

Minutes of the Mundford Parish Council Meeting Held at The Cricket Club, Mundford on Thursday 7th November 2019

PRESENT:

Councillors J. Musgrove (Chairman) D. Goodrham, J. Marston, S. Welsh, N Enderby, S. Eyres, Cllr S Booth, Cllr K. Weight and Mrs S. King (Clerk to the Council). There were two members of the public.

1. THE CHAIRMAN'S OPENING REMARKS

Good evening and welcome to November's Parish meeting. The Parish Council office has now been repainted throughout and an air brick has been installed in the toilet. I would like to thank the Councillors who came to help move furniture for the repainting. We have purchased a new pressure washer and our handyman has been busy cleaning the village especially around the War Memorial.

2. APOLOGIES OF ABSENCE

District Cllr M. Nairn, County Cllr F. Eagle and Cllr B. Ellis.

3. ACCEPT AND SIGN THE MINUTES

The minutes of the meeting held on 3rd October 2019 were accepted as a true and accurate record, this was proposed by Cllr D. Goodrham and seconded by Cllr K. Weight and all agreed. The Chairman signed the minutes.

4. TO RECEIVE DECLARATIONS OF INTEREST

Cllr D. Goodrham for item 6.5.

5. PUBLIC PARTICIPATION

A resident was very concerned about speeding vehicles around the village especially on the corner of St. Leonards Street and West Hall Road. A vehicle was coming at speed around the bend and nearly caused an accident. The resident believes the speed limit should be reduced to avoid this happening in the future. Cllr S. Eyres confirmed that in the past they have tried to get the speed limit reduced but it was refused. The white lines have also been removed and will not be put back as confirmed in last month's meeting minutes.

A resident also wanted something in the Mundford Messenger about where the defibrillators are located around the village. Clerk to email editor. (This has been done).

6. MATTERS ARISING

6.1 Outstanding Highway Matters

- The missing barrier on the corner of Swaffham Road, just on the bend of Lynford Road is dangerous and needs to be repaired. Chairman J. Musgrove will continue to try and get hold of the Manager of Lynford Hall to discuss responsibility. In the meantime, Highways will try and establish if this is the responsibility of the Water Board.
- The footpath extension on the Swaffham Road should be started on 18th November for two weeks. Highways will also look to repair the soakaway outside the Parish Council office and Crown Road drainage.
- The drains on Swaffham Road are still overflowing. It has been agreed that the Parish Council can obtain quotations from external companies, who have been agreed by Highways, to fix the issue with the overflowing drains and the invoice will be settled by Highways. (We are currently awaiting a quotation for the works).
- A resident has been dumping hedge cuttings in the River Wissey which is causing drainage issues down Swaffham Road. In addition a large branch on one of the trees along the side of the river is hanging over and could break off and damage the bridge railings. Clerk to call Environmental Agency. (Called the Environmental Agency they confirmed not their responsibility. Norfolk Highways will come and investigate).
- Fir Close is still having issues with flooding when heavy rainfall. Clerk to log with Highways. (This has been done).
- There are a number of loose chippings around the village especially around the edges of the roads. Clerk to advise Highways. (Email sent to David Jacklin).

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6.2 Village Footpaths and Verges – to discuss outstanding matters and actions taken

- The posts which need to be erected outside the property 'Two Hoots' on Swaffham Road is still ongoing. The swing has not yet been dismantled and therefore the posts are not ready for use.
- There are a number of overgrown shrubs/hedges in Wissey View. Cllr D. Goodrham and Chairman J. Musgrove to visit Wissey View and the rest of the village and note addresses. Once received the Clerk will send letters to the owners to reduce these in size.
- A working party needs to be set up to clean out the Cricket Club dyke.

6.3 Allotments – to discuss (if any) outstanding or future matters

- The steel posts still need to be cut to divide allotment plots 7A and 7B.
- All allotments have now been taken and there are two people on the waiting list.
- All allotments are looking very tidy.

6.4 Handyman/Gardener – update on outstanding and future projects

- The Cricket Club hedge has now been started but this is a very large job and will take time to complete. Many thanks to Cllrs S. Eyres and S. Booth. We need to check who is responsible for maintaining the hedge. Cllr J. Marston to make enquiries.

6.5 Allotment Hut

Chairman J. Musgrove now has a more suitable licence which was provided by a Solicitor recommended by Norfolk Parish Training and Support. The drainage people came to investigate the cesspit and it looks as though this meets the new regulations. The Church is still interested in using the Allotment Hut but Rev Zoe officially resigned on 31st October. Once a new Reverend has been recruited the Church will review the licence. The Allotment Hut needs to be weather proofed. Chairman J. Musgrove will speak to the Handyman to see what can be done.

6.6 Remembrance Day Service (Sunday 10th November)

The Remembrance Day flag has been flying and the large poppies placed on benches and some lamp posts. Next year we will purchase a few more large poppies. Barry Walker will kindly arrange for someone to sweep the area around the War Memorial.

The company which provided the village noticeboard has quoted £155 for the post to hold the plaque. This is too expensive and a temporary position has been found for the plaque in the meantime.

6.7 Tree Lighting Ceremony

The Circle of Friends group will be putting on a Christmas tree display at the Methodist Chapel in the village. This was advertised in the recent Mundford Messenger magazine. There is space for 15 to 20 small 3ft Christmas trees. There will be no charge to look at the trees but there will be a donation jar for the Chapel.

The arrangements for the Tree Lighting Ceremony are below:

- The Mundford Fish Bar will be putting on their Christmas tree lights at the same time. The owner's wife has kindly agreed to bake cakes to sell on the night. They were very well received last year.
- The Crown Pub will continue to donate their mulled wine.
- Lynford Hall has confirmed they will provide ginger bread men.
- We still need to approach the Residential Home to see if they would like to participate.
- Yallops will continue with their hot dog stall.
- There will be raffle prizes.
- There will be a hot chocolate stall.
- We need people to donate some raffle prizes.
- A gazebo has been obtained for the evening.
- The Clerk will be selling tickets at Mundford Primary School on the 29th November from 3pm for a child to help Father Christmas switch on the lights.
- We will ask for businesses to name their Charities up front so they can be advertised before the event.

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- The Chapel doors will be open to allow people to view the Christmas tree display.
- The lights will be switched on at 5pm.
- Father Christmas will be switching on the lights. An idea was put forward that a raffle for Children to assist Father Christmas with switching on the lights at £1 a ticket.
- Cllr D. Goodrham to contact the Choir to find out which songs they will be singing to enable the Clerk to print out copies for the evening.
- Cllr S. Eyres will obtain a gazebo for the evening.
- The Parish Councillors will wear high visibility vests for the evening to help control traffic.
- Chairman J. Musgrove has purchased some new Christmas tree decorations due to the last decorations being vandalised.
- A plan will be put together of where different stands will be situated.
- A risk assessments needs to be put together for the evening. (This has been completed).

6.8 Financial Regulations

This item will be moved to the meeting in December.

6.9 Parish Partnership Scheme 2020

Westcotec has provided a quotation for the SAM2 sign, a spare battery and five sets of brackets. This will be £2,900 plus VAT. This was proposed by Chairman J. Musgrove, seconded by Cllr S. Eyres and all agreed. Chairman J. Musgrove will put together a map marking the position of where the brackets will be located.

Cllr S. Welsh would like Mundford to consider installing a car charging point in the village. The Parish Partnership Scheme have confirmed this cannot be included as part of the scheme. However, the Government has allocated £5million for local Councils for installing car charging points. We will continue to investigate.

6.10 Charitable Donations

12 years ago the charitable donations were very high. It was agreed at the time this will be limited to just the Royal British Legion and East Anglian Air Ambulance. This item has been moved to the December meeting.

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

- Cllr K. Weight attended a Paths Seminar which was interesting. A book from the event is available to read in the Parish office.
- Norfolk Fire and Rescue Service has published its draft Integrated Risk Management Plan (IRMP) for 2020-2023. The draft IRMP sets out to identify foreseeable changes in community risks for Norfolk that the fire and rescue service has responsibility for and the strategies they intend to use to mitigate these risks. This has been circulated to Parish Councillors.
- The Police Connect newsletter.
- Land Management updates for November.

8. FINANCE

8.1 Payments and Cheques for the October invoices

The following payments were authorised on Thursday 7th November. The payments were proposed by Cllr N. Enderby and seconded by Cllr D. Goodrham and all agreed. (Accounts reconciled 28th November 2019. Opening balance for November is £10,904.03).

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| Description | Amount |
|--|-------------------|
| Balance for October 2019 (minus the following direct debits) | £16,115.00 |
| Opus Energy Parish Office Electric | £29.41 |
| E-On Street Lights | £111.77 |
| Everflow Water Rates | £15.43 |
| XLN Telephone/Wifi Parish Office | £78.17 |
| Npower Business (Allotment Hut Invoice) | £14.22 |
| ICO – Data Protection Fee | £35.00 |
| Total Direct Debits | £284.00 |
| Receipts | Amount |
| Mundford Book | £20.00 |
| Christmas Tree Donation | £50.00 |
| Breckland Council CCS | £1,200.00 |
| Christmas Tree Donation | £10.00 |
| Christmas Tree Donation | £10.00 |
| Christmas Tree Donation | £10.00 |
| Total Income | £1,300.00 |
| Balance | Amount |
| After Direct Debits and Income | £17,131.00 |

| Cheques | Description | Total |
|-------------------|---|------------------|
| BACS | Westcotec Street Light Maintenance | £59.23 |
| BACS | Mrs A Shepherd – CCS | £350.00 |
| BACS | Mrs S King Wages | £463.97 |
| BACS | Mr J Musgrove – Genpower for Pressure Washer | £439.99 |
| BACS | Royal British Legion | £50.00 |
| BACS | Mr B McIsaac Wages and Expenses | £97.49 |
| BACS | Didlington Nurseries – Summer Bedding | £396.00 |
| BACS | Didlington Nurseries – Winter Bedding | £184.80 |
| BACS | Norfolk Parish Training & Support – Stefan Training | £48.00 |
| BACS | HMRC Tax (Paid) | £129.80 |
| BACS | HMRC Overdue Payment for 6 th June to 5 th July | £38.46 |
| BACS | Mark Cavanagh – Office Painting and Air Brick | £640.00 |
| BACS | TTSR – Grass Cutting | £1,601.49 |
| BACS | SLCC – Clerks Manual 2019 | £72.30 |
| Total Paid | | £4,571.53 |

| Balance in Community Account | Total |
|---|------------|
| November 2019 (£3,000 transferred back to savings account). | £12,559.47 |
| Balance in Savings Account | Total |
| November 2019 (£3,000 transferred from current account). | £15,861.38 |
| Balance for Miscellaneous Items | Total |
| Chilzone | £1592.96 |
| Outdoor Sports and Play | £996.50 |

8.2 Web report for November

The following report has been received from Mrs Rosemary Godfrey

- There were 211 visitors in November.

8.3 2020-2021 Budget

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The budget sheet was circulated to all Councillors. We need to include one new street light down St. Leonards Street where there is a very dark section and Parish Office maintenance. The XLN account for the phone and broadband has been fixed for two years at £34.

8.4 Office Printer

The office printer isn't working properly and needs to be replaced. The price for the new printer including all the cartridges is £224.03. This was proposed by Chairman J. Musgrove and seconded by Cllr S. Booth. All agreed. We will look closer to Black Friday in case of any price reduction.

9. PLANNING APPLICATIONS

| Reference Number: | Address: | Date: | Description: | Outcome/ Update: |
|------------------------------|----------|-------|--------------|---------------------|
| No new planning applications | | | | |

10. STREET LIGHTING

The survey of the street lights has been completed by Chairman J. Musgrove and Cllr S. Eyres. 20 pole extensions were originally included in the budget and 18 need to be completed. Chairman J. Musgrove will contact Westcotec to arrange a visit.

11. REPORTS

11.1 District Cllr Mike Nairn

The Breckland Local Plan has been returned by the Planning Officer and will be discussed at the next full Breckland Council meeting at the end of November. It is very likely this will adopted in full. On adoption it will include the 5 year land supply which means that planning applications will need to conform to the Local Plan. There may be exceptional exceptions.

11.2 County Cllr Fabian Eagle

No updates.

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

- Chairman J. Musgrove, Cllr S. Eyres and the Clerk will be attending a seminar on the 20th November run by Norfolk Parish Training and Support.
- The Bowls Club green was vandalised by children riding around on bikes. This has been reported to the Police.
- Village Hall week is on 25th January and is free to attend. The Parish Council will display the recent horticultural cups and archive records.
- Clerk to complete meeting dates for 2020. The January meeting will be moved to 9th January.

With nothing more to discuss the meeting closed at 9.35pm.

Chairman: _____ Date: _____