 3rd October 2017

8 Councillors strongly object with this and it was agreed that the Clerk will write to District Councillor M. Nairn to express their concerns

3PL/2017/1250/A Mundford Green Fish Bar

Erection of one front externally illuminated fascia sign and one rear non-illuminated fascia sign

Dated 3rd October 2017

3 Councillors objected as the sign is not in keeping with the area

11. STREET LIGHTING

Malsters Close New light outside number 61- Initial payment has been sent to UK Power Networks
Malsters Close – light outside number 27 - this was discussed under item 6 of the Agenda.

12. REPORTS

11.1 District Cllr Mike Nairn

Not at meeting apologies sent

11.2 County Cllr Fabian Eagle

Not at meeting no apologies sent

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

The Chair said that the road repairs in Crown Road outside The Crown has still not been carried out, the Clerk will chase this up with Highways.

With nothing more to discuss the meeting closed at 9.35

Chairman: _____ Date: _____