

Minutes of the Mundford Parish Council Virtual Meeting by Zoom on 1st October 2020

PRESENT:

Councillors J. Musgrove (Chairman) Cllrs D. Goodrham, K. Weight, S. Eyres, N. Enderby S, Welsh and S Booth. There were no members of the public.

1. THE CHAIRMAN'S OPENING REMARKS

Welcome to our Zoom meeting. I hope everyone is keeping well. September has been a busy month for the Clerk and myself. The electricity board has changed the meter in the office. The National Association of Local Councils have now agreed a pay rise at 2.75% plus an additional day's holiday. This will be backdated to the 1st April.

2. APOLOGIES OF ABSENCE

Cllr B. Ellis (no excess to webcam). District Cllr M. Nairn, County Cllr F. Eagle

3. ACCEPT AND SIGN THE MINUTES

The minutes of the meeting in September were accepted as a true and accurate record. This was proposed by Cllr S. Booth and seconded by Cllr N. Enderby. All agreed.

4. TO RECEIVE DECLARATIONS OF INTEREST

None.

5. PUBLIC PARTICIPATION

None.

6. MATTERS ARISING

6.1 Outstanding Highway Matters

- The white lines have now been completed including outside of the shop. The Parish Council are still trying to get additional lines outside The Crown, St Leonards Street and West Hall Road.
- The drains down Swaffham Road are blocked again and highways need to be informed. (This has been done).

6.2 Village Footpaths and Verges

- The branches of the tree which is located near the Parish Office have come down during the strong winds. Highways have been notified and we are waiting for it to be removed.
- Part of a tree has come down in Billy Emms Court and the residents have informed Flagship. A branch fell on car opposite the Old Post Office in Church Lane.
- The hedge and tree outside the School gates are overgrown and complaints have been received. Clerk to call the School to ask for them to be cut back. (This has been done).

6.3 Allotments

The water tank gauges have now been fitted. Cllr S. Eyres has measured out the area around the allotment hut to see if it is possible to have some additional allotment plots. This needs to be marked out.

6.4 Handyman/Gardener

The handyman has been busy around the village including grass cutting and helping with the allotment fencing.

6.5 Allotment Hut

- The cost for the gutters and special brackets is approximately £200.50. Possibly the need for additional screws etc. The Chairman will check if any further discount can be included.
- The sleepers are £125 delivered from Swaffham and concrete blocks £45 and will need to be collected. Chairman J. Musgrove proposed the sleepers are purchased. This was seconded by Cllr S. Eyres and all agreed.
- Chairman J. Musgrove met with a lady from the village who would like to start a breakfast and after school club for children. She is interested in the Allotment Hut but this needs to be agreed by Ofsted. There is currently a 25 week wait.

Minutes of the Mundford Parish Council Virtual Meeting by Zoom on 1st October 2020

6.6 Remembrance Day

This will now be a wreath laying event and not a full service due to the current situation. A risk assessment will need to be completed. (This has been done and circulated to Councillors). Attendees will need to comply with social distancing and wear face masks. If there are more than six people they will need to keep apart. A sign for the notice board will need to be done. (This has been completed). Chairman J. Musgrove will speak to Barry Walker to ask if the area can be swept beforehand.

6.7 Tree Lighting Ceremony

Unfortunately, this ceremony will be cancelled this year. The Christmas tree will be decorated as usual and lights will be switched on automatically.

6.8 SAM2 Speed Sign

This has now been agreed by Highways with only one change to the position of the sign as we are not allowed to fix it to a lamp post. This was to be located on the west side of Swaffham Road opposite the office. Chairman J. Musgrove will ask Westcotec if they are fit a small post in the same location and confirm the cost.

7. CORRESPONDENCE

- We have received confirmation that the battery for the defibrillator needs to be changed.
- Our Norfolk flag has deteriorated. The Chairman's wife has repaired this once already. A new one will cost £90.00. This was proposed by Chairman J. Musgrove and seconded by Cllr N. Enderby. All agreed.
- The Standing Orders needs to be updated for the Council. The last amendment was May 2018. The Clerk will send round the updated version and the original copy for review.
- There are induction/refresher courses for Councillors through Norfolk Parish Training & Support. Any Councillors who hasn't had training for some time are recommended to attend.
- We have received an email from the school asking if we can donate some money towards a school project. It was proposed by Chairman J. Musgrove that this should be considered and a grant application form will need to be completed. This was seconded by Cllr D. Goodrham and all agreed.
- We received an email from Rosemary Godfrey asking if we can amend the Minutes of May 2020 to reflect that Rosemary 'Resigned' rather than 'Declined' to continue with the website. Rosemary continues to offer support to the Clerk. (Minutes of May 2020 have been updated accordingly).

8. FINANCE

8.1 Payments and Cheques for the September invoices

The following payments were authorised on Thursday 1st October. This was proposed by Cllr K. Weight and seconded by Cllr N. Enderby. All agreed.

Description	Amount
Balance for September 2020 (minus the following direct debits)	£5,946.99
Opus Energy Parish Office Electric	£46.37
E-On Street Lights	£122.92
Everflow Water Rates	£3.27
XLN Telephone/Wifi Parish Office	£49.14
Npower Business (Allotment Hut Invoice)	£0.00
Total Direct Debits	£221.70
Receipts	Amount
N-Power credit for Allotment Hut	£100.35
HMRC VAT Refund	£560.93
Total Income	£661.28
Balance	Amount
After Direct Debits and Income	£6,386.57

Cheques	Description	Total
---------	-------------	-------

Minutes of the Mundford Parish Council Virtual Meeting by Zoom on 1st October 2020

BACS	Westcotec Street Light Maintenance	£59.23
BACS	Mr J Musgrove – Zoom payment for meetings	£143.88
BACS (Paid)	SLCC - CiLCA	£350.00
BACS	PFK Littlejohn 2019/2020 audit fee	£240.00
BACS	Clerk and Handyman wages	£802.86
BACS	NALC – Chairman refresher training for Mr J Musgrove	£78.00
BACS	Mr S Eyres – Power planter and mileage	£81.20
BACS	Mrs A Shepherd – CCS	£350.00
BACS	HMRC – PAYE tax	£170.40
Total Paid		£2,275.57

Balance in Community Account	Total
October 2020	£4,111.00
Balance in Savings Account	Total
October 2020	£25,878.71
Balance for Miscellaneous Items	Total
Chilzone	£1592.96
Outdoor Sports and Play	£996.50

8.2 Web report for September

- There were 165 visitors in September.

9. PLANNING APPLICATIONS

Reference Number:	Address:	Date:	Description:	Outcome/ Update:
3PL/2020/0425/VAR	Land Off Crown Road, Mundford	06/05/2020	Variation of Conditions 2, 4, 5, 6, 8, 9, 10, 11 and 14 on 3PL/2017/0059/F Please refer to Variation of Condition Report submitted with this application.	Undecided
3PL/2020/0943/F	2 The Lammas, Mundford	08/09/2020	Proposed dwelling house with integral garage	Undecided
3PL/2020/0836/O	Culford House, Cranwich Road	03/08/2020	Outline permission for single dwelling	Withdrawn
3PL/2020/0829/HOU	22 Swaffham Road, Mundford	04/08/2020	Extension to outhouse serving dwelling	Approved

10. STREET LIGHTING

All work to pole extensions has been completed and are working. Westcotec are putting together a quote for the other items which need attention. Chairman J. Musgrove will chase Westcotec again.

11. REPORTS

11.1 District Cllr Mike Nairn

None

11.2 County Cllr Fabian Eagle

None

12. MEMBERS' MATTERS

- The wall at the back of 2 Billy Emms Court is dangerous and needs urgent attention. The Clerk has called RFT and the Housing Officer numerous times regarding this. It is now due to be repaired on the 16th and 17th of October.
- We need some pole extensions to a couple of street lights. Chairman J. Musgrove will ask Westcotec when chasing for the quote for other items.
- As discussed previously the Parish office wall needs insulating for the winter. Chairman J. Musgrove has confirmed that the cost will be around £384.00. This was proposed by Chairman J. Musgrove and seconded by Cllr D. Goodrham. All agreed.

**Minutes of the Mundford Parish Council Virtual Meeting by Zoom
on 1st October 2020**

With nothing more to discuss the meeting closed at 9.45pm.

Chairman: _____ Date: _____