

**Minutes of the Mundford Parish Council Meeting  
Held at The Cricket Club, Mundford  
on Thursday 4<sup>th</sup> April 2019**

**PRESENT:**

Councillors J. Musgrove (Chairman) S. Eyres, D. Goodrham, J. Marston, D. Frost, B Ellis, K Weight, N Enderby and Mrs S. King (Clerk to the Council). There were 10 members of the public.

**1. MUNDFORD ANNUAL PARISH MEETING**

This has been recorded on separate minutes.

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

The Chairman provided his opening remarks during the 'Mundford Annual Parish Meeting' and has therefore been recorded on these minutes.

**3. APOLOGIES OF ABSENCE**

Cllr T. Fox and County Cllr F. Eagle

**4. ACCEPT AND SIGN THE MINUTES**

The minutes of the meeting held on 7<sup>th</sup> March 2019 were accepted as a true and accurate record, this was proposed by Cllr N. Enderby, seconded by Cllr B. Ellis and all agreed. The Chairman signed the minutes.

**5. TO RECEIVE DECLARATIONS OF INTEREST**

Cllr J Marston for item 7.11.

**6. PUBLIC PARTICIPATION**

This has been recorded on separate minutes for 'Mundford Annual Parish Meeting'.

**7. MATTERS ARISING**

**7.1 Outstanding Highway Matters**

- Pig Sty Lane – ditch and footbridge – Highways have confirmed that this is not a priority for them at the moment.
- Following a meeting with David Jacklin at Highways numerous items requiring attention around the village was discussed. In particular it was discussed that the missing barrier on the corner of Swaffham Road, just on the bend of Lynford Road, was dangerous and needed to be repaired. Highways do not take responsibility for this and advised this is down to the landowners. Cllr K. Weight to check Land Registry document to establish current owner. (Cllr K. Weight has since checked the register and the land is showing as 'unregistered'. At some point in the past this was owned by Lynford Hall. Chairman J. Musgrove to discuss this with Lynford Hall).
- It was also discussed with David Jacklin about a weight limit being applied to lorries who come through the village and often mount pavements and cause obstruction for many residents. Highways no longer apply weight limits and will ignore any requests received regarding this.

**7.2 Village Footpaths and Verges – to discuss outstanding matters and actions taken**

- Malsters Close - The hedges have now been cut.
- Parish Council Office – The flooding is due to the soakaway being full and it is on Highways list but again this is not their priority.
- West Hall Lane – There are markings by Highways and some of the tarmac has been repaired. Unfortunately, Highways ran out of money but they will be back to complete the work before August.
- Cost Cutters – The drain cover outside is collapsing, the pavement needs repairing and an h-bar is needed outside the entrance to the car park. Highways will be coming to carry out works shortly. It will require temporary traffic lights being installed for a couple of days.
- Swaffham Road – The Parish Council would like to add wooden posts outside the 'Two Hoots' house on the grass verge to prevent delivery vans from ruining the grass. Highways are happy for this to be completed providing that reflectors are added to the posts.
- Mundford Roundabout – There is a lot of debris left on the roundabout where the sweepers have missed and needs to be swept. (This has now been completed).

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## **7.3 Allotments – to discuss (if any) outstanding or future matters**

- There is an allotment available. We have three people on the waiting list. (A further two allotments are available and all allotments are currently being cleared ready for use by the Handyman).

## **7.4 Handyman/Gardener – update on outstanding and future projects**

- A large part of the Cricket Club hedge has fallen into the road and will need to be rectified once the weather improves.
- The memorial tree has now been planted near the War Memorial and has a protective covering surrounding it. This is being watered twice a week. A plaque will need to be ordered to place near the tree. A big thank you to County Cllr F. Eagle, Cllr S. Eyres and our Handyman Bruce.  
Councillors to bring their suggestions for Tree Plaque to May meeting.

## **7.5 Village Notice Board**

The price for a two-sided notice board with one being lockable for use by the Parish Council is £1,995. This was proposed by Chairman J. Musgrove and seconded by Cllr D. Goodrham. All agreed. Chairman J. Musgrove will speak to the land owner before the notice board is ordered. Any advertising which is for local businesses should use ‘The Mundford Messenger’ instead of the notice board.

## **7.6 Parish Council Elections**

Seven applications were delivered to the Breckland office in Dereham. However, these needed to be given back to the Councillors to amend and only six applications were accepted before the deadline. Some Councillors have already received confirmation from Breckland. Cllrs D. Frost and T. Fox have decided to step down and we would like to express our sincere thanks for their help and support during their time on the Parish Council.

## **7.7 Post Box Area**

This has been postponed to the May meeting.

## **7.8 Flag Pole, Flag and Bins near War Memorial**

The engraved plaque, flag pole and the new bin will be ordered shortly.

## **7.9 Village Magazine ‘The Mundford Messenger’**

Chairman J. Musgrove was disappointed that the flyer for the ‘Annual Parish Council Meeting’ could not be delivered with ‘The Mundford Messenger’. The leaflet was delivered by some of the Parish Councillors and Parish Clerk and was received in good time before the meeting.

## **7.10 Enchanted Cinema Event**

Both the Village Hall and the Cricket Club are interested in proceeding with the Enchanted Cinema event and will split the cost of £950 three ways. We have received a quotation for £1 million Public Liability cover for £81.00. It was proposed by Cllr S. Eyres that the Parish Council pay the total cost of the Public Liability cover. This was seconded by Cllr D. Frost and all agreed. The tickets for the film will be sold upfront. The film which is likely to be shown will be ‘The Greatest Showman’ which is a popular choice as recommended by Enchanted Cinema. The event will be advertised in the local magazine.

## **7.11 VILLAGE HALL GRANT**

Breckland Council have provided the Village Hall with a grant for £5,000. Cllr S. Eyres proposed the Parish Council contribute £1,000. This was seconded by Cllr D. Goodrham and all but 2 agreed. Once the Village Hall has received their chairs we will pay the grant.

## **7.12 WEETING CREMATORIUM**

The triangle of land between Brandon Train Station and Weeting is the location of the proposed new Crematorium. Weeting residents are looking for our support to stand against the proposal and this is likely to cause an increase in traffic through Mundford. Due to the proximity to the train station this could mean there will be further congestion at this point. Any residents who are concerned with the proposed new Crematorium are urged to add their comments to the Breckland Council website.

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

- We have received notification that we will shortly receive the first precept of £16,200.
- An anonymous letter was received regarding Fir Close and the new parking restrictions put into force by a local resident. This isn't something which the Parish Council would be able to get involved but Chairman J. Musgrove will visit Fir Close at some point to take a look at the issue.
- We received an email from a resident of Swaffham who is campaigning to reduce the amount of lorries which go through their town and cause congestion and pollution. They are asking for Mundford to put up signs which do not require permission to point lorries away from Swaffham.
- The XLN have written to confirm that office telephone and internet bill has been reduced to £58.99 from £73. (The latest bill was £73 and after a long conversation the bill hasn't actually be reduced when you add VAT etc. The current contract ends in October and we will then look around for a better deal).
- The consultation period for the local plan has been extended slightly to the 15<sup>th</sup> May 2019.
- The Parish Clerk asked for a phone which has a 'hands free' option as is often on the phone for long periods on hold and means other work can be completed in the meantime. In addition the office blinds are very old and need to be replaced.

**9. FINANCE**

**9.1 Payments and Cheques for the March invoices**

The following payments were authorised on Thursday 4<sup>th</sup> April. We are now able to make payments by BACS using online banking. The payments were proposed by Cllr S. Eyres and seconded by Cllr N. Enderby and all agreed.

Description	Amount
<b>Balance for March 2019</b> (minus the following direct debits)	<b>£5,377.97</b>
Opus Energy Parish Office Electric	£33.71
E-On Street Lights	£104.32
Everflow Water Rates	£14.21
XLN Telephone/Wifi Parish Office	£73.32
<b>Total Direct Debits</b>	<b>£225.56</b>
Receipts	Amount
Mundford Book	£20.00
Allotment Payment Plot 4	£15.00
HMRC VAT Refund	£294.20
<b>Total Income</b>	<b>£329.20</b>
Balance	Amount
After Direct Debits and Income	£5,707.17

Cheques	Description	Total
BACS	Westcotec Street Lighting	£59.23
BACS	Viking Stationery – Print cartridges and other items	£105.00
BACS	Westcotec Street Lighting – New Lamp Column	£2,346.00
BACS	Mr J Musgrove – Total Photography – APM Leaflets	£140.00
BACS	Wel Medical – Defib pads	£44.28
Cash	Mr J Musgrove – Lockable filing cabinet – money due	£106.80
BACS	Richard Oughton – Mole man	£480.00
BACS	Mrs A Shepherd – CCS	£350.00
BACS	Serena Barnes – Accounts assistance	£125.00
BACS	Norfolk ALC Subscription	£270.93
BACS	Mrs S King wages for March	£434.30
BACS	Mr B McIsaac wages for March 7.5 hours plus £5.40 petrol and 70 hours holiday plus 1 day	£186.89

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<b>Total Cheques Paid</b>	<b>£4,648.43</b>
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<b>Balance in Community Account</b>	<b>Total</b>
April 2019	£1,058.74
<b>Balance in Savings Account</b>	<b>Total</b>
April 2019	£15,845.64
<b>Balance for Miscellaneous Items</b>	<b>Total</b>
Chilzone	£1592.96
Outdoor Sports and Play	£996.50

**9.2 Web report for February**

The following report has been received from Mrs Rosemary Godfrey

- There were 340 visitors in March.

**9.3 Parish Partnership Scheme - Update**

We have been awarded the £4,500 towards the extension of the footpath along Swaffham Road. Chairman J. Musgrove has spoken and written to the landowner as Highways need formal confirmation from the landowner that they agree that their fence can be moved back. Chairman J. Musgrove will chase up a response and include a copy of a map outlining the area of the fence which needs to be moved.

**10. PLANNING APPLICATIONS**

<b>Reference Number:</b>	<b>Address:</b>	<b>Date:</b>	<b>Description:</b>	<b>Outcome/Update:</b>
3PL/2018/1224/F	Mundford Poultry Farm	18/09/18	Additional building to be added in place of old units	Permission
3PL/2018/1473/EU	Quievek House, Cranwich Road	23/11/2018	Existing use of property as a dwelling	Permission

**11. STREET LIGHTING**

Westcotec have now repaired the concrete at the bottom of the street light in St. Leonards Street. The lantern is still outstanding and this has since been chased again. Westcotec have provided a price for the street light pole extension which is £114.25 plus VAT. Chairman J. Musgrove and Cllr S. Eyres to walk around the village to check how many pole extensions are required.

**12. REPORTS**

**12.1 District Cllr Mike Nairn**

Breckland Achievements 2018/2019

- Community Reserve - £1.4 million committed to help support our residents such as developing support for young people struggling in employment and housing.
- Market Town Initiative - £250k allocated in 2018/19
- Funded Projects Include – Improvements to Swaffham Buttercross, Bitten Island and murals in Thetford, new market stalls in Swaffham and helped establish market stalls in Watton and Swaffham etc.
- Two of the biggest MTI initiatives are our Shopappy scheme and Breckworld app.
- Innovation Den – The Breckland Innovation Den invited 10 potentially promising businesses and new start-ups to pitch for a share of £100,000 business development funding.
- Breckland Lottery – We now have over 60 good causes signed up.
- Breckland Landlord Forum Launched – Engaging with local landlords to support them and further improve local housing options.

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- Co-Location of Department of Work and Pensions – We have moved DWP into our Breckland House office in Thetford.
- National Awards Shortlist – Best Local Authority Arts Initiative and Innovation Award

Supporting Businesses to Thrive

- Regeneration Team – Two new Skills Engagement Officers
- Tripstart – A new project to help people overcome barriers to get back into employment launched on January 25<sup>th</sup>.
- Footway Lighting – The replacement of Breckland owned footway lighting continues at pace.
- Local Plan – The Local Plan is out for consultation on main modifications.
- Thetford SUE Phase 1 – Work has begun at Kingsfleet in Thetford which will see the delivery of the first 300 homes on the site.
- Attleborough SUE – Online planning permission for up to 4,000 homes plus infrastructure.
- Breckland Bridge – Planning permission granted for a 16 unit scheme at Litcham in late 2018. 21 further units at Colkirk are going to Planning Committee in April.
- Grant Funded Schemes – We cleared the final stage of due diligence in advance of the formal £7.95m grant offer being issued by Homes England.
- Snetterton (Employment Site) Power Network – UKPN appointed and scheduled to complete the detailed design by the end of March, a key milestone. £3.4m scheme totally funded from grant (LEP and BRP).
- Investment Strategy – Total portfolio value is £45.2m. This includes all the commercial properties (including Riverside, Warburton and Barnham Broom) and the Thetford and Dereham Business Centres.

**12.2 County Cllr Fabian Eagle**

No updates provided.

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

We have sold the 150 books and a further 3 people are on the waiting list. To print 25 books will cost £489.92. This was proposed by Chairman J. Musgrove and seconded by Cllr S. Evers. All but 1 agreed.

Straw lorries from the Power Station are causing issues with regards to the amount of straw which is being thrown onto the street and getting stuck in the gullies. County Cllr F. Eagle confirmed previously that the Power Station has agreed to regularly sweep the roads. Chairman J. Musgrove to speak to County Cllr F. Eagle.

A member of the public expressed their gratitude to Cllr D. Frost for all she has done during her 50 years where she has been both Parish Clerk and Parish Councillor.

Item for Agenda:

- Flooding Issue due to drains from back of Browns Café to St. Leonards Street. Several gardens are waterlogged and can cause issues on the Mundford roundabout. – Cllr B. Ellis to find plans.

With nothing more to discuss the meeting closed at 8:47pm.

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