

Minutes of the Mundford Parish Council meeting 3rd March 2022 at Mundford Cricket Club

Those present: - Councillors S Eyres, J Musgrove, N Enderby, S Booth, S Morris, S Allen and C Pryke. County Councillor Fabian Eagle and 1 member of the public.

1. CHAIRMAN OPENING REMARKS

The Chairman welcomed everyone to the meeting.

2. APOLOGIES

None

3. ACCEPTANCE AND SIGNING OF PREVIOUS MINUTES

Proposed by Councillor S Booth and seconded by Councillor J Musgrove. Approved by all present with a show of hands.

4. Declarations of interest

Councillors S Eyres and J Musgrove 10.1 Payments and Councillor S Morris for 8.3 Allotments.

5. To present The Pride in Mundford Award to Dave Goodrham.

The Chairman thanked Dave Goodrham for his many years of service to Mundford, on committees for the School, Church, Bowls Club, Village Hall and for other services to the Church.

6. Public participation

1 member of the public requested that the Parish Council would pay for the parts and service of the Church lawnmower as it has done in the past. This was then proposed by Councillor N Enderby, seconded by Councillor S Morris and approved by all present with a show of hands.

7. Reports

7.1 District Cllr Mike Nairn

None

7.2 County Cllr Fabian Eagle

- Council Tax for Norfolk is due to rise by 2.99%.
- The Flexi-bus start date is delayed by 2 weeks.
- Avian Flu is at its worst ever, approaching 100 cases already this year.
- Breckland District Council will be offering funding for Platinum Jubilee Commemorations.

8. Matters arising

8.1 Outstanding Highway Matters

- The Clerk reported damage to the road edges on the West Tofts Road that was caused by recent drainage works. This has been inspected and work will be done to repair the damage.
- Highways have said that a new headwall needs to be installed to protect the outfall pipe on the Swaffham Road. This will take place in the next financial year.

8.2 Footpaths and Verges

- The Clerk reported the free running chickens at Cranwich to Trading Standards at Norfolk County Council. This is being looked into.
- Rats have been seen in the garden in Fir Close again. Clerk to contact Environmental Services.
- Forestry England no longer own the land between the Brecklands and the A1065. The Clerk has contacted Breckland District Council again and is awaiting a response. Clerk to speak to District Councillor Mike Nairn.
- The recent high winds detached the map from the display board on the Village Green, it is currently in the Allotment Hut. Clerk to check the board for any information as to who the board belongs to.
- Fallen tree in the river behind Malsters Close, this to be monitored.

8.3 Allotments

- The Clerk asked Bruce to ask the landowner for permission to cut back the bushes on the land adjoining the allotments. No response as yet.
- The Clerk sent a letter to Mr S Cordy regarding the overspilling belongings from his land. No response as yet. No further spillage so Clerk to write again, recorded delivery this time.

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- Councillors J Musgrove and S Morris stated that there were a lot of allotment holders working at the allotments the previous weekend.

8.4 Allotment Hut

- Councillors J Musgrove and S Morris completed the cladding on the side of the hut and put up the guttering. Unfortunately, a lot of the felt from the roof at the back of the hut was blown off in the recent high winds. This needs to be replaced. Councillor J Musgrove to find prices for materials for the roof and guttering.
- The smart meter/ estimated bills issue is hopefully sorted. The meter is currently sending readings and a case has been raised for a refund.

8.5 Handyman/Gardener

- Retrospective vote for Hamper for Bruce. Proposed by Councillor N Enderby, seconded by Councillor S Morris and approved by all present with a show of hands.
- The HR company that was recommended by NALC have produced a new/updated contract at the cost of £100 excluding vat. Retrospective vote, proposed by Councillor S Allen, seconded by Councillor N Enderby and approved by all present with a show of hands. The contract had been emailed to all Councillors. It was decided to amend several items in the contract and for all Councillors to review it again and to contact the Clerk early next week with any other suggestions for changes.

8.6 Parish Office

- The blinds were fitted on February 23rd.
- The migration with Cloudy IT started on Thursday but there were issues with the email which involved them needing access to the laptop on Friday and Monday mornings.
- Discussed the Clerk taking an End of Financial Year course. Proposed by Councillor J Musgrove, seconded by Councillor S Morris and approved by all present with a show of hands.
- Discussed membership of NALC and Norfolk Parish Training and Support (NPTS). It was decided to continue with NALC but not NPTS. Proposed by Councillor J Musgrove, seconded by Councillor C Pryke and approved by all present with a show of hands.

8.7 Litter Bin and Dog Bin

- The Clerk contacted Lynford Hall, offering them the dog bin but no response yet, Clerk to email again.
- The rubbish bin by the school and bus shelter has rotted at the base and needs replacing. A new bin to be purchased. Proposed by Councillor S Booth, seconded by Councillor N Enderby and approved by all present with a show of hands. Councillor J Musgrove to look at the bins to find the most suitable.
- A request has been made for a dog bin to be put in Fir Close, the Clerk is looking into this, contacting Breckland District Council to ask about the possibility of collection.

8.8 Councillor Vacancies

- The Councillors discussed the Denver co-option policy and voted to replace the existing policy with this one. Proposed by Councillor S Morris, seconded by Councillor SC Pryke and approved by all present with a show of hands.
- Clerk to prepare some information about the role of a Parish Councillor for the website.

8.9 Queen's Platinum Jubilee

- Following the meeting at The Cricket Club on February 10th it was decided that the Parish Council would buy bunting, a large flag and small flags for the Jubilee celebrations. A budget of £300 was agreed. Proposed by Councillor J Musgrove, seconded by Councillor S Morris and approved by all present with a show of hands.
- The Clerk has ordered the bench and Realise Futures have offered free delivery, a saving of £80. It was decided to obtain 3 quotes for a concrete pad to put the bench on. Clerk to do this.
- Highways have stated that there is a need for a cultivation license for the memorial tree, the Clerk has emailed Norfolk County Council about this and is awaiting a response.
- Councillor S Allen asked about how to organise road closure permission for street parties. Clerk to look into this.

8.10 War Memorial

- No response as yet from H Brett and Son at Watton. Clerk to contact again.
- The Councillors discussed the idea of a remembrance bench, looking at images. Clerk to research further.
- Poppy wreaths to be removed this month, Councillor J Musgrove to put the Parish Council wreath at the Lancaster Bomber site.

8.11 HM Lord Lieutenant's Memorial Plaque

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- Councillors S Eyres and S Morris to put the plaque in place this weekend. Clerk to contact Healthcare Homes to inform them of the timing.

9. Correspondence

- The Parish Council discussed extending the zig zag lines on the road outside the school, to the Rectory, to make it safer to cross the road. Clerk to contact Highways for information.
- The proposed idea of setting up a food bank in the village will not be going any further, on advice from a local food bank charity.
- A resident has asked if there will be a STANTA tour this year. Clerk to contact STANTA.
 - A resident has expressed an interest in becoming a Councillor, Clerk has explained about the changes to co-option policy and will get back to her when forms are available.
 - Breckland District Council has approved the Community Car Scheme Grant Application.
 - There was a litter picking session on February 23rd March. 12 people attended and 15 bags of litter were collected.
 - The Parish Council received a thank you card from the Hayden family.

10. Payments

Payments for February 2022 Invoices				
The following payments were authorised on March 4th				
			Current A/C	15001.09
			Petty Cash	123.03
Balance for February 2022				15124.12
Minus the following direct debits				
E-On Street Lighting				
				£12.00
				£10.57
				£46.94
				£17.16
				£19.10
Total Direct Debits				£105.77
Plus the following bank receipts			Petty Cash Receipts	
Total Income			£0.00	£0.00
Balance after Direct Debits and Income			£14,895.32	
Payment Method	Description		Total	Total
BACS	J Musgrove- materials for Allotment Hut		£37.55	
BACS	J Musgrove- B&Q voucher for Mundford Pride Award		£50.00	
BACS	S Eyres- gifts for B Mclsaac		£67.85	
BACS	WEL medical- defib pads x2		£103.02	
BACS	Westcotec- streetlight maintainance		£59.23	
BACS	A Shepherd - Community Car scheme		£300.00	
BACS	Cloudy IT - cloud storage		£9.60	
BACS	Mundford Primary Academy- Grant for bench		£200.00	
BACS	Citizens Advice Bureau Brandon - donation		£50.00	
BACS	Citizens Advice Bureau Thetford - donation		£50.00	
BACS	Air Ambulance- donation		£50.00	
BACS	Staff wages		£828.09	
Total BACS payments made			£1,805.34	£0.00
Balance in Community Account for March 2022			£13,089.98	
Balance in Savings Account			£25,882.22	
Balance in Petty Cash			£123.03	
(Ring Fenced moneys Chilzone £1592.96 and £996.50 for outdoor sports and Play)				

10.1 Payments and Cheques for the February invoices

- Proposed by Councillor S Morris, seconded by Councillor N Enderby and approved by 5 Councillors with a show of hands.

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10.2 Web report for February

- Clerk to add meeting dates to the website, Annual Parish Meeting/ Annual Parish Council Meeting date to be amended.

10.3 Grants and Donations

- Citizens Advice Bureau donation change from Swaffham to Brandon as there is no branch in Swaffham. Bank transfer details have been obtained for all donations and grants.
- The cost of hiring the Cricket Club for Parish Council meetings was discussed and it was decided to increase it to £25 a month. Proposed by Councillor N Enderby, seconded by Councillor S Morris and approved by 6 Councillors with a show of hands. Councillor S Eyres abstained due to connections with the Cricket Club.

10.4 Software

- The Councillors discussed Scribe; an accounts/finance package approved by NALC. With a current 40% off for the first year. The Clerk has asked for a quote, with a view to starting in time for the new financial year.
- The quote is £485 + VAT.
- It was proposed to go ahead by Councillor N Enderby, seconded by Councillor S Allen and approved by all present with a show of hands.

11. Planning applications

- 123 The Lammas was approved.
- Other 2 applications as yet undecided.

Reference no:	Description:	Date:	Address:	Outcome/Update
3PL/2020/1682/HOU	Single story extensions to front, side and rear & internal alterations. Revised design	07/02/2022	123 The Lammas Mundford	Approved
3PL/2022/0157/VAR	Variation of condition 2 on 3PL/2021/0856/F Glamping Annexe within site Curtilage the position of the annexe to be set further away from boundary and change of design	10/02/2022	Glebe Cottage West Tofts Road Lynford Mundford	Undecided
3PL/2021/1644/F	Siting of a portacabin to be used as changing facilities for referees. (Retrospective)	21/01/2022	Village Hall St Leonards Street Mundford	Undecided

12. Street lighting

- Contract with Npower is due to end in May. Clerk has requested new contract details and is awaiting a response.

13. Members matters

- Overgrowing hedges in St Leonards Street and West Hall Rd. Clerk to send letters.

14. Next meeting. Mundford Cricket Club. Annual Parish Meeting at 7.10pm on April 7th, with Parish Council Meeting following that.

The meeting closed at 9.52pm