

# Minutes of the Mundford Parish Council meeting on May 5th 2022 at Mundford Cricket Club

Those present: - Councillors S Eyres (Chairman), J Musgrove (Vice-chair), N Enderby, S Booth, S Allen, S Morris and C Pryke and District Councillor M Nairn. 2 members of the public.

## 1. ELECTION OF CHAIRMAN

Cllr S Eyres stood down from the position of Chairman. It was proposed by Cllr S Eyres that Cllr J Musgrove stand as the Chairman, seconded by Cllr S Morris and approved by all present with a show of hands. Cllr S Booth witnessed the signing of the Declaration of Acceptance of Office form.

## 2. ELECTION OF VICE CHAIR

It was proposed by Cllr S Eyres that Cllr C Pryke stand as Vice- Chair, seconded by Cllr S Morris and approved by all present with a show of hands.

## 3. CHAIRMAN OPENING REMARKS

Cllr J Musgrove said that he had been Chairman before and had a chairman's agenda to hand, so would move on with the meeting.

## 4. APOLOGIES OF ABSENCE

Cllr N Enderby - accepted

5. ACCEPTANCE AND SIGNING OF THE MINUTES – To accept and sign the minutes as a true record of the meeting held on 7<sup>th</sup> April 2022, and the Annual Parish Meeting held on 7<sup>th</sup> April 2022. Proposed by Cllr S Allen, seconded by Cllr S Morris and approved by 5 Councillors. (Cllr C Pryke was not at the last meeting)

## 6. Declarations of interest

Cllrs J Musgrove and S Eyres for Finance 11.1 and Cllr S Morris for 9.3 Allotments

## 7. Public participation

One member of the public expressed concern that he had been waiting for 5 months to be offered the opportunity to become a Parish Councillor. It was explained to him that at item 9.7 a date was to be agreed, for the closing date for applications.

The second member of the public requested that the Parish Council pay for a new lawnmower for the cutting of the grass at the Churchyard. This was proposed by Cllr S Eyres, seconded by Cllr S Booth and approved by all present with a show of hands. The member of the public will purchase the mower and pass the invoice to the Clerk for payment.

## 8. REPORTS

### 8.1 District Cllr Mike Nairn

District Councillor M Nairn read out the Achievement Highlights of Breckland District Council 2021/2022. He also informed the Parish Council of a new, match funding scheme for community groups. District Cllr M Nairn left at 8.00 pm

### 8.2 County Cllr Fabian Eagle- none

## 9. Matters arising

### 9.1 Outstanding Highway Matters

- There are several abandoned signs by the roadsides that have not been collected after roadworks have been completed. These have been reported by Cllr S Booth and will be monitored.
- The damaged edges to the road on the West Tofts Road have been filled.
- The broken manhole cover outside 6 Swaffham Road was replaced by BT.

1 Signed by the Chairman \_\_\_\_\_ on June 9<sup>th</sup> 2022

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- Trading Standards say that the chickens at Cranwich are let out for a very short spell while their enclosure is cleaned. The regulations have now changed and birds need only to be shut in at night.
- Speed awareness- Clerk has contacted the police engagement officer and is awaiting a response.
- The Sams 2 has been put up on the Swaffham Road by Green Lane.
- There is a gully that needs reporting opposite the shop in St Leonards Street- Clerk to report to Highways.
- Clerk to contact Highways concerning the two ducts fenced off on the land between the A1065 and The Brecklands.

## 9.2 Footpaths and Verges

- The hedge at 4 Wissey View has been cut back by the resident. Clerk to contact Victory homes to ask for completion.
- The trees on the land between the A1065 and The Brecklands has been added to Breckland District Council's maintenance schedule.
- The Clerk has sent a letter to the residents of Malsters Close about the willow tree and overgrowing hedge.
- A second letter has not yet been sent to the resident of St Leonards Street about their overgrowing hedge, this will be done next week
- Environmental services have spoken to the resident at Fir Close concerning the rats in his garden and are intending to deliver leaflets to neighbours asking them not to feed the birds in their gardens as this is worsening the situation. They also asked if that information could be added to the Mundford messenger. The Clerk will forward the information when it arrives.
- Clerk to check when the grass on the public footpath from West Hall Drive to Cranwich will be cut. Also, to check on other areas around the village that need to be cut.

## 9.3 Allotments

- The tenancy agreements were sent out and some were returned with payment, Clerk to email those who have not yet responded.
- The Parish Council discussed storage options for allotment holders and it was decided to add it to the next agenda. All Councillors will meet next week at the allotments and Allotment hut to familiarise them with the set up and to carry out an inspection of the plots.
- It was decided that only Councillors would use the Parish Council's mower to cut the grass at the allotments and the Allotment Hut.
- Cllr Pryke has agreed to put together a risk assessment form for the lawnmower and will send it to the Clerk.

## 9.4 Allotment Hut

- The water has been switched back on and allotment holders notified.
- 3 more allotment holders have paid for and been given keys to the hut.
- The Clerk has had more keys cut.
- Cllr J Musgrove will order the materials for fixing the roof.
- Cllr Morris has painted the last piece of fencing and will buy some paint for the Allotment Hut windows. Proposed by Cllr S Morris, seconded by Cllr J Musgrove and approved by all present with a show of hands.

## 9.5 Handyman/Gardener

- Bruce agreed with the contract and has signed it
- The Cllrs discussed what would happen about the watering if Bruce could not do it, possibility of storing water tank and trailer at the office. Security concerns were raised and this is to be added to the next agenda. Cllr J Musgrove to research materials and prices for bollards or gates.
- Begonias need to be ordered for the flower beds. Cllr J Musgrove to order them.
- It was decided to add the discussion of watering to the next agenda.

## 9.6 Litter Bin and Dog Bin

- It was decided to keep the bin in the same position. It was necessary to buy keys to the bin for Serco and the Parish Council.
- Unfortunately, the lock is now broken, Cllr Musgrove has contacted Broxap and is awaiting a response.

2 Signed by the Chairman \_\_\_\_\_ on June 9<sup>th</sup> 2022

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- Clerk has applied for the dog bin for Nazer Close.
- Some large items of rubbish, such as paint cans and work-boots have been put in bins in the village.

## 9.7 Councillor Vacancies

- Cllr J Musgrove proposed that 31<sup>st</sup> May be the closing date for applications for Parish Councillor, with the item added to the agenda for voting on June 9<sup>th</sup>. Seconded by Cllr C Pryke and approved by all present with a show of hands. Clerk to put notices on the website and noticeboard.
- No interest since the last meeting, and the lady who had been approached is not currently able to join the Parish Council.

## 9.8 Platinum Jubilee

- The Clerk was contacted by the Church, asking to use some of the bunting bought by the Parish Council for their events over the Jubilee Celebration period. Cllr J Musgrove explained how much bunting and how many flags to be allocated to each group for the events, he will take them to the next Jubilee meeting to hand over.
- The bench was delivered to Councillor J Musgrove's home last week.
- The clerk showed the Cllrs the tree guard prices and images and it was decided to wait until the tree was purchased before ordering a guard.
- Cllr J Musgrove will check the prices for the Liquid Amber tree from Didlington and Fakenham Garden Center.
- Prizes for the Scarecrow Competition were discussed and it was decided to buy a family ticket to Banham Zoo and for second prize to be a £25 Thetford Garden Centre voucher. Proposed by Cllr S Allen, seconded by Cllr C Pryke and approved by all present with a show of hands.

## 9.9 War Memorial

- H Brett and Son at Watton have passed the questions on to their mason and he will contact the Clerk.
- The Clerk took photos of the Bench at Feltwell and sent it to all Councillors.
- Retrospective vote was taken for the purchase of 2 new Norfolk flags as the current one is damaged. Proposed by Cllr J Musgrove, seconded by Cllr S Booth

## 9.10 STANTA tour

- August 10<sup>th</sup> is better for STANTA. Clerk to confirm the date with STANTA. Proposed by Cllr S Eyres, seconded by Cllr S Allen and approved by all present with a show of hands.
- Coach prices. Quote A £175 Quote B £300 and are awaiting Quote C.

## 10. Correspondence

- Retrospective vote taken for the Clerk to have continued training from Rosemary, proposed by Cllr J Musgrove, seconded by Cllr S Eyres and approved by all present with a show of hands.
- Mike Nairn suggested contacting Fabian about the Ukraine donation, The Clerk has done this but no response as yet.
- SE requested to buy various materials and asked the Clerk to circulate the item from the Financial Regulations that state the need for this to be minuted.
- The Clerk has set a date with Serena (10th May) for the internal audit.
- Rosemary has asked the Clerk to inform the Parish Council that this month's edition of the Mundford Messenger is delayed due to issues with the printers.
- Electricity prices are rising, a letter from OPUS, giving figures was shown to the Cllrs.
- There was a litter picking session this week and 12 volunteers attended, with 10 bags being collected.

## 11. FINANCE

### 11.1 Payments and Cheques for the April invoices.

- Proposed by Cllr S Morris, seconded by Cllr S Allen and approved by 5 Councillors.
- Cllr C Pryke signed the bank reconciliation.

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## Receipts

Precept	£16500
Allotment Tenancy and key deposits	£ 210
<b>Total</b>	<b>£16710</b>

## Payments

DD Office Energy	OPUS	£48.83
DD Allotment Hut Energy	OPUS	£11.96
DD Sim Only	BT	£9.73
DD Office phone and broadband	BT	£54.88
PC Materials	S Eyres	£47.23
BACS Tax and NI	HMRC	£318.48
PC Keys cut for bin	S Eyres	£4.23
PC Keys cut for A. Hut	L Morris	£16.50
BACS Community Car Scheme	A Shepherd	£300.00
BACS Wages	L Morris	£660.50
BACS Cloud Storage	Cloudy IT	£9.60
BACS Grass cutting	TTSR	£1670.62
BACS Street light maintenance	Westcotec	£59.23
BACS Annual Subscription	Norfolk ALC	£271.35
BACS Flags	J Musgrove	£59.58
<b>Total</b>		<b>£3542.72</b>

See bank reconciliation on final page

## 12. PLANNING APPLICATIONS

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
3PL/2022/0369/O	Outline application for 1 new dwelling with all matters reserved.	24/03/2022	123 The Lammas Mundford	Undecided
3PL/2022/0450/VAR	Variation of condition 2- re-position of dwelling and internal layout.	21/04/2022	Land adjacent to 2 The Lammas	Undecided
3PL/2022/0239/LU	Single story rear extension- Certificate of Lawfulness (Cert.Law.prop.Use)	22/04/2022	6 Swaffham Road Mundford	Refused
3PL/2022/0471/F	Change of use of first floor flat to additional office space	29/04/2022	32 St Leonards Street Mundford	Undecided

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13. Street Lighting

- The Clerk has discovered that the owner of 9 St Leonards Street does not live in England and she cannot find contact details. Cllr S Eyres has spoken to another resident about the streetlight but will need to contact them again.

14. Member's matters

- Add to the next agenda- approval of Governance documents.

15. Next Meeting- Date and place of the June meeting.

- June 9<sup>th</sup>, at the Cricket Club, later than usual because of the Jubilee Bank Holiday. If the meeting is not to be held at the Cricket Club, the venue will be displayed on the website and Noticeboard

The meeting closed at 9.10 pm

## Mundford Parish Council

Prepared by:

Date:

\_\_\_\_\_

\_\_\_\_\_

*Name and Role (Clerk/RFO etc)*

Approved by:

Date:

\_\_\_\_\_

\_\_\_\_\_

*Name and Role (RFO/Chair of Finance etc)*

<b>A</b>	<b>Bank Reconciliation at 30/04/2022</b>		
	Cash in Hand 01/04/2022		37,517.09
	<b>ADD</b> Receipts 01/04/2022 - 30/04/2022		16,710.00
			54,227.09
	<b>SUBTRACT</b> Payments 01/04/2022 - 30/04/2022		459.71
	<b>Cash in Hand 30/04/2022</b> (per Cash Book)		<b>53,767.38</b>

5 Signed by the Chairman \_\_\_\_\_ on June 9<sup>th</sup> 2022

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	Cash in hand per Bank Statements			
	Petty Cash	30/04/2022	90.37	
	Savings Account	30/04/2022	25,883.52	
	Community Account	30/04/2022	27,803.22	
				<b>53,777.11</b>
	Less unrepresented payments			9.73
				53,767.38
<b>B</b>	Plus unrepresented receipts			
	<b>Adjusted Bank Balance</b>			

	<b>A = B Checks out OK</b>		
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