

Minutes of Mundford Parish Council Meeting on June 9th 2022 at Mundford Cricket Club

Those present: Councillors J Musgrove (Chairman), C Pryke (Vice-chair), N Enderby, S Booth, S Morris, S Eyres, S Allen and County Councillor F Eagle

1. CHAIRMAN OPENING REMARKS

The Chairman welcomed everyone to the June meeting.

2. APOLOGIES OF ABSENCE

District Councillor M Nairn- Accepted

3. ACCEPTANCE AND SIGNING OF PREVIOUS MINUTES

To accept and sign the minutes as a true record of the meeting held on May 5th 2022. Proposed by Cllr C Pryke, seconded by Cllr S Booth and agreed by all present with a show of hands.

4. Declarations of interest

Cllrs J Musgrove, S Eyres, S Morris, S Allen and C Pryke for 9.1 payments and Cllr S Morris for 7.3 Allotments.

5. Public participation

None

6. Reports

6.1 District Cllr Mike Nairn

6.2 County Cllr Fabian Eagle

County Councillor F Eagle informed the Parish Council of

- 2 Swift Towers available to Norfolk Parishes this year,
- Charging points for electric cars (Mundford Village Hall has been suggested) see item 12
- Norfolk Fire and Rescue have released new safety regulations
- New wellbeing and mental health scheme for some Norfolk Schools
- Transport Plan from Norfolk County Council to protect unused railway sites County Councillor F Eagle left at 7.40pm

7. Matters arising

7.1 Outstanding Highway Matters

- The Clerk reported the gully outside the vets and it has been lifted.
- The Clerk reported the ducts on the land between the A1065 and The Brecklands, including a photograph, these were apparently put in place by Highways to make safe a missing Anglian Water cover. This was originally reported to them and Highways have re-raised the issue with them.
- Potholes in The Lammas and West Hall Road have been reported and will be filled within the next 6 weeks.
- Clerk to report the worsening potholes on the A1065 between the Parish Council Office and the turning to Malsters Close

7.2 Footpaths and Verges

- The Clerk contacted Victory Homes about the overgrowing hedge at Wissey View, including photo, no response as yet.
- Second letter sent to St Leonards Street resident about overgrowing hedge- situation to be monitored.
- Tarmac has been laid around the raised drain at the Bowls Club.
- The Clerk contacted SERCO about the grass cutting- which has now been done, but the strimming has not been done yet- Clerk to contact new contractors CGM to confirm their list of areas to cut.
- Hedge letters to be sent to Impson Way property (previously received 2 letters) and Wissey View
- Fingerpost for Pig Sty Lane to be put in by the Bowls Club by Norfolk County Council when their budget allows.

7.3 Allotments

- All fees and agreements have been received.

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- Following the allotment inspection, Clerk to contact 2 allotment holders to request that they keep their belongings within their plot. Also, to keep clear access to Shed and Hut for maintenance purposes.
- Allotment inspection form was reviewed and amended. Cllr J Musgrove to complete the form.
- Cllr C Pryke to provide a simpler risk assessment for the mower and strimmer.
- To discuss storage for the allotment holders, add to the next agenda, but the mower and strimmer to be moved to the Allotment Shed, when the doors and locks have been resolved.

7.4 Allotment Hut

- Cllr Morris has painted the windows
- Materials ordered for the roofing, £252.08 and have arrived. Cllrs J Musgrove and S Morris to be set a date for repairs to be carried out.
- Cllr J Musgrove to order the guttering.

7.5 Handyman/Gardener

- Cllr Musgrove and his wife have planted the begonias in the flower beds and have been watering them. Cllr S Morris offered to assist with the watering.
- New parts needed for the trailer that houses the water tank to make it more stable, at a cost of £65, proposed by Cllr J Musgrove, seconded by Cllr N Enderby and approved by all present with a show of hands.
- A job description for the role to go with the new contract was discussed, the Clerk to compile the list and send to Bruce for him to check.
- The annual pay rise was agreed, and is now PayScale SCP 15, proposed by Cllr J Musgrove, seconded by Cllr N Enderby and approved by all present with a show of hands.
- Retrospective vote carried out for manure and compost for flower beds, proposed by Cllr S Booth, seconded by Cllr C Pryke and approved by 6 Councillors with a show of hands, (not Cllr J Musgrove as he purchased it).

7.6 Litter Bin and Dog Bin-

- No response from BROXAP concerning the faulty lock, Cllr J Musgrove to contact them again
- The other bin has been mended, Clerk to purchase a £20 voucher for the man that mended it.
- Broken bin by the bus shelter to be removed, dog waste bin to be removed from there and the mended bin to be placed there once it has been painted.
- Clerk to check with Breckland District Council about responsibility for Nazer Close with reference to dog bin as they may maintain the streetlights there.

7.7 Councillor Vacancies

- No applications received. Cllr J Musgrove will speak to someone he thinks may be interested.

7.8 Platinum Jubilee

- The scarecrow festival was well received, with 25 applicants and £105 being raised, this will be donated to the Village Hall Playground Fund. Cllr J Musgrove to organize the Banham Zoo ticket and the Clerk to deliver the runners up prizes.
- £20 cheque received, made out to the Parish Council for the Scarecrow competition, this to be banked and the Clerk to donate £20 from Petty Cash.
- Plastic boxes to be bought to store the scarecrows and bunting in the Allotment Hut. Cllr J Musgrove to obtain prices., 2 subsequently purchased from Viking at £14.99 each.

7.9 War Memorial

- The Clerk circulated a link to the GD Steel website for the memorial bench, all Councillors agreed on the bench and it was proposed by Cllr J Musgrove, seconded by Cllr S Booth and agreed by all present with a show of hands. Clerk to order it, lead time to be requested.
- The repairs to the cracks in the memorial were discussed and agreed. Proposed by Cllr S Morris, seconded by Cllr S Booth and approved by all present with a show of hands. Clerk to contact them to book the repair and ask for a lead time. Also, to mention the flower beds with reference to the scaffolding and the information from the Historic Buildings Officer at Breckland District Council.

7.10 STANTA tour

- The coach quotes were discussed, quote A £175, quote B £300 and Quote C £250. Cllr J Musgrove proposed coach A, D&H Harrods Coaches Ltd. Seconded by Cllr S Eyres and approved by all present with a show of hands.

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- Ticket price was discussed and agreed at £10, to include a donation to the charities of STANTA's choice. Proposed by Cllr S Eyres, seconded by Cllr S Morris and approved by all present with a show of hands.
- Clerk to contact those already booked to inform them of timings and costs.
- 38 tickets requested already, Clerk waiting to hear back about possible additional small coach prices if necessary.
- Clerk to add all the information to the next Mundford Messenger article

7.11 Office

- The email set up needs to be updated, to allow remote access. Rosemary Godfrey will do this. Proposed by Cllr J Musgrove, seconded by Cllr S Allen and approved by all present with a show of hands. Clerk to contact Rosemary to arrange a date.
- Retrospective vote for collapsible bollards for the office driveway for security for the watering tank- (ordered already). Proposed by Cllr J Musgrove, seconded by Cllr N Enderby and approved by all with a show of hands. Cllr J Musgrove to mark out the placing for the bollards and Cllr S Eyres to assist with the fitting of them.

8. Correspondence

- Ann Shepherd asked if the Community Car Service could ask for £500 at short notice, if necessary, the Clerk to contact Ann to say that any requests will be considered at the time of asking and will be dealt with within two days.
- The Village Hall Committee has agreed to let us use the car park for the coach for the STANTA tour.
- The church lawnmower has been registered with Mountfield for the warranty.
- The Insurance has been updated, adding the Sound system, lawnmower and new bench. The office needs to be valued for insurance purposes, Cllr J Musgrove to look into this. Asset register needs to be looked at to consider depreciation, to be added to a future agenda.
- The de-fib has been out twice since the start of the month.
- Swift Tower, already mentioned by County Councillor F Eagle- Clerk to contact him to apply.

9. Finance

9.1 Payments and Cheques for the May invoices. (List on page 4)

Payments split into 2 parts as there are several Councillors with Declaration of Interest

- First part, payments excluding Cllr J Musgrove. Proposed by Cllr J Musgrove, seconded by Cllr N Enderby and approved by 3 Councillors with a show of hands.
- Second part, payment to Cllr J Musgrove, proposed by Cllr S Allen, seconded by Cllr N Enderby and approved by 6 Councillors with a show of hands.
- Bank reconciliation confirmed and signed by Cllr N Enderby.

9.2 The Annual Governance Statement 2021/2022

- Cllr J Musgrove proposed to approve the Annual Governance Statement 2021/2022, seconded by Cllr C Pryke and approved by all present with a show of hands.
- Our Financial Regulations state that our Internal Auditor should provide a written report, Clerk to contact Serena to request one.
- Clerk to ask Rosemary to add the details to the website and noticeboard.

9.3 The Financial Regulations

- The Councillors discussed the Financial Regulations, having previously received a copy of the updated document by email. Information regarding cloud storage and the new accounts package are to be added. as well as a few minor adjustments. To be reviewed next year. Proposed by Cllr N Enderby, seconded by Cllr S Allen and approved by all with a show of hands.

10. Planning Applications

- The planning that has come in since the last meeting: the tree works in Green Acre Close and Impson Way single storey wrap around extension, which were circulated to all Councillors. No comment needed for the tree works but there is some concern over the measurements for the Impson Way application in relation to the public footpath, Clerk to add concerns to the comments section of the application.

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11. Street lighting

- A damaged streetlight on the A134 has been reported.

12. Members matters

- Norfolk County Council have proposed 2 electric car chargers for Mundford, to be run by the Parish Council and possibly placed in the Village Hall car park, Cllr J Musgrove to attend the Village Hall Committee meeting to discuss the proposal.
- Cllr N Enderby asked the Clerk to contact Highways for an update on the ongoing drainage issue on Swaffham Road.
- Cllr S Morris asked about the tarmac by the curb on the road at Wissey View, Clerk to contact Highways.
- It was decided to begin discussions about Remembrance and Christmas at the August meeting.
- Cllr N Enderby has asked to be advised of the SAMS 2 figures as the speeding on Swaffham Road is a constant worry for pedestrians and residents.
- A litter pick date was decided, Wednesday 27th July at 2pm.

13. Next Meeting- Date and place of the July meeting.

Next meeting on July 7th at the Cricket Club

Meeting closed at 9.17 pm

Dave Goodrham	Church Lawnmower	379.99
OPUS	Office Energy	35.80
Sean Morris	Paint for Allotment Hut	10.00
A&J	Plaque for jubilee bench	55.00
OPUS	Allotment Hut energy	11.15
N-Power	Street Lighting	111.86
Everflow Water	Water	10.50
BT	Office phone and broadband	52.30
OPUS	Office Energy	21.91
J Musgrove	Mileage	21.60
Louise Morris	voucher for Lachie- mending the bin	20.00
BT	sim only	9.73
Cloudy Group	Cloud Storage	9.60
Viking Direct	ink cartridges	92.30
J Musgrove	roofing materials	252.08
Barriers Direct	Folding posts for office	303.96
Realise Futures	Jubilee bench	691.22
Westcotec Ltd	Street light maintenance	59.23
J Musgrove	fuel for strimmer	6.82
J Musgrove	additive for strimmer	2.49

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J Musgrove	Bench brackets	3.60
Fakenham Garden Centre	Platinum Jubilee tree	71.99
Serena Barnes	Internal audit of accounts 20/21	80.00
Louise Morris	Clerk wages	667.11
Charlotte Pryke	Items for Scarecrow competition	60.00
Blooming Gardens	Concrete base for Platinum Bench	150.00
Zurich	Insurance	627.68
J Musgrove	Jubilee tree surround	38.00
J Musgrove	Photo frame for jubilee	8.33
J Musgrove	compost, manure etc. for Jubilee tree and flower beds	83.87
Sarah Allen	Voucher for Scarecrow prize	25.00
Ann Shepherd	Community Car Scheme	250.00
Dave Goodrham	Petrol for Church Grass Cutting	28.00
		4,251.12

Mundford Parish Council

Prepared by:

Date:

Name and Role (Clerk/RFO etc)

Approved by:

Date:

Name and Role (RFO/Chair of Finance etc)

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A	Bank Reconciliation at 31/05/2022		
	Cash in Hand 01/04/2022		37,517.09
	ADD Receipts 01/04/2022 - 31/05/2022		16,791.30
	SUBTRACT Payments 01/04/2022 - 31/05/2022		4,176.27
	Cash in Hand 31/05/2022 (per Cash Book)		50,132.12
B	Cash in hand per Bank Statements		
	Petty Cash	31/05/2022	73.87
	Savings Account	31/05/2022	25,884.82
	Community Account	31/05/2022	24,173.43
			50,132.12
	Less unrepresented payments		50,132.12
Plus unrepresented receipts			
Adjusted Bank Balance		50,132.12	

A = B Checks out OK

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