

Minutes of the Mundford Parish Council Meeting on August 4th 2022 at Mundford Cricket Club

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

1. CHAIRMAN'S OPENING REMARKS.

The chairman welcomed everyone to the August meeting. He informed the Parish Council of the new placement of the SAMS 2 and the latest figures. He also said that the watering of the flower beds is ongoing and the new pump is working well.

2. APOLOGIES.

None

3. ACCEPTANCE AND SIGNING OF PREVIOUS MINUTES.

Proposed Cllr C Pryke and seconded Cllr S Booth and approved by all present with a show of hands. Minutes of the meeting held on 7th July 2022 were signed by the Chairman as a true record of the meeting.

4. Declaration of Interests.

Cllr J Musgrove 9.1 payments and Cllr S Morris for item 7.3 Allotments.

5. Public Participation.

None

6. Reports.

6.1 County Cllr Fabian Eagle- none

6.2 District Cllr Mike Nairn-

Breckland District Council have opened, Elm House, the newly refurbished complex for the homeless (at the cost of £3,000,000) This provides accommodation for 35 people and is run by the charity Assist. The next project is 5 dwellings for these people to move into as the next step and the ground has been broken for this venture. He also informed the Councillors that Breckland District Council has requested that Norfolk County Council review their decision of intending to only cut the grass verges twice a year and that there are no longer any NHS dentists in Norfolk. Finally, he said that as Chairman, he has chosen two charities that Breckland, will be supporting this year. He has chosen Papyrus (Prevention of Young Suicide) and Mind, Norfolk and Waveney. District Cllr M Nairn left the meeting at 7.40pm.

7. Matters Arising.

7.1 Outstanding Highways Matters.

- The Clerk has emailed County Cllr Fabian Eagle, Highways and Tom Cox (Rangers), expressing frustration over the complicated system of reporting defects to the rangers. Tom Cox has responded, saying that he will pass on our feedback to the team who administer it.
- The Clerk has also contacted Highways about the increasing number of pedestrians crossing the Swaffham Road – in relation to a survey, no response as yet.
- Email sent to Highways and County Cllr F Eagle about the ongoing Swaffham Road drainage issues- no response yet, Clerk to send this email to all Councillors.
- Email sent to Norfolk police re speeding and an officer will be coming to meet Cllr J Musgrove in the village, to discuss what assistance the police can offer.

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7.2 Village Footpaths and Verges.

- Letters sent to the addresses discussed at the last meeting for overgrowing hedges/bushes and over spilling gravel, one on Fir Close had already been done, so no letter needed. Thank you-letters sent to those that have cut them.
- Clerk has contacted Victory Homes again about the Wissey View overgrowing bushes, Anglian Water about the ducts on the land between the A1065 and The Brecklands and reported the overgrowing bushes and branches on the Brecklands to BDC – no response from any as yet.
- County Cllr F Eagle cannot assist with the cost of the drop curbs at the War Memorial – to discuss for the Parish Partnership bid instead., Clerk has asked J Griffiths for a costing.
- Clerk contacted CGM again about the strimming, another cut and strimming has since been done, but some was missed and they have returned today to finish. The Clerk gave them a more detailed map of the areas to cut.
- Tom Cox (Rangers) has said “I have looked into the cobbled areas and the requests that you emailed directly to me and, where possible, these will be done.”
- A third letter to be sent to the St Leonards Street resident with the overgrowing hedges as this has still not been cut back to the boundary.

7.3 Allotments.

- Email sent to all allotment holders and the owners of the private allotment about the water situation and explaining about her temporarily taking water.

7.4 Allotment Hut.

- It has been too hot to complete the roofing works, this will be done when it is cooler.

7.5 Handyman/Gardener.

- Bruce has asked for his 4-week sick pay allowance for the year. This has been added to this month's payments list.
- The Councillors discussed the handyman jobs that need to be done, Cllr J Musgrove will contact Bruce to ask if he will be able to do any of the jobs, if not then temporary cover will need to be found.
- Cllr and Mrs. Musgrove had added topsoil to the begonia beds to top up after some has washed away with the watering. Cllr Musgrove will claim on expenses for more compost.

7.6 Litter bin/ Dog Bin.

- The Clerk has sent a location for the proposed dog waste bin at the top of London Lane and is awaiting a response.

7.7 War Memorial

- H Brett and Son, no response as yet, Clerk has contacted again.
- Ongoing contact with GD Steel about the bench- concerns about the company as they are very difficult to get hold of, slow to respond to email and not responding to telephone messages- email sent to all to consider the David Ogilvie bench instead- letter sent to GD Steel and provisional order to David Ogilvie. Proposed by Cllr (Free plaque and bolt down kit offered) but the Councillors were unsure of whether to put a plaque on the bench, Clerk to contact them about the plaque.

7.8 STANTA Tour

- 20 more people would like tickets, so they are on a waiting list.
- Risk assessment completed.
- Invoice received.

Minutes of the Mundford Parish Council Meeting on August 4th 2022 at Mundford Cricket Club

7.9 Office

- Cllr S Eyres kindly donated a jockey wheel for the water tank trailer, which Cllr J Musgrove fitted. He also trimmed the hedge by the office, with the assistance of Cllr S Morris.
- The email changes were made on July 13th.
- Bollards; the markings are in place and they just need fitting.
- Russen and Turner (Kings Lynn) will be contacting the Clerk in August to arrange to come and value the office for insurance purposes.
- Retrospective vote needed for pump for watering tank, proposed by Cllr J Musgrove, seconded by Cllr N Enderby and approved by all present with a show of hands. The tank has been registered for warranty.
- The VAT has been claimed back for the first quarter – using scribe, much quicker and easier £579.49
- The Clerk has worked an extra hour a week since the last meeting, taking VAT claim training from SCRIBE and looking through files in the cupboard and the laptop. Both are a slow process and will be ongoing for some time.
- The Clerk would like to do a GDPR course through NALC at a cost of £40 in the near future if possible. Proposed by Cllr J Musgrove, seconded by Cllr N Enderby and approved by all present with a show of hands. Clerk to look into finding a course on budgeting.

7.10 Christmas Light Switch On

- The date had previously set for Saturday December 3rd. Several items need to be researched for purchasing: floodlights, torches, tree lights and decorations, 3 Trees from Didlington and 2 gazebos. (Also work to be carried out in advance, base for 3rd tree.) Cllr J Musgrove to research for the next meeting
- Clerk to contact all businesses and groups that are usually involved, giving them the date.
- This item to remain on the agenda.

7.11 Remembrance Day Arrangements

- The date is November 13th. Clerk to contact D Goodrham to see if he is still happy to be point of contact for the church.
- This item to remain on the agenda.

7.12 Code of Conduct

- The current document and a newer and more detailed version were sent to all Councillors prior to the meeting to read through. It was decided to keep the existing document. Proposed by Cllr J Musgrove, seconded by Cllr N Enderby and approved by all present with a show of hands. The Clerk to amend the date and replace on the website.

7.13 Parish Partnership Bid

- Clerk has contacted Highways for a costing for the dropped curb at the War Memorial and another option previously discussed was the roundels on the road (Speed limit) but it was decided to wait until Cllr J Musgrove has met with the police representative to see if he could suggest anything.

8. Correspondence.

- The mole man does wasp nests and rats, for future reference
- The de-fib was collected on Monday 25th July from the Clerk's house and returned on 27th. It had been recalled for a software update.
- There were 13 attendees to the litter picking session and 10 sacks collected.
- Norfolk Trails have put up the trails information board on the Village Green, in the new position, the trails officer said that the owner of the land where the stiles are on the public footpath does not want to put a gate there.
- An email was received from someone questioning the right of way being blocked by a fence and gate on the boundary of Pig Sty Lane. The Clerk has spoken to Norfolk County Council who state that the lane does not appear on their maps as a right of way. They suggested contacting Land Registry or asking residents to look at their deeds.

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9.0 Finance

9.1 Payments and receipts for the July invoices

Proposed by Cllr C Pryke, seconded by Cllr S Booth and approved by all present with a show of hands.

The bank reconciliation was signed by Cllr S Booth.

Payments to be authorised on 4th August 2022			
<u>Direct Debits</u>			
OPUS Energy	Allotment Hut energy		£ 13.84
N-Power	Streetlight energy (out of contract)		£ 364.51
Everflow	Water		£ 10.85
BT	Office phone and Broadband		£ 52.30
BT	Sim Only		£ 9.73
<u>Other</u>			
J Musgrove	Pump for water tank	BACS	£ 79.00
Cloudy IT	Cloud storage	BACS	£ 9.60
A Shepherd	Community Car Service	BACS	£ 300.00
L Morris	Wages	BACS	£ 693.77
D&H Harrod Coaches Ltd	Coach for STANTA tour	BACS	£ 175.00
B Mclsaac	4 week sick payment	BACS	£ 99.70
L Morris	Signed for postage	Petty Cash	£ 2.35
Westcotec	Streetlight maintenance	BACS	£ 59.23
TOTAL			£1,869.88
<u>IN</u>			
N-Power	Credit from previous company		£ 64.48

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Bank Reconciliation at 31/07/2022

Cash in Hand 01/04/2022		37,517.09
ADD		
Receipts 01/04/2022 - 31/07/2022		16,937.73
		54,454.82
SUBTRACT		
Payments 01/04/2022 - 31/07/2022		11,386.46
Cash in Hand 31/07/2022		43,068.36
(per Cash Book)		
Cash in hand per Bank Statements		
Petty Cash	31/07/2022	13.90
Savings Account	31/07/2022	25,886.77
Community Account	31/07/2022	17,177.42
		43,078.09
Less unrepresented payments		9.73
		43,068.36
Plus unrepresented receipts		
Adjusted Bank Balance		43,068.36

A = B Checks out OK

9.2 Internal Audit and AGAR submission

- No report received from the internal auditor.
- PKF Littlejohn have requested more information for submission twice, this has been sent.

10.0 Planning Applications.

- The applicant of the wrap around extension on Impson Way contacted the Parish Council to ask for further explanation of the comments regarding her application that were submitted to Breckland District Council. The Clerk explained the Council's concerns but has had no response. New plans for this application have been submitted and circulated to all Councillors, all were confused as to what the changes were, so Clerk to contact them again, requesting an explanation of the changes. Comments need to be in by 13th August.

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	Description:	Date:	Address:	Outcome/Update
3PL/2022/0686/F	New Shepherd's Hut to enable equestrian based holidays (full)	14/06/2022	East Hall Farm, West Hall Road, Mundford	Undecided

11. Street Lighting.

- The credit from EON has been paid into the Community Account.
- The streetlight on the A134 has been fixed.
- The Clerk called N-Power today, about the out of contract tariff and was told “due to the volatility of the market, we have been advised to cease pricing. We cannot say when we will be able to offer you a new rate and contract.” The Clerk was given a direct email address and has sent an email too, so that there is a trail of communication going forward. Cllr J Musgrove will look into alternative providers and will feed back at the next meeting, after taking advice from a comparison advisor.

12. Members Matters.

- Cllr S Eyres asked if he could cut the village green grass again as it is very weedy and looks untidy. Agreed by all.
- Cllr N Enderby asked if the letter (circulated by the Clerk) from Lady Dannatt could be put on the village noticeboard. He also expressed concern over the high risk of fire in the area because of bonfires and the very dry surroundings, Asking if a warning notice could be displayed in the village and in The Mundford Messenger. Clerk to contact The Messenger to see if this was going to be in the next issue.
- Cllr S booth pointed out that the bushes behind the noticeboard need cutting.
- Cllr J Musgrove asked if the Clerk could circulate the document “Operation London Bridge “ (the national plan for what will happen in the days following the death of the Queen) the to the Councillors.

Next meeting Thursday 1st September 2022 at 7.30 PM at Mundford Cricket Club.

Meeting closed at 9.06 PM

Chairman _____ Date _____