

Minutes of the Mundford Parish Council meeting on 7th April at Mundford Cricket Club

Those present: - Councillors S Eyres (Chairman), J Musgrove (Vice- chair), N Enderby, S Booth, S Allen and District Councillor M Nairn.

1. CHAIRMAN'S OPENING REMARKS

2. APOLOGIES OF ABSENCE

County Councillor Fabian Eagle, Cllrs S Morris and C Pryke

3. ACCEPTANCE AND SIGNING OF PREVIOUS MINUTES

Proposed by Cllr J Musgrove, seconded by Cllr S Allen and approved by all present with a show of hands.

4. Declarations of interest

Councillors S Eyres and J Musgrove for 9.1 Finances, Cllr N Enderby 7.9 Community Car Service and Cllr S Eyres for 7.10 Platinum Jubilee (quote for concrete base)

5. Public participation

none

6. Reports

6.1 District Cllr Mike Nairn

- Breckland District Council are offering grants of £500 to Community groups for the Platinum Jubilee events. Clerk to contact the village groups involved in planning the celebrations.
- Forget Me Not grants of up to £500 are now available for low level interventions for people experiencing early signs of dementia
- District Cllr M Nairn explained what Breckland District Council have been putting into place for Ukrainian refugees arriving in our area.
- The Elm Road centre in Thetford has opened, providing temporary accommodation to up to 35 homeless people and there are plans for more sites in local towns.
District Cllr M Nairn left at 7.45pm

6.2 County Cllr Fabian Eagle- NCC report provided and circulated to all Councillors.

7. Matters arising

7.1 Outstanding Highway Matters

- Jack Griffiths at Highways has confirmed that the culvert at the turning to Lynford Hall Road has been added to their maintenance schedule.
- Clerk was asked to trace who is responsible for the broken manhole cover on the path outside 6 Swaffham Road.
- Faded signs in the village, the public footpath sign for Pig Sty Lane and a broken sign on the Swaffham Road have not been changed- Clerk to contact Highways again.
- Clerk to get back to Trading Standards about the free running chickens at Cranwich.

7.2 Footpaths and Verges

- The Parish Partnership Scheme have approved the application for dropped crossings. County Councillor Fabian Eagle has confirmed that he will pay the 50% (£3600). The signed acceptance form has been returned to Breckland District Council.
- The Clerk contacted District Councillor Mike Nairn who spoke to the relevant department at Breckland District Council, concerning the ownership of the land between the A1065 and The Brecklands. They have now accepted ownership. The Clerk has requested that they survey the trees and is awaiting a response.
- Norfolk County Council (Norfolk Trails) have accepted responsibility for the display board on the Village Green, and are going to send someone out to assess it. The Clerk has informed them that the Parish Council would like to re-position it on the Village Green.
- The residents of the property with the overgrowing hedge at West Hall Road have cut it back in response to the letter from the Parish Council. Nothing done as yet at the St Leonards Street address. Clerk to send a second letter along with diagram of how the hedge should be cut.
- The hedge at Wissey View should be trimmed this week, Clerk has been asked to contact them to ensure that they are cut back to the boundary rather than just trimmed.

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7.3 Allotments

- Tenancy renewals due in April, no changes to be made. Allotment holders to be reminded to keep tools and belongings on their own plot. Add to the next agenda to discuss storage for allotment holders as the shed is too small for all holders to put tools etc in.
- Mr S Cordy has signed for the letter sent by the Clerk but has not responded- situation to be monitored.
- Bruce has obtained permission for the brambles to be cut back on the adjoining land.

7.4 Allotment Hut

- Cllr J Musgrove provided quotes for roofing and guttering and he proposed to go ahead with the price of £196 +vat for the roofing, seconded by Cllr N Enderby and approved by all present with a show of hands. Cllr J Musgrove proposed to buy guttering and fixings for £158 +vat . Seconded by Cllr S Booth and approved by all with a show of hands. Cllr J Musgrove will order the materials.
- OPUS refund has been received.
- The water will be switched back on over the Easter weekend. Clerk to notify allotment holders.

7.5 Handyman/Gardener

- The amendments relating to sick pay in the contract were sent to all and then a copy of the contract was taken to Bruce for him to look at, no response as yet, Clerk to contact him.

7.6 Litter Bin and Dog Bin

- The Clerk has contacted Breckland Council about the dog bin at Fir Close. Application needs to be put in; it was decided to request to put it on the fencing at the entrance to the forest at Nazer Close.
- The new dog bin has been put in place on the Lynford Hall Road.
- Cllr J Musgrove will look into what type of bin to put by the bus shelter.
- It was decided to move the litter bin on the Village Green to the other side of the bench. Proposed by Cllr S Eyres, seconded by Cllr S Allen and approved by all present with a show of hands.

7.7 Councillor Vacancies

- The co-option policy is now on the website.
- No interest since the last meeting, item to be kept on the agenda.

7.8 War Memorial

- H Brett and Son have quoted £700 to complete the repairs to the memorial. This was discussed and it was decided to ask for more information about the cause of the cracks and any future issues that may arise, also if there is a warranty. Clerk to do this.
- The Clerk circulated pictures and prices of 2 remembrance benches, it was decided that the Clerk look further into 1 particular bench. Also has contacted Feltwell Parish Council about their bench, and are awaiting a response.

7.9 Community Car Scheme

- Following an email from Ann Shepherd about putting up the cost to the customers, it was discussed and agreed that this was a good idea. It was also suggested that the Parish Council's contribution to the Community Car Scheme was increased by 2.5p a mile. This was proposed by Cllr J Musgrove, seconded by Cllr S Allen and approved by 4 Councillors.

7.10 Queen's Platinum Jubilee

- Feedback from the March Meeting. Each group involved updated the meeting of plans so far.
- Flag, bunting, windsock, small flags and table flags have been delivered.
- 3 quotes received for the concrete base, quote A, £430, Quote B, £150 and Quote C, £625. It was decided to go ahead with Quote B, Blooming Gardens, proposed by Cllr J Musgrove, seconded by Cllr N Enderby. Approved by 4 Councillors with a show of hands. Exact position of the bench to be decided.
- Realise futures hope to deliver the bench to Cllr Musgrove's house in the week commencing 18th April.
- The wording for the plaque for the memorial bench was decided but the plaque cannot be ordered until the bench arrives, to check for sizing.
- The Clerk circulated the email response from Highways about road closures for street parties.

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- Cllr J Musgrove will look at Liquid Amber trees at Didlington Nurseries and the Clerk to look at metal tree guards.

7.11 Overgrowing Hedges

- Overhanging hedges and trees around the village were discussed, it was decided to send a letter to the residents of the house with the willow tree on Crown Road as the fallen branches are littering the road, also to ask them to cut back their hedge. Clerk to contact Breckland District Council to ask advice from the tree warden.
- Clerk to thank villagers for cutting back hedges in next month's Mundford Messenger.

8. Correspondence

- The AGAR information has arrived from PFK Littlejohn, the Clerk has asked Serena for a date for the internal audit (to be arranged)
- Council Tax letters have arrived for the office and Allotment Hut – nothing to pay.
- Everflow Water contract to end in June.
- 2 residents reported an abandoned van in The Lammas. The Clerk reported it to Breckland District Council with photographic evidence, it has now gone.
- STANTA tours are going ahead this year. First half of June, all of July and first half of August. 2pm to 4pm due to staff availability. Clerk to get back to them with suggested dates of 3rd or 10th August. Clerk to obtain prices for coaches. Add to the next agenda.
- Zurich Insurance have offered the opportunity to take out a Long-Term Agreement at a discounted premium, signing up for 3 or 5. It was decided not to go ahead, but to check new purchases are added at renewal.
- The 2nd precept payment email has arrived.

9. FINANCE

Payments for March 2022 Invoices			
The following payments were authorised on April 8th			
	Current A/C	13089.98	
	Petty Cash	123.03	
Balance for March 2022		13213.01	
Minus the following direct debits			
N-Power Street Lighting (Jan+Feb+March)		£387.15	
BT Phone and Broadband		£56.22	
BT - Sim only		£8.40	
Everflow Water Rates		£13.00	
OPUS Energy - Allotment Hut Electrics			
OPUS Energy - Office Electrics (Feb)		£48.60	
Total Direct Debits		£513.37	
Plus the following bank receipts		Petty Cash Receipts	
Bank reconciliation correction 14/3/2022.			
Due to OPUS etc		£5.15	
XLN refund		£18.00	
HMRC-VAT returned		£2,100.99	
Much loved- deposited in error		£630.29	
OPUS refund- allotment hut		£57.46	
Precept		£16,500.00	
Total Income		£19,311.89	£0.00
Balance after Direct Debits and Income		£31,888.50	

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Payment Method	Description	Total	Total
BACS	SunRise Blinds- Office blinds	£436.00	
BACS	J Musgrove- flags etc for Jubilee	£432.87	
BACS	Scribe- Accounts /finance software	£345.60	
BACS	Didlington Nurseries- bedding plants and bulbs	£550.00	
BACS	Mundford Messenger- Annual Parish Meeting ad	£40.00	
BACS	Westcotec- street light maintenance	£59.23	
BACS	MCC- venue hire 7 months@ £25	£175.00	
Petty Cash	Signed for postage		£2.25
Petty Cash	S Eyres- pegs for war memorial area		£9.95
Petty Cash	S Morris- petrol for allotment Hut mower		£9.00
BACS	NALC- Course for Clerk	£30.00	
BACS	Cloudy Group- set up and configuration	£90.00	
BACS	Mark Skinner- returned funds sent in error	£630.29	
BACS	D Goodrham- petrol for church grass cutting	£26.00	
BACS	A Shepherd- Community Car Scheme	£300.00	
BACS	Cloudy Group- cloud storage	£9.60	
BACS	HMRC	£120.36	
BACS	L Morris- wages and pay increase 1.75% backpay	£603.41	
Total BACS payments made		£3,848.36	£21.20
Balance in Community Account for March 2022		£28,040.14	
Balance in Savings Account		£25,882.22	
Balance in Petty Cash		£101.83	
(Ring Fenced moneys Chilzone £1592.96 and £996.50 for outdoor sports and Play)			

9.1 Payments and Cheques for the March invoices

Proposed by Cllr S Allen, seconded by Cllr N Enderby and approved by 3 Councillors with a show of hands. Cllr J Musgrove had carried out a bank reconciliation.

- The quote from Scribe, in 10.4 Software at the last meeting was incorrect. It stated the cost was £485+vat. The 40% discount had not been taken off; the actual price was £288+vat.
- The Clerk has entered the March payments into Scribe as well as the spreadsheets but after this month it will be Scribe only.

9.2 PAYE

- Clerk has requested training for the end of/ new financial year, with Serena. It was proposed by Cllr S Eyres, seconded by Cllr S Allen and approved by all present with a show of hands.

9.3 Donation

- Making a donation to The Ukraine was discussed and it was decided that the Clerk contact District Cllr M Nairn to enquire if the Parish council can donate to assistance for refugees coming to the Breckland area.

9.4 Website

- Rosemary has provided the Clerk with a list of training carried out so far and one of further training for the future, including changes to way that the content of the website can be added and remote access to the Parish Council emails. It was decided to permit the Clerk to organise these sessions as necessary.

10. Planning applications

- The football club have withdrawn their planning application for the portacabin.
- Outline planning for 1 new dwelling at 123 The Lammas

Reference no:	Description:	Date:	Address:	Outcome/Update
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

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3PL/2022/0239/LU	Single storey rear extension- Certificate of Lawfulness (Cert.Law.Prop.Use)	08/03/2022	6 Swaffham Rd Mundford IP265HR	Views not sought
3PL/2022/0369/O	Outline application for 1 new dwelling with all matters reserved	24/03/2022	123 The Lammas Mundford	Undecided

- Clerk to continue sending all planning emails to the Cllrs and to ask for a response so that comments can be added to the applications.

11. Street lighting

- Contract with Npower is due to end in May. The Clerk has spoken to them and they are not providing contract details at the moment due to the Russia/Ukraine situation.
- The Clerk is to try again to contact the owners of the property in St Leonards Street in relation to the siting of the streetlight.

12. Members matters

- Speeding traffic on the Swaffham Road was discussed and the Clerk will contact the Speed Awareness team to see what can be done.
- Cllr S Eyres informed the Parish Council that he would not be standing for Chair or Vice- Chair at the Annual Parish Council meeting next month.

13. Next Meeting- Date and place of the May meeting, May 5th at the Cricket Club. The meeting closed at 9.58 pm