

Minutes of the Mundford Parish Council Meeting 2nd February 2023 at Mundford Cricket Club

Those Present: Cllrs J Musgrove (Chairman), N Enderby, S Morris, S Eyres, D Goodrham and S Booth, also District Cllr M Nairn.

1. Chairman's opening remarks.

The Chairman welcomed everyone to the February meeting and said that it had been a quiet month. That some work had been done to the Allotment Hut and more is needed, this to be discussed further in the meeting.

2. Apologies of Absence

Cllr Pryke and County Cllr Eagle-Accepted.

3. Acceptance and signing of previous minutes

Proposed by Cllr Morris, seconded by Cllr Enderby and approved by 5 Cllrs with a show of hands. The minutes were signed by the Chairman as a true record of the meeting held on January 5th 2023.

4. Declarations of Interest-

Cllr Musgrove for item 9.1 Payments, Cllr Morris for 7.3 Allotments and Cllr Goodrham for item 7.7 Future Projects

5. Public Participation

None

6. Reports

6.1 District Cllr Mike Nairn

Breckland District Council will be offering grants for community groups that wish to organise events to commemorate the Coronation. There will also be matched funding for Parish Councils for a flagpole and flag.

The precept will be increased by 4.99%.

The Council is working within its budget at the moment; maintaining essential services and some non-obligatory ones. Starting from the end of January, batteries can be collected along with household waste, but they must be placed in a bag on top of the bin.

There will soon be consultations for the Budget and local plan- to seek the opinions of the parish of the designs of new developments.

District Cllr Nairn will be standing down in May.

6.2 County Cllr Fabian Eagle

This report was sent;

I was sad to hear of the loss of a life and to see 2 air ambulances at the roundabout.

My deepest sympathy goes to the family of the man who lost his life and I hope that the other person will make a speedy Recovery.

Norfolk County Council tax will be increasing by 4.99%.

Public consultation will open next week for 6 weeks about the County deal devolution offer from Central Government for Norfolk.

I have asked for repair work to be done on the A1065 between the Lynford Hall junction and the roundabout.

Highways engineers are working with the Environment Agency so they will agree to the works on the river bank. The works are included in the next financial year's works, so should be done in the next 12 months if the EA agree.

7. Matters arising

7.1 Outstanding Highway Matters

- NCC have stated that the white lines will be re-painted before the end of the financial year. Re-painting the roundels may cost £500, if the Parish Council had paid for them originally.
- NCC have admitted that the works on the land between the A1065 and The Brecklands are theirs and they aim to complete them in the near future.
- The Clerk met a representative of Forestry England to discuss the ownership of the land by the A1065, they are currently awaiting responses from Highways and BDC on the matter and will contact us when they have further information. Cllr Eyres told the Council that the bushes had been trimmed back in the last few days, but was not sure who by.
- The grit bins have been re-filled. Some grit has been used on the footpaths and it was decided that the Clerk look into whether this is advised by NCC.

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- Some of the potholes on the Swaffham Road have been filled (but not very well)- the Clerk has reported the poor surface.
- The Clerk has contacted Ameys for an update on the signs that are not working, speed sign on Swaffham Road and patrol lights on the Cranwich Road.
- The Clerk and Cllr Musgrove met a representative of UK Power Networks to discuss the proposed substation on the verge of the Swaffham Rd. It was agreed that the substation would not affect visibility, Cllr Musgrove to visit the resident to speak to them about the hedge.
- Potholes on the road to Lynford Hall and a sunken drain on Crown Road have been reported and will be addressed soon.
- The damage to the grass verge on Wissey View has been reported- Highways have said that they will write to the residents.

7.2 Footpaths and Verges

- The Clerk reported the poor repair of the footpath by the new dropped crossing in Malsters Close – this will be corrected.
- Highways have confirmed that the bus stop will be replaced but no timing advised as yet.

7.3 Allotments

- Cllrs Musgrove and Eyres met with the Tree Surgeon and he suggested taking down 3 trees at the cost of £640 +VAT Cllr Eyres to contact them again to add 1 more tree and ask for a revised quote. It was decided to go ahead with the works, proposed by Cllr Musgrove, seconded by Cllr Goodrham and agreed by all with a show of hands.
- The allotment holders surrendering part or all of their plots have been contacted and they hope to be cleared and ready soon. Plans for splitting the allotments, marking plots etc to be discussed at another meeting. Current allotment holders have been told of the upcoming changes.

7.4 Allotment Hut

- Cllrs Musgrove and Morris put the new roof onto the back of the hut, final fixing needed and guttering to be put up. The outside of the shed needs some attention and the flooring inside the entrance. Cllr Musgrove has purchased materials in preparation: retrospective vote: Proposed by Cllr Musgrove, seconded by Cllr Enderby and approved by all present with a show of hands. Cllr Musgrove to buy more paint for the outside of the shed.

7.5 Handyman/Gardener

- Bruce has worked 2 hours this month,

7.6 Village bins

- The new dog bin has been installed; permission was granted by The Crown to cut the bushes. The Clerk has informed BDC so that it can be added to their schedule.
- The Ogilvie WW1 bin is due to be delivered next Wednesday.

7.7 Future Projects Future

- Village sign- previously discussed
- Village Green bollards and chains- Clerk to ask Bruce to add this to his pressure washer list.
- Church Fence- a quote (A) has been received to take down, remove and install. 2 more quotes needed. It was decided to have a site meeting at the weekend to assess the situation before finding more quotes.
- Planters and tubs- donation from parishioner- link sent to Cllrs for beds from Realise Futures, square bed: large 1000mm £450.99 +vat. Medium 600mm £368.99. Hexagonal bed: 1000mm £313.99. It was decided to order 6 hexagonal planters. Proposed by Cllr Musgrove, seconded by Cllr Eyres and approved by all present with a show of hands.

7.8 Defibrillator

- New cabinet has been delivered and Cllrs Musgrove and Morris will install it tomorrow.
- Cllr Musgrove spoke to the owner of The Fish Bar to offer payment for the cost of the electricity supply for the defib, he kindly declined the offer,

7.9 Coronation

- It was decided to add this to the next agenda for further discussion and add it to the next Messenger article.
- The scarecrow festival is going ahead again this year- to be discussed at the next meeting.
- It was agreed to order a flag, prices to be obtained for the next meeting.

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7.10 Asset Register

- The document was circulated by email to all Councillors before the meeting. It was decided that Cllr Musgrove would look at the figures and email the amended document to all for their opinions. Also, to add this to the next agenda.

7.11 Elections

- The process and documents needed were discussed. The Clerk will print application forms for those who request them but will email the information sheet. It was decided that Councillors would speak to parishioners about joining the Parish Council.

8. Correspondence

- We received a letter from the Passchendaele Museum – asking for any details of the next of kin (who lived in Mundford) for John Daniel, a soldier that died in the war in 1916. The Clerk gave a copy to Barry Ellis to look into and added it to the website.
- The Clerk had some assistance from Rosemary Godfrey with adding information to the website.
- A card from the Parish Council was delivered to a resident to celebrate her 100th birthday
- Cllr Musgrove, his wife and Cllr Booth took the decorations off the Christmas trees and Cllr Musgrove packed away all the Christmas decorations in the Allotment hut. Retrospective vote for the purchase of 2 new boxes: proposed by Cllr Goodrham, seconded by Cllr Enderby and approved by all present with a show of hands.
- Cllrs Morris and Eyres removed the Christmas trees, planted hyacinth bulbs on the Village Green and straightened the walking trails board.
- The defib may have been used on January 13th.
- Thank you letter received from Joan Griggs for the Pride in Mundford Award.
- The Clerk has emailed 3 local accountants about internal audit and we have had responses from all- Clerk still looking into this.
- The Clerk has received notification from NALC of an additional annual leave day that accompanied the annual pay increase. This will come into force from April- contract will be amended accordingly. This is for Green Book contracts and will not affect Bruce.
- We have received a grant application from the Cricket Club - £500 toward a new bowling machine- to be added to the next agenda
- Ongoing issues with Barclays Bank- the Clerk is looking into Unity Trust Bank (recommended by several Clerks)
- The Mundford Messenger print costs have risen significantly and the cost of the 4-page spread ahead of the Annual Parish meeting will now cost £91. It was decided to go ahead with this additional cost. Proposed by Cllr Eyres, seconded by Cllr Goodrham and approved by all present with a show of hands.
- A resident has emailed to ask how to go about seeking signage for West Tofts at the roundabout as they frequently are stopped by people looking for it. Clerk to contact Highways and pass on Highways info to the resident if she would like to contact them too.
- The annual fee invoice for Scribe (£414.72) has arrived, to be paid by the end of March, so this will be added to February's payment list.
- Liz Truss cannot attend a Parish Council meeting but her office will send dates for when she could meet the Parish Council.
- UPP have contacted the Parish Council to say that the service is live and available in the village now.

9. FINANCE

9.1 Payments and Cheques for the January invoices.

- Proposed by Cllr Goodrham, seconded by Cllr Eyres and approved by 5 Cllrs with a show of hands.
- The bank reconciliation was signed by Cllr D Goodrham.
- The Clerk informed the Councillors that Cllr Booth had chosen 3 random payments and had checked them against the bank statements- for internal control.

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January payments to be approved on 2nd February 2023			
Direct Debits			
OPUS	Office electrics		£ 62.46
OPUS	Allotment Hut electrics		£ 14.22
N- Power	Street lighting (out of contract)		£ 420.90
BT	Office phone and broadband		£ 52.30
BT	Sim only		£ 9.73
Everflow	Office water		£ 12.78
		TOTAL	£ 572.39
Other		Payment Type	
Viking Direct	Office supplies	BACS	£ 127.38
WEL Medical	Upgraded defib cabinet	BACS	£ 474.00
Westcotec	Street Light Maintenance	BACS	£ 59.23
A Shepherd	CCS drivers medical fees	BACS	£ 60.00
J Musgrove	Materials for Allotment Hut roof + guttering	BACS	£ 217.56
J Musgrove	Wood for Allotment Hut repairs	BACS	£ 96.10
J Musgrove	Mileage for collecting materials	BACS	£ 14.40
A Shepherd	CCS monthly report	BACS	£ 400.00
B Mclsaac	Wages and expenses	BACS	£ 50.51
L Morris	Wages	BACS	£ 857.94
Cloudy Group	Cloud Storage	BACS	£ 9.60
		TOTAL	£ 2,366.72
		TOTAL money out	£ 2,939.11
Money in			
Petty Cash			
A. Taylor	For printed document	Petty Cash	£ 1.00
Community Account			
HMRC	3rd Quarter VAT returned	BACS	£ 909.58

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3PL/2022/1021/0	Subdivision of plot and erection of 4-bedroom detached chalet style bungalow with separate entrance and contained garden.	13/09/22	6 Swaffham Rd Mundford	Refused
TRE/2023/0047/TCA	Section fell -Cypress tree (Tree work App CA)	31/01/2023	Barton Hay Mundford IP26 5DW	Undecided

11. Street Lighting

- We are awaiting a response from Westcotec regarding information on what our monthly fee actually covers- Clerk to contact them again.
- The Clerk emailed Westcotec with information about light 4- in the church grounds as they need to speak to the manufacturer about the fault. There is a 10-year manufacturer's guarantee. We are awaiting response.
- N-Power have offered a tariff but we are awaiting further explanation.

12. Member's matters

- The coronation in May
- The grant application from the Cricket Club.
- The church fencing.
- Overgrowing hedges around the village

13. Next Meeting

March 2nd at Mundford Cricket Club.

The meeting ended at 9.40 pm