

# Minutes of the Mundford Parish Council Meeting on September 1<sup>st</sup> 2022 at Mundford Cricket Club

Those present; Councillors J Musgrove (Chairman), C Pryke (Vice chair), N Enderby, S Eyres, S Booth and S Morris. Four members of the public also attended, also, Sergeant Dan Shelley and PC Les Maguire of Norfolk Police.

## 1. CHAIRMAN OPENING REMARKS

The Chairman welcomed everyone to the September meeting. He said that several items for the Christmas event had been purchased since the last meeting ,2 gazebos, lights and tripods and tree lights. One light and one gazebo (thanks to Cllr Morris and the Clerk for checking and setting up) are in the Allotment Hut if anyone would like to see them. Also, the watering and tank filling have continued through the month.

## 2. APOLOGIES OF ABSENCE

Retrospective apology from District Cllr M Nairn. Accepted.

## 3 ACCEPTANCE AND SIGNING PREVIOUS MINUTES

Proposed by Cllr Booth, seconded by Cllr Pryke and approved by all present with a show of hands. Minutes of the meeting held on 4<sup>th</sup> August 2022 were signed by the Chairman as a true record of the meeting.

## 4 Declarations of Interests.

Cllr Musgrove for item 9.1 Payments and Cllr Morris for item 7.3 Allotments.

## 5 Public Participation

A parishioner told the Parish Council that the de-fib at the Bowls Club had been used and asked where replacement pads can be purchased. Cllr Musgrove advised on what to order, including spares and said to contact the Clerk for further information.

## 6. Reports.

### 6.1 District Cllr Mike Nairn- none

### 6.2 County Cllr Fabian Eagle

County Cllr Fabian Eagle arrived at 7.40pm

He told the Parish Council that the school planning application had been logged by the Diocese. Also, that sightings of 1 dead bird of prey, 5 or more ducks or geese or 10 or more other birds in close proximity should be reported to the DEFRA hotline.

He left at 7.55 pm.

### 6.3 Sergeant Dan Shelley, Norfolk Police-

Sergeant Shelley introduced himself and his colleague and explained their roles. The two had met Cllr Musgrove before the meeting to see the areas of the village where the speeding occurs. They were surprised at the volume of traffic on the two roads and understood the concerns. They have asked Cllr Musgrove to send them the SAMS 2 information, and also to Highways to bring it to their attention. Sergeant Shelley will speak to the Safety Camera Team at Attleborough, with a view to them coming to the village. The police cadets may be able to assist at the Christmas event.

They left at 7.45 pm

## 7. MATTERS ARISING

### 7.1 Outstanding Highway Matters.

- No response from Fabian or Highways on the email concerning the Swaffham Rd drainage issue.
- Highways responded about the drop curb costing, it will be £1,500 to £2000 and may not be able to be done before November. It was decided to go ahead with the dropped crossing, proposed by Cllr Eyres, seconded by Cllr Enderby and approved by all with a show of hands. The Clerk to contact Highways.
- Response from Highways about the increased number of pedestrians crossing the A1065 at the Lynford Hall turning: The cost of an assessment (funded in the past by Parish Councils) is approximately £4000. If a signalised crossing was considered viable, the typical cost would be £200,000 and there is currently no budget for this type of scheme.

### 7.2 Footpaths and Verges.

- The Clerk has reported: overgrowing bushes on the path beside the A1065, near the Brecklands and a broken tree branch on the opposite side. NCC are sending a letter to the landowner about the hedge and need more information on the position of the tree.

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- 3<sup>rd</sup> letter to the resident of St Leonards Street about overgrowing hedge was put on hold due to the areas of restricted footpath close to that address but it was agreed by all with a show of hands to send it.
- Anglian water has still not inspected the ducts, but should do by September 6<sup>th</sup>.
- Clerk contacted BDC and SERCO about the trees and bushes on the strip of land by the Brecklands- no response as yet.
- Victory Homes are monitoring the situation of the bushes at Wissey view. The Holly hedge has been partly cut at Wissey View.

## 7.2 Allotments.

- Residents of a property backing onto the allotments has said that some branches are overhanging his garden and he would like to cut them. He has also asked for them to be looked at as he thinks the silver birch may be dead. It was decided to inform the residents to go ahead and cut off the overhanging branches and a site meeting to be organised to Assess the trees.

## 7.4 Allotment Hut

- Now the weather is cooler, the roof can be mended. Cllrs Musgrove and Morris to agree a date.

## 7.5 Handyman/Gardener

- Bruce attended the meeting and discussed his returning to work; he will start working in short amounts of time after his holiday. Job list to be compiled and sent to him.
- Cllr Musgrove purchased compost (as mentioned at the last meeting) to replace his own that he used on the begonia beds.
- Cllr Pryke to complete a simpler risk assessment for the mower and strimmer.

## 7.6 Litter Bin and Dog Bin.

- Breckland District Council have declined our application for a dog bin at the top of London Lane, on safety grounds, stating "I am unhappy with the van pulling out of that road and the driver getting out of the truck into the fast traffic, I would not want a bin in place should someone come off the road; I don't think NCC would copy in. Not sure if the verge down the side is NCC, I also think residents there would not be happy with a bin outside their house." It was decided that the Clerk contact them in response, stating the choice of position was with the intention of the vehicle parking in London Lane.

## 7.7 War Memorial.

- 50% of costs (£420) was paid upfront to H Brett and Son. They will contact us when they intend to carry out the works.
- Retrospective vote for David Ogilvie bench, proposed by Cllr Musgrove, seconded by Cllr Enderby and approved by all with a show of hands. Plaque wording already decided and sent to the company.
- Concrete base needed for the new bench, it was decided to ask Blooming Gardens for an updated quote and then go ahead with them (as the previous recent quotes were much more than Blooming Gardens) proposed by Cllr Musgrove, seconded by Cllr Morris and approved by 5 Cllrs with a show of hands.

## 7.8 STANTA Tour.

- The tour went well, and was enjoyed by all that attended, there were a few last-minute cancellations but a total of £520 was collected. Once the £175 was taken off for the coach, £345 was left to be split between the two charities of STANTA's choice, East Anglian Air Ambulance and The Royal British Legion. £60 was received through a bank transfer and £460 was in cash. £80 was put into petty cash and the remaining £380 was deposited into the Community Account.

## 7.9 Office.

- Rosemary has suggested a change to the filter which would stop more unwanted emails from getting through from the website. This would take about 30 minutes. It was decided to go ahead with having the filter added, proposed by Cllr Musgrove, seconded by Cllr Enderby and approved by all with a show of hands.
- The Clerk was booked onto a GDPR course but it has been cancelled and she is waiting for a new date. She has booked on a budgeting course on SCRIBE.
- All requested information has been sent to Russen and Turner for the insurance figure report.
- The Clerk emailed the Operation London Bridge to all Councillors. The piece for the website needs to be completed.

## 7.10 Christmas Light Switch on.

- Gazebos were ordered and delivered.

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- Floodlights have been purchased.
- Christmas tree lights have been purchased.
- Retrospective vote for all 3, proposed by Cllr Musgrove, seconded by Cllr Booth and approved by all with a show of hands.
- D Goodrham will speak to Mark about being Father Christmas.
- Clerk has delivered letters to the businesses and groups that are usually involved in the event, asking for a response by the end of September.

## **7.11 Remembrance Day Arrangements.**

- D Goodrham has agreed to be point of contact for the church but will not be able to attend on the day.
- The Clerk has contacted Anthony at West Tofts, who is happy to be involved again this year. He is coming to the Parish Council Office at 10 o'clock on November 1<sup>st</sup> to finalize details.

## **7.12 Planning Protocol.**

- There were only two minor changes to the document. Proposed to adopt the protocol by Cllr Pryke, seconded by Cllr Enderby and approved by all with a show of hands. The Clerk to amend and replace on the website.

## **7.13 Parish Partnership Bid.**

- To be kept on the agenda, awaiting information from the police, re: the speeding issues.

## **7.14 Councillor Vacancies.**

- The closing date for applications was set for September 30<sup>th</sup>. The Clerk to place a notice on the board.

## **7.15 Litter picking.**

- The next 3 dates were set: September 21<sup>st</sup>, October 26<sup>th</sup> and December 14<sup>th</sup>

## **7.16 Bulb planting-**

- The date for the bulb planting was chosen: Saturday 15<sup>th</sup> October.
- As decided and voted on last year, Cllr Eyres to purchase 2 more drills and Augers.
- It was decided to order 100 hyacinth bulbs and £100 worth of daffodil bulbs. Proposed by Cllr Eyres, seconded by Cllr Musgrove and approved by all with a show of hands. Cllr Eyres to contact Didlington Nurseries.

## **8. Correspondence**

- The defib was possibly used on August 6<sup>th</sup>.
- Mundford Football club are in the process of having plans drawn up for a clubhouse after receiving permission from The Village Hall to have one.
- Email from a resident of Fir Close, complaining about an overgrowing hedge there. Clerk has taken photos. The hedge height is the issue, so nothing the Parish Council can do. The Clerk was told that it was decided previously, anonymous emails should not be answered.
- An email has been received, asking if the Parish Council can ask the Football club to observe the 1-minute silence on November 13<sup>th</sup>, Clerk to contact them.
- A resident has contacted the Clerk, on 12<sup>th</sup> of September he has a Ukrainian friend, her 4-year-old son and her parents coming to live with him. He wondered if we have a Ukrainian flag that we could put on the flagpole to welcome them. The Clerk has told him to contact the Parish Council again if we can assist them with anything. It was decided to contact Norfolk ALC to ask about flag flying regulations before flying the Ukrainian flag.

## **9. Finance**

### **9.1 Payments and Cheques for the August invoices.**

Proposed by Cllr Eyres, seconded by Cllr Enderby and approved by 5 Cllrs with a show of hands.

The bank reconciliation was signed by Cllr Enderby.

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August payments to be approved on 1st September 2022			
<b>Direct Debits</b>			
OPUS	office energy	£	17.21
OPUS	allotment hut energy	£	14.38
N- Power	streetlighting (out of contract)	£	370.59
BT	phone and broadband	£	52.30
BT	sim only	£	9.73
Everflow	office water	£	10.50
	<b>TOTAL</b>	£	474.71
<b>Other</b>			
H Brett and Son	50% of cost of repairs upfront	£	420.00
Westcotec	Street light maintenance	£	59.23
J Musgrove	Floodlights and stands	£	204.92
Viking	2 gazebos and a calculator	£	178.69
A Shepherd	Community Car Service	£	300.00
L Morris	Wages	£	828.34
The Royal British Legion	STANTA donation	£	172.50
East Anglian Air Ambulance	STANTA donation	£	172.50
FestiveLights	Christmas lights	£	493.43
Cloudy IT	Cloud storage	£	9.60
J Musgrove	Compost	£	13.98
	<b>TOTAL OF ALL PAYMENTS</b>	£	3,327.90
<b>IN</b>			
HMRC	first quarter VAT return	£	579.49
STANTA tour	cash donations/ ticket fees	£	380.00
STANTA tour	cash donations / ticket fees	£	80.00
	<b>TOTAL OF ALL RECEIPTS</b>	£	1,039.49
			Petty cash

## Bank Reconciliation at 31/08/2022

Cash in Hand 01/04/2022 37,517.09

### ADD

Receipts 01/04/2022 - 31/08/2022 17,977.22

55,494.31

### SUBTRACT

Payments 01/04/2022 - 31/08/2022 13,699.82

**Cash in Hand 31/08/2022** **41,794.49**

(per Cash Book)

Cash in hand per Bank Statements

Petty Cash 31/08/2022 91.55

Savings Account 31/08/2022 25,886.77

Community Account 31/08/2022 15,825.90

**41,804.22**

Less unrepresented payments 9.73

41,794.49

Plus unrepresented receipts

**Adjusted Bank Balance** **41,794.49**

## A = B Checks out OK

Ring fenced monies : Chilzone £1592.96 and £996.50 for outdoor sports and play

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## 9.2 AGAR Submission.

- PKF Littlejohn have sent the closing paperwork. Clerk to add it to the website and noticeboard.

## 10. Planning applications.

New, part retrospective application received for the school. This was discussed, the plans are dated February 2022 but were only just sent out and the building appears to be closer to the fence than on the plans There are concerns from the Village Hall about comments made on the letter, stating that the Village Hall is closing and there has been no request for use of their car park either.

The Parish Council welcomes the idea of the nursery itself but is unhappy about the work being done before the plans were submitted and that there had previously been no public consultation. A letter or email to be sent to Norfolk County Council will be sent to express these concerns.

Reference no:	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
3PL/2022/0588/HOU	Single Storey Wrap Around Extension	18/08/2022	58 Impson Way Mundford	Approved
FUL/2022/0029	Part- retrospective for the installation of a Modular 7 Bay Portakabin Classbase (for a temporary period) to be used for Early Years Nursery and Reception with associated external works and below ground drainage with the retrospective installation of below ground services and floor slab (NCC ret-FUL/2022/0029)	25/08/2022	Mundford CE Primary Academy, St Leonards Street.	Undecided

## 11. Streetlighting.

- Clerk has requested streetlight contract information from OPUS and is awaiting a response.
- Also has sent an email to N-Power about the out of contract rates – awaiting a response.
- Clerk also sent an email to N- Power asking who to send our lighting schedule to, no response as yet.
- Previously, we paid 1 standing charge for 3 meters but since we have been out of contract, we are paying 3 separate standing charges. Cllr Musgrove is awaiting a response from N-Power .
- The Clerk reported a streetlight being obstructed by a tree on the side of the A1065, this is not deemed to need attention as yet.

## 12. Members Matters.

- The cut through between The Lammas and West Hall Rd needs cutting. The Clerk to contact Breckland District Council.
- Dedications and donations for the Christmas tree to be mentioned in the Mundford Messenger. Clerk to do this for the next issue.
- Cllrs Eyres and Booth to fit the bollards at the weekend.

## 13. Next Meeting- Date and place of the October meeting, 6<sup>th</sup> October at the Cricket Club.

The meeting closed at 9.16 pm