

Minutes of the Mundford Parish Council Meeting on October 3rd 2022 at Mundford Cricket Club

Those present; Councillors J Musgrove (Chairman), C Pryke (Vice Chair), N Enderby, S Eyres, S Booth and S Morris. Also, 2 members of the public.

1. Chairman's Opening Remarks

The Chairman welcomed everyone to the October meeting. He wanted to remind everyone that it was now a year since the Clerk took over the role and that all was going very well. He also wanted to thank Rosemary Godfrey for putting the photograph of the Queen on the website, following the national protocol on the death of HM the Queen. More information on that protocol to be discussed later in the meeting.

2. Apologies of Absence

None.

3. Acceptance and Signing of Previous Minutes

Proposed by Cllr Booth, seconded by Cllr Pryke and agreed by all with a show of hands. The minutes were signed by the Chairman as a true record of the meeting held on 1st September 2022.

4. Declarations of Interest

Cllrs Musgrove and Eyres for item 9 Finance and Cllr Morris for item 7.4 Allotments

This next item was brought forward by the Chairman

7.1 Notice of the Intention to Consider Co-Option

Following the protocol of the Co-option Policy, a closed vote was carried out to consider co-opting David Goodrham to The Parish Council. It was a unanimous result, therefore Cllr Musgrove proposed that David Goodrham be co-opted, this was seconded by Cllr Enderby and agreed by all with a show of hands. David Goodrham completed the necessary paperwork and joined the area of seating with the Parish Council.

5. Public Participation

James Ingham, Community Liaison Manager for UPP (a broadband company) spoke to the Parish Council about the work currently being undertaken on behalf of UPP to deliver fibre broadband to the local towns and villages, he explained the process of the work and stated that Upp were keen to support community initiatives, he left business cards with the Clerk.

6. Reports

6.1 District Cllr Mike Nairn. None

6.2 County Cllr Fabian Eagle. None

7. MATTERS ARISING

7.2 Outstanding Highway Matters

- No response from Fabian or Highways on the email concerning the Swaffham Rd drainage issue.
- Awaiting response from Highways about the dropped crossing.

7.3 Footpaths and Verges

- There have been complaints about the scaffolding outside Rosemary Cottage. Cllr Musgrove contacted the Thatcher and the Clerk contacted Highways, asking for a site visit. The Company have since added lights and some signage, but not all criteria yet met. Awaiting response from Highways.
- The overgrowing bushes on the path beside the A1065, near the Brecklands have been cut right back but nothing has been done as yet about the broken tree branch on the opposite side.
- 3rd letter to the resident of St Leonards Street about overgrowing hedge was delivered.
- Anglian Water inspected the ducts and they are nothing to do with them. The technician looked into Highways permits and it appears that NCC may have done the initial work there. The Clerk has contacted Highways, concerning this, no response as yet.
- BDC are looking into adding the trees and bushes on the strip of land by the Brecklands to their maintenance schedule.
- The Clerk was asked to contact Highways again concerning their lack of response and then to contact County Councillor F Eagle.

7.4 Allotment-

Minutes of the Mundford Parish Council Meeting on October 3rd 2022 at Mundford Cricket Club

- Another email request received for an allotment; we now have 6 names on the waiting list.
- A current allotment holder has requested that their plot be halved later this year.
- A current allotment holder has moved from the village and it was decided that once they give up their 2 plots, they will be divided up and offered to current allotment holders for them to swap before offering to those on the waiting list.

7.5 Allotment Hut

- Cllrs Musgrove and Morris to meet in the coming weeks to assess the roof and set a date for carrying out the works.
- It was decided to switch off the water supply to the Allotment Hut for the winter at the end of November, Clerk to email those allotment holders with a key to the Hut.

7.6 Handyman/Gardener

- Bruce has started work, cutting the hedge by the school and the grass at the memorial, Jubilee area and Fir Close Area, a total of 8.5 hours
- He has collected keys for the Allotment Hut, padlock and bollards (for the watering).
- It was decided that the trailer and tank would be stored with the Church mowers for the winter. Cllrs Musgrove and Gooderham to do this next week.
- The begonias will be taken up soon, the Clerk to advertise in the messenger for bulbs to be offered to the village. There have been lots of compliments on the begonias and Cllr Musgrove was thanked for all of the watering.
- The bulb planting session was discussed, the areas to be planted were chosen and Cllr Eyres will contact Didlington Nurseries about the bulbs.

7.7 Village bins

- The Clerk responded to the comments from BDC regarding the refusal of our application for the dog waste bin at the top of London Lane. They have agreed for a litter bin/ dual purpose but have not confirmed the exact placing, we are awaiting a response. They also requested an up-to-date list of bins that they empty. The Clerk to compile the list.
- The bin outside 1 West Hall Rd is looking very untidy, it was decided to replace it, possibly with a memorial bin.
- The Clerk to look at bins for London Lane /A1065 and West Hall Rd.
- Cllrs Eyres and Booth took away the damaged bin and the dog bin by the bus shelter, replacing them with one bin.

7.8 Office

- Rosemary has changed the filter and there are fewer junk emails.
- Cllrs Eyres and Booth fitted the bollards. Cllr Musgrove thanked them for that.
- It was decided that the Clerk could be paid for the 2 unused days of holiday that were unused this year. Proposed by Cllr Musgrove, seconded by Cllr Enderby and agreed by 6 Councillors with a show of hands. (Not Cllr Morris).
- The Clerk has completed a SCRIBE course on Budgeting.

7.9 Christmas Light Switch on

- The Village Voices Choir have said that they would love to sing at the event, Clerk to contact them to confirm choice of carols and to discuss the sound system.
- Yallops are happy to provide hot dogs and will be doing their own collection – Parkinson's research
- St Leonards Court will participate with the lights and hope to have a stall too.
- The Clerk to contact the remaining businesses for confirmation.
- Last year's Father Christmas is unable to attend the event this year, so a new one to be found.
- Cllr Eyres will contact Didlington Nurseries about the Christmas trees.
- Cllr Musgrove has agreed to sort through the tree lights.

7.10 Remembrance Day Arrangements

- The Clerk discussed observing the silence with the Football Club.
- Cllr Goodrham told the Councillors that the service at the Church will be at 9.30am on November 13th.
- The Clerk to contact the police about a police car being at the memorial and also to confirm with H Brett and Sons that scaffolding will not be in place on the date.
- The new bench should arrive next week.
- The position for the new bench was discussed, with the possibility of moving the bench that is currently there. Cllr S Eyres proposed this to be looked into, seconded by Cllr Musgrove and agreed by all with a show of hands. The Clerk to look into this.

Minutes of the Mundford Parish Council Meeting on October 3rd 2022 at Mundford Cricket Club

7.11 Allotment Policy

- A few minor amendments were made to the existing policy. This was then proposed by Cllr Musgrove, seconded by Cllr Eyres and approved by all with a show of hands.

7.12 Parish Partnership Bid

- It was decided to look into reducing the curve of the slip road from the A1065, turning left into Crown Road (Malsters Close end) The Clerk to contact Highways for further information.
- Roundels were discussed again but no final decision was made for the bid.

7.13 Grass cutting

- Areas of grass around the village that are currently cut by Breckland District Council and Norfolk County Council were discussed with a view to adding an area by the War Memorial, by the Jubilee bed and another area by the bus shelter and the Old School House to the TTSR contract. Clerk to contact TTSR with a map to ask for a quote.

7.14 Operation London Bridge

- Condolence books and loose pages were left at the Church, the Cricket Club, the school, Yallops, The Crown and St Leonards Court. These are all being collected and will be put together and kept in the Parish Council Archive.
- The national protocol was followed in regard to flying the flag and adding the veil to the website.

8. Correspondence

- The defib was possibly used on September 13th.
- The Bowls Club contacted the Clerk about supplies for the de-fib.
- Serena has decided to step down from the role of Internal Auditor. After discussion, the Clerk bought and delivered a bouquet of flowers to thank her for her many years of service to the Parish Council.
- The Ukraine Flag could not be flown due to the death of HM The Queen, so the Clerk to contact the resident and tell them they can keep the flag.
- The man who has the Ukrainian family staying has borrowed 5 chairs from the allotment hut until he can buy some for his new arrivals.
- The Mole Man has been called out twice for moles at Maltsters Close.
- 8 litter pickers attended the session on September 21st and 8 bags were collected. Next litter pick will be 26th October.
- Updated quote for the concrete base was received from Blooming Gardens (£175)
- Norfolk ALC have sent the Parish Council a share certificate (Clerk has a copy)
- Two police officers were recently by the bus shelter on the school side with a speed gun.
- Ann Shepherd explained that the CCS invoice was higher this month due to more trips to collect prescriptions- caused by staffing issues at the Brandon Pharmacies.
- The Mundford Football Club article in the Mundford Messenger concerning the planning of their pavilion was discussed and the Parish Council agreed to send a note to the Village Hall Trustees relating to the wording and premature nature of this article.

9. Finance

9.1 Payments and Cheques for the September invoices.

- Proposed by Cllr Morris, seconded by Cllr Pryke and agreed by 5 Councillors with a show of hands. Not Cllrs Musgrove and Eyres.
- The bank reconciliation was signed by Cllr Eyres.

September payments to be approved on October 7th 2022		
Direct Debits		
OPUS	office energy	£ 17.02
OPUS	allotment hut energy	£ 14.19
N- Power	streetlighting (out of contract)	£ 371.47
BT	phone and broadband	£ 52.30
BT	sim only	£ 9.73
Everflow	office water	£ 13.83
TOTAL		£ 478.54

Minutes of the Mundford Parish Council Meeting on October 3rd 2022 at Mundford Cricket Club

Other			
L Morris	Flowers for Serena	PC	£ 10.00
J Musgrove	Ukraine Flag	PC	£ 7.80
J Musgrove	Postage for N Power letter	PC	£ 1.45
J Musgrove	Postage for return of Condolence books	PC	£ 4.45
J Musgrove	Allotment Hut key for Bruce	PC	£ 4.99
Westcotec	Street Light Maintenance	BACS	£ 59.23
Ann Shepherd	Community Car Service	BACS	£ 450.00
L Morris	Wages	BACS	£ 808.80
B Mclsaac	Wages and expenses	BACS	£ 92.73
PKF Littlejohn	External Auditor's Fee	BACS	£ 240.00
Viking	Office stationery	BACS	£ 92.00
Cloudy IT	Cloud Storage	BACS	£ 9.60
L Morris	3x 100 year old birthday cards	PC	£ 5.97
R Godfrey	Website Support	BACS	£ 100.00
S Eyres	Drills and Augers	BACS	£ 231.96
J Musgrove	Condolence books	BACS	£ 91.87
HRMC	3 months payments	BACS	£ 64.23
		TOTAL	£ 2,753.62

Money in		
Savings account	bank interest	£ 7.98
Community account	2nd Precept	£ 16,500.00

Bank Reconciliation at 30/09/2022

Cash in Hand 01/04/2022 37,517.09

ADD

Receipts 01/04/2022 - 30/09/2022 34,485.20

72,002.29

SUBTRACT

Payments 01/04/2022 - 30/09/2022 16,638.41

Cash in Hand 30/09/2022 55,363.88

(per Cash Book)

Cash in hand per Bank Statements

Petty Cash 30/09/2022 64.69

Savings Account 30/09/2022 25,894.75

Community Account 30/09/2022 29,414.17

55,373.61

Less unrepresented payments 9.73

55,363.88

Plus unrepresented receipts

Adjusted Bank Balance 55,363.88

A = B Checks out OK

Ring fenced monies: Chilzone £1592.96 and Outdoor sports and play £996.50

Minutes of the Mundford Parish Council Meeting on October 3rd 2022 at Mundford Cricket Club

10. Planning Applications

- The public consultation time was extended to the end of September for the School planning application. On September 15th Breckland District Council approved the plans.
- New application received for the 6 Swaffham Road and Wychwood, Crown Rd.
- Amended plans for Land adjacent to 2 The Lammas.
- Shepherd's Hut application approved on 3/10/22.

All three were discussed and the Clerk to add "No Comments" to each application online.

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	Approved
3CM/2022/0020/CM	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
3PL/2022/1021/0	Subdivision of plot and erection of 4-bedroom detached chalet style bungalow, with separate entrance and contained garden.	13/09/2022	6 Swaffham Road Mundford	Undecided
3PL/2022/0450/VAR	Variation of condition 2 on 3PL/2020/0943/F. Re-position of dwelling, internal layout and changes to fenestration	23/09/22	Land adjacent to 2 The Lammas Mundford	Undecided
3PL/2022/1070/HOU	Conversion of existing garage to residential granny annex.	26/09/22	Wychwood, Crown Rd Mundford	Undecided

11 Streetlighting

- OPUS is unable to offer contract prices due to the current situation.
- Still nothing from N-Power, Cllr Musgrove was told he would receive a call-back, so another letter / email to be sent to them.

12. Member's matters

- To add to the agenda for next meeting, future projects: maintenance on village green posts and chains, replacing village tubs, adding a new planter and fence on the Church boundary.
- Clerk to look at reporting the shabby bus stop sign by the school

13. Next Meeting, 3rd November at the Cricket Club.

The meeting closed at 9.35pm.