

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

Those Present: Cllrs J Musgrove (Chairman), C Pryke (Vice- chair), N Enderby, D Goodrham, S Eyres and S Booth. Also, District Cllr M Nairn, County Cllr F Eagle and 1 member of the public.

## 1. Chairman's opening remarks.

The Chairman welcomed everyone to the December meeting and said that the Remembrance Day preparations and event went off well. The village beds and planters are being worked on, removing begonias and planting hyacinths. Christmas event preparations are underway and thanks to Cllrs Eyres and Pryke for purchasing items for the event. He also thanked Cllr Eyres and Bruce (present at the meeting) for their work on the Village Green chains and moving the bench. Cllr Musgrove told the Council about the new coffee morning in the bowls club, which was well attended.

## 2. Apologies of Absence

Cllr Morris. Accepted.

## 3. Acceptance and signing of previous minutes –Proposed by Cllr Enderby, seconded by Cllr Goodrham and approved by 4 Cllrs with a show of hands (Cllrs Musgrove and Booth were absent for the last meeting) The minutes were signed by the Chairman as a true record of the meeting held on 3<sup>rd</sup> November 2022.

## 4. Declarations of Interest-

Cllrs Musgrove, Eyres and Pryke for 9.1 payments

## 5. Public Participation

None

## 6. Reports

### 6.1 District Cllr Mike Nairn

- Breckland Events are advertised on the Breckland District Council website.
- The budget for Breckland District Council will be finalised in January.
- Funding available for Community Hotspots (applications in by December 12<sup>th</sup>)
- Early Intervention Fund is available for families or individuals experiencing exceptional hardship or where complex needs are not being addressed.
- Self-referral system for mental health issues have been introduced by MIND.
- Briefing for the Local Plan is ongoing.
- Cllr Nairn mentioned the Flood Alliance papers for the briefing.
- County Cllr Eagle will discuss the ongoing drainage issues by the bridge in Mundford at the next full council meeting with the Director of Highways.

### 6.2 County Cllr Fabian Eagle

- Breckland is one of the areas of the country worst hit by Avian Flu.
- There is minimal risk to the public with meat and eggs when correctly cooked.
- In Norfolk, apprentice scheme numbers are up by 17.5 %
- Norfolk Records office have started a project "History Begins at Home"- tackling loneliness.

County Cllr Eagle and District Cllr Nairn left at 7.50 PM.

## 7. Matters arising

### 7.1 Outstanding Highway Matters

- We are waiting on a response from Highways about the road markings that were missed last month.
- The road markings at the roundabout were not re-marked, Clerk to report this.

### 7.2 Footpaths and Verges

- A resident complained about a poorly filled area of footpath after UPP's contractors carried out work for broadband cables. This was near the roundabout. The Clerk reported this to Community Liaison Officer James Ingham, who liaised with the contractors to have made good.
- The hedge at 4 Swaffham Road is encroaching onto the grass verge. In light of the proposed planning by UK Power networks this hedge should be kept cut back to the boundary to ensure that if planning goes ahead, their structure will be located as far from the road as possible. Clerk to send a letter.

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

- The damaged area of footpath by the new dropped crossing at Malsters Close has been reported again and will be looked at by Highways.
- The Clerk reported the flashing light on the patrol sign on the A134 and although nothing has been reported back, it appears that a new sign has been installed. It is flashing at school start and finish times. Clerk to look into similar sign by the entrance to Fir Close which is not working – to report to Highways. The large puddles on the Swaffham Road have been reported and no response as yet.
- A Land Registry search shows that the land between the A1065 and The Brecklands actually belongs to Lynford Hall. Contact details to follow. Clerk to contact them once point of contact is established.
- Cllr Eyres and Bruce fixed the slack chain on the Village Green.
- The footpath by the turning to Lynford Hall is disintegrating at the edge, Clerk to report this.
- TTSR price increase for next year, including the £1005 for the extra areas (15 cuts) Agreed, proposed by Cllr Eyres, seconded by Cllr Enderby and approved by all with a show of hands.
- Bulb planting not yet finished, will be completed soon, once the grass is cut. Cllr Musgrove and his wife removed the begonias from the Jubilee bed and more compost is needed to re-fill the bed. Proposed by Cllr Musgrove, seconded by Cllr Eyres and approved by all with a show of hands.

## 7.3 Allotments

- It was decided to wait until the new year to set a date for the site meeting to discuss the trees.

## 7.4 Allotment Hut

- The roof will be fixed when both Councillors are well and can arrange a date.
- Cllr Musgrove will switch the water off this weekend.

## 7.5 Handyman/Gardener

- Bruce has worked 8.5 hours this month, repairing the chain on the Village green, strimming, moving the bench and grass cutting.

## 7.6 Village bins

- BDC agreed that we can have a dog waste bin at the top of London Lane- awaiting permission from NCC.
- There is a 16 -week lead time on the Ogilvie bin.

## 7.7 Christmas Light Switch on

- Hot chocolate, cups, torches, hats and Santa suit have all been purchased.
- The Old Coach House can be used for Father Christmas.
- Risk Assessment sent to all.
- The Clerk has collected the bell from the school.
- Fencing around the trees was discussed and the green fencing from last year will be used again.
- 3 chairs are needed for the choir.
- Cllr Musgrove met with a choir member to check our PA system etc for the event.
- Setting up plans and timings agreed.

## 7.8 Information Protection Policy

- It was decided to discuss the policy at the next meeting, after the Clerk has completed the first part of a GDPR course.

## 7.9 Parish Partnership Bid

- The Westcotec quote for replacing the flashing speed sign on the Swaffham Road was discussed but it was decided not to bid for the funding this year, but to look into altering the entry to Crown Road for next year.

## 7.10 Budget-

- The budget was discussed.

## 7.11 Future Projects

- The Village Green
- The Village sign- Cllr Musgrove to take photos of the village sign for quotes.
- Planters /tubs
- Church fence
- It was decided to add this to the agenda for the next meeting.

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

## 7.12 Grass Cutting

- As CGM came to cut the grass on the day that TTSR were booked to cut all of the village grass, their invoice was for £275.68 instead of the £400 quoted as they cut a smaller area.

## 8. Correspondence.

- Poppy wreath Cheque signed between meetings – all Councillors informed by email. Retrospective vote; Proposed by Cllr Musgrove, seconded by Cllr Enderby and approved by all with a show of hands
- All DBS checks have been sent off, this to be done again in 2024. Invoice due from CBR Solutions.
- The Clerk contacted Zurich, to inform them of the updated re-instatement figure and to add the new bench to the policy. No extra cost now but it may be higher next year.
- The Pride in Mundford Award was discussed and it was agreed for the £50 voucher. Details of the presentation have been arranged.
- The October direct debit for BT was not taken from the Community account, the Clerk is looking into this.
- NALC are going to offer an Internal Audit service from 2023, it was decided that the Clerk declare an interest in finding out more about this.
- Liz Truss contacted the Parish Council, asking if they would like her to attend a meeting to discuss local issues, it was decided to invite her to the March or April meeting, the Clerk to email her.

## 9. FINANCE

### 9.1 Payments and Cheques for the November invoices.

4 votes needed as several Cllrs had declared an interest.

- 1. All payments except those for the Cllrs, proposed by Cllr Musgrove, seconded by Cllr Goodrham and approved by all Cllrs with a show of hands.
- 2. Cllr Musgrove's payments, proposed by Cllr Eyres, seconded by Cllr Enderby and approved by 5 Cllrs with a show of hands.
- 3. Cllr Pryke's payment proposed by Cllr Musgrove, seconded by Cllr Enderby and approved by 5 Cllrs with a show of hands.
- 4. Cllr Eyres' payments, proposed by Cllr Goodrham, seconded by Cllr Pryke and approved by 5 Cllrs with a show of hands.
- The bank reconciliation was signed by Cllr Enderby.

November payments to be approved on 1 st December 2022			
<b>Direct Debits</b>			
OPUS	Office electrics	£	41.86
OPUS	Allotment Hut electrics	£	14.27
N- Power	Street lighting (out of contract)	£	541.16
BT	Office phone and broadband	£	53.27
BT	Sim only	£	9.73
Everflow	Office water	£	13.83
ICO	Data Protection Annual Fee	£	35.00
	<b>TOTAL</b>	£	709.12

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

<b>Other</b>			
L. Morris	Postage for 2 DBS Applications	PC	£ 2.85
D Ogilvie Engineering	WW1 Memorial bench	BACS	£ 1,556.40
Viking	Office supplies, hot chocolate and cups	BACS	£ 89.20
S. Morris	Laptop Bag	BACS	£ 26.99
Royal British Legion	Donation for Poppy Wreath	CHQ	£ 75.00
Mundford Cricket Club	Venue hire - up to December 2022	BACS	£ 200.00
Westcotec	Street Light Maintenance	BACS	£ 59.23
TTSR	Extra grass cut	BACS	£ 275.68
Blooming Gardens	Grass Cutting	BACS	£ 180.00
A. Shepherd	CCS Drivers Medical Fee	BACS	£ 30.00
S. Eyres	Concrete + fixings for Christmas tree base	BACS	£ 43.94
S. Eyres	Travel expenses	BACS	£ 6.30
J. Musgrove	Cable ties and Decorations for trees	BACS	£ 63.98
J. Musgrove	Cable ties for poppies	BACS	£ 4.25
C. Pryke	Torches and hat torches	BACS	£ 107.90
C. Pryke	Santa costume	BACS	£ 44.99
A. Shepherd	CCS Monthly report	BACS	£ 300.00
B. McIsaac	Wages and expenses plus backpay	BACS	£ 122.43
L. Morris	Wages plus backpay	BACS	£ 1,201.72
Cloudy Group	Cloud storage	BACS	£ 9.60
		<b>TOTAL</b>	£ 5,109.58

<b>Money in</b>			
HMRC	2nd Quarter VAT refund	BACS	£ 376.89
Breckland District Council	3x CCS payments	BACS	£ 3,000.00
		<b>TOTAL</b>	£ 3,376.89

## Bank Reconciliation at 01/12/2022

Cash in Hand 01/04/2022		37,517.09
<b>ADD</b>		
Receipts 01/04/2022 - 01/12/2022		37,862.09
		75,379.18
<b>SUBTRACT</b>		
Payments 01/04/2022 - 01/12/2022		24,029.79
<b>A Cash in Hand 01/12/2022</b>		<b>51,349.39</b>
(per Cash Book)		
Cash in hand per Bank Statements		
Petty Cash	01/12/2022	27.04
Savings Account	01/12/2022	25,894.75
Community Account	01/12/2022	25,498.66
		<b>51,420.45</b>
Less unrepresented payments		71.06
		51,349.39
Plus unrepresented receipts		
<b>B Adjusted Bank Balance</b>		<b>51,349.39</b>
<b>A = B Checks out OK</b>		

Ring fenced monies; Chilzone £1592.96 and Outdoor Sport and Play £996.50

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

## 9.2 Precept for 2023

- The precept for next year was discussed, Cllr J Musgrove proposed putting it up to £36,500, seconded by Cllr Enderby and approved by 5 Cllrs with a show of hands.

## 9.3 Updated pay scales- Back pay

- The Clerk and Gardener/Handyman pay increase, backdated to April 2022 in accordance with the NALC Payment Award were approved.

## 9.4 Community Car Scheme

- Payment from BDC for the scheme, for October last year and both payments this year were not received as the Clerk was not aware that she should have sent invoices. The invoices have now been submitted; and payment received.

## 10. Planning Applications

- The application for changes, 2 The Lammas has been withdrawn and 33 The Brecklands has been approved.
- The school's planning decision date has been delayed until the end of January.

Reference no:	Description:	Date:	Address:	Outcome/Update
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	Withdrawn
3PL/2022/1070/HOU	Conversion of existing garage to residential granny annex.	26/09/22	Wychwood, Crown Rd Mundford	Approved
3PL/2022/1151/HOU	2 storey side extension	19/10/2022	13 Fir Close Mundford	Undecided
3PL/2022/1163/HOU	Front and rear single storey extensions to include the raising of the roof for living accommodation and alterations and extension to garage/outhouse for the conversion to a detached garden room.	20/10/2022	33 Brecklands Mundford	Approved.

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

## 11. Street Lighting

- The Clerk has contacted Westcotec to find out what the monthly maintenance fee covers- no response as yet.
- It was decided to discuss the possibility of switching off the lights from 12.30 to 5 .30 AM at the next meeting.

## 12. Member's matters

None

## 13. Next Meeting

January 6<sup>th</sup> at Mundford Cricket Club

The meeting ended at 9.10 PM