

Minutes of Mundford Parish Council Meeting on July 7th 2022 at The Allotment Hut, Mundford

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

1. CHAIRMAN OPENING REMARKS

The Chairman welcomed everyone to the July meeting and announced that Cllr S Allen had resigned from the Parish Council with immediate effect today.

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 June 2022. Proposed by Cllr S Booth, seconded by Cllr N Enderby and agreed by all present with a show of hands.

4. Declarations of interest

Cllrs J Musgrove, S Eyres and S Morris for 9.1 payments and Cllr S Morris for 7.3 Allotments and Clerk 7.12

5. Public participation

None

6. Reports

6.1 District Cllr Mike Nairn

None

6.2 County Cllr Fabian Eagle

None

7. Matters arising

7.1 Outstanding Highway Matters

- The potholes on the Swaffham Road have been filled as well as those in West Hall Road and The Lammas.
- The Clerk has contacted Jack Griffiths at Highways and has circulated the email all Councillors. The Swaffham Road blocked outfall (ongoing since 2017) is being assessed. Clerk to contact Highways and District Councillor M Nairn to ask why this is still ongoing.
- Highways will clean out the Culvert at the turning to Lynford Hall.
- Information received from Highways about speed limits painted on the road (roundels) to discuss in a future meeting.
- Clerk to contact Highways about the increased number of pedestrians crossing the Swaffham Road, asking for a survey to be carried out.

7.2 Footpaths and Verges

- The house on Impson Way with overgrown hedge has new owners, who will cut the hedge when the birds have finished nesting in it.
- The grass has been cut on the public footpath to Lynford Hall. One stile has been removed and the other has been modified, though there is a concern that it is now too low to stop the sheep from escaping. Clerk to send photos to the Trails Officer. The landowner has the paperwork to sign to allow a gate to be fitted in its place.
- The trail sign on the Village Green will be re-sited, it has been removed but a new one will be put in place.
- The dropped curbs (Parish Partnership) will be fitted in the week commencing 17th October, according to Highways. Clerk to contact County Councillor F Eagle about the drop curb at the War Memorial.
- Letter to be sent to residents of the Lammas about an overgrowing hedge, also two in Fir Close.

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- Clerk waiting to hear back from Victory Homes about the hedge in Wissey View.
- Gravel from a path on St Leonards Street is spilling out onto the path – Clerk to send a letter.
- Clerk to contact Anglian Water about the ducts beside the A1065.

7.3 Allotments

- Emails were sent to all allotment holders to inform them of the inspection in May, including the 2 requesting for belongings to be kept within their plots. Plot 7A did hers straight away but plot 6 has done nothing yet- this to be monitored.
- Cllr S Morris and his wife have pruned the trees around the Allotment Shed and removed some of the ivy but more work needs to be done.
- The issue of storage for allotment holders is to be added to a future agenda, to be discussed once the roof is mended.
- The water tanks have been filled 4 or 5 times this month, Clerk to email the allotment holders to request that they are mindful of the amount of water used.

7.4 Allotment Hut

- There was a wasp nest in the back of the hut, so Cllr J Musgrove contacted a pest controller to remove it.
- N-Power have changed a part on the smart meter in the hut.
- Guttering and flat roof work still to be done and also there is an issue with the floor in the entrance of the hut, to be discussed at the next meeting.

7.5 Handyman/Gardener

- The job description list was sent to Bruce; he was happy with it. The Clerk has typed it up and will deliver a copy to him.
- Clerk to contact Bruce to discuss his sick pay.

7.6 Litter Bin and Dog Bin

- The bin is not yet ready to be put in place by the school.
- The Clerk has discovered that Nazer Close is owned by Victory Homes, therefore the dog bin cannot be placed there.
- Clerk to contact Breckland District Council about having a dog bin at the top of London Lane.

7.7 Mole Contractor

- Richard Oughton has submitted his invoice for £600 for the coming year. Clerk to contact him about prices for wasp nest prices for future use.

7.8 War Memorial

- The Clerk has contacted H Brett and Son – no response yet.
- Awaiting a response from GD Steel concerning the bench.

7.9 STANTA tour

- The coach is full, and 12 people would like tickets, so a list has been made in case of cancellation.
- STANTA are not able to offer staff for a second coach.
- Annual tours to be booked if STANTA continue to offer them.

7.10 Office

- Rosemary advised not to upgrade the website, so the annual fee was paid for the current package.
- The email changes will be done on July 13th.
- The markings are in place and Cllrs J Musgrove and S Eyres will fit the bollards.

7.11 Standing Orders

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- The standing orders had been circulated to all Councillors prior to the meeting. It was decided that no changes were needed to be made. Proposed by Cllr J Musgrove, seconded by Cllr S Morris and approved by all present with a show of hands.

7.12 Clerk

- The Clerk and Cllr S Morris left the room. The Councillors discussed the appraisal form and agreed the contents relating to the additional one hour a week for training, website and sorting old files to be sent to Norfolk Archives etc and any additional hours in the week prior to the meeting if required. The Council are more than happy with the Clerk's progress and appreciate her enthusiasm since her appointment in September 2021. Appraisal approval proposed by Cllr J Musgrove, seconded by CLLR N Enderby and approved by 5 Cllrs with a show of hands.
- Clerk's salary was reviewed and agreed by to be updated from SCP18 LC to SCP19 LC2. Proposed by Cllr C Pryke, seconded by Cllr S Eyres and approved by 5 Cllrs with a show of hands. The Clerk and Cllr S Morris returned to the room and the Clerk was informed of the approval of her hours and salary.

8. Correspondence

- A parishioner has asked about a pedestrian crossing for the Swaffham Road.
- 2 residents have asked about the strimming being done around the village- Clerk to get back to CGM. Cllr S Eyres suggested next year to possibly increase the area to be cut by TTSR.
- The Parish Partnership paperwork has arrived and it will be added to the next agenda for discussion. Closing date for applications is December 9th.
- The Rangers have been in the village, the Clerk gave them a list of jobs and we will receive a report of work they have carried out at a later date. Clerk to email Rangers and Highways, explaining the difficulties reporting jobs for the Rangers, also County Councillor F Eagle.
- The de-fib has been out again and all of the de-fibs in the village are now advertised in the Mundford Messenger.

9. Finance

9.1 Payments and Cheques for the June invoices. (On page 4)

Proposed by Cllr N Enderby, seconded by Cllr C Pryke and approved by 3 Councillors with a show of hands

- Bank reconciliation confirmed and signed by Cllr S Eyres. (On page 5)

9.2 Internal audit and AGAR submission

- The Clerk took the accounts back to Serena after an issue was raised by SCRIBE. She has amended the figures and the Clerk has requested a written report. The documents will be re-submitted on Monday.
- The Councillors discussed appointing an internal auditor for next year.

10. Planning Applications

- The tree works at Green Acre Close have been refused and the change of use at Integra Veterinary Services has been approved.

11. Street lighting

- E-ON have issued a letter to say that we are due a credit of £64.48, to be paid back into the account. This was discovered in the transfer to N-Power.
- Large bill from N-Power, due to being out of contract, but they are dealing with a backlog due to the Russia/Ukraine situation.
- The streetlight on the A134 has not yet been fixed.

12. Members matters

- There has been no cutting of the hedge in St Leonards Street as yet – this to be monitored.

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- The hedge alongside the allotments will soon need cutting, possibly something that Bruce can do when he is well enough.
- The trees and bushes on the land between the A1065 and The Brecklands need to be cut back- Clerk to contact Breckland to chase this up.
- The lollipop lights on the A134 keep coming on – Clerk to contact highways again.
- Cllr N Enderby asked about the SAMS 2 figures, Clerk to do the training for SAMS 2.
- Clerk to contact Anglian Water about the ducts on the land between the A1065 and The Brecklands.

13. Next Meeting-

August 4th at the Cricket Club – Cllr S Eyres to confirm with the Cricket Club

Meeting closed at 9.05pm

Payments for June			
To be authorised on July 7th			
OUT			
OPUS Energy	DD	Allotment Hut energy	£ 12.01
Village Hall	Petty Cash	Donation to Scarecrow comp.	£ 20.00
Westcotec	BACS	street Light Maintenance	£ 59.23
S Morris	Petty Cash	Petrol for Allotment mower	£ 10.00
Everflow	DD	Water	£ 14.47
BT	DD	Office phone and broadband	£ 52.30
Viking	BACS	Office supplies	£ 98.32
N-Power	DD	Street lighting (out of contract)	£ 391.89
J Musgrove	BACS	TSOHOST website annual fee	£ 45.48
BT	DD	Sim only	£ 9.73
A Shepherd	BACS	Driver's medical fees	£ 210.00
Rosemary Helpdesk	BACS	helpdesk services	£ 75.00
A Shepherd	BACS	CCS monthly report	£ 250.00
Cloudy Group	BACS	Cloud storage	£ 9.60
D Goodrham	BACS	Parts for Church mower	£ 53.72
D Goodrham	BACS	Petrol for Church mower	£ 36.00
J Musgrove	BACS	Banham Zoo voucher Scarecrow prize	£ 57.00
OPUS	DD	Office energy	£ 15.76
L Morris	BACS	Wages	£ 773.16
R Oughton	BACS	Mole Contractor	£ 600.00
J Musgrove	BACS	Pest Control (wasp nest in All. Hut)	£ 130.80
J Musgrove	Petty Cash	items for staking Jubilee tree	£ 9.97
Blooming Gardens	BACS	Village Green grass cutting	£ 240.00
		TOTAL	£ 3,174.44
IN			
Mundford Brownies	CHEQUE	Donation to Scarecrow Comp	£ 20.00
Caroline Male	BACS	6 STANTA Tour tickets	£ 60.00
		TOTAL	£ 80.00
OTHER			
SAVINGS ACCOUNT		£1.95 interest	

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Bank Reconciliation at 30/06/2022

Cash in Hand 01/04/2022	37,517.09
ADD	
Receipts 01/04/2022 - 30/06/2022	16,873.25
	54,390.34
SUBTRACT	
Payments 01/04/2022 - 30/06/2022	8,271.19
Cash in Hand 30/06/2022 (per Cash Book)	46,119.15
Cash in hand per Bank Statements	
Petty Cash	30/06/2022 23.87
Savings Account	30/06/2022 25,886.77
Community Account	30/06/2022 20,218.24
	46,128.88
Less unpresented payments	9.73
	46,119.15
Plus unpresented receipts	
Adjusted Bank Balance	46,119.15

A = B Checks out OK