

# Minutes Mundford Parish Council Meeting 2<sup>nd</sup> March 2023 at Mundford Cricket Club

Those present: Councillors J Musgrove (Chairman), C Pryke (Vice- Chair), D Goodrham, S Morris, N Enderby and S Booth.  
County Councillor F Eagle and District Councillor M Nairn.

## 1. Chairman's opening remarks.

The Chairman welcomed everyone to the March meeting, he said that it had been a quiet month. He had assisted Cllr Eyres and the Handyman to install the WW1bin. It looks very good in that location and it had been emptied earlier in the week. The works to the Allotment hut roof were completed, water butts need to be put in place next. Changes to the allotment layout have been started.

## 2. Apologies of Absence

Cllr Eyres- Accepted

## 3. Acceptance and signing of previous minutes

Proposed by Cllr Enderby, seconded by Cllr Booth 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 2<sup>nd</sup> February 2023.

## 4. Declarations of interest

Cllrs Musgrove and Morris for item 9.1 Finance, Cllr Morris for item 7.3 Allotments, Cllr Enderby 7.8 Grant application and Cllr Goodrham for item 7.15 Church fence.

## 5. Public Participation

None

## 6. Reports

### 6.1 District Cllr Mike Nairn

- Breckland District Council had their full council meeting on February 22<sup>nd</sup>, their budget was ratified and precept agreed at 4.99%.
- Brandon railway station building has been deemed unsafe and trains are currently not running toward Norwich.
- Breckland District Council have just started a small domestic item collection service, to run alongside the current refuse collection- more information on their website.

### 6.2 County Cllr Fabian Eagle

- Norfolk County Council had their meeting on February 21<sup>st</sup>, their precept was set at 4.99%, with 1.99% ringfenced for adult social care.
- Increased spending on adult social care and children's services.
- Members budget has increased by £1000. Also £1,000,000 will be allocated for the next 4 years for Highways and safety- Parish Council to be in touch with Cllr Eagle with suggestions for Mundford.
- The drainage issue on the Swaffham Road is ongoing- still awaiting a decision from the Environmental Agency.
- To aid biodiversity Norfolk County Council is offering to refund parishes for purchasing Cherry trees- Parish Council to discuss.
- The County Devolution Deal consultation is continuing, this would be a very positive change for Norfolk County Council- information on their website, he asked that as many people as possible voice their opinions.
- Avian flu restrictions in our area are still in place.

Both Councillors left the meeting at 7.55pm

## 7. Matters arising

### 7.1 Outstanding Highway Matters

- NCC confirmed that grit from the bins can be used on public footpaths but not private paths or driveways. This information was added to The Mundford Messenger item.
- The Clerk contacted Highways about signage for West Tofts- awaiting a response.
- The sunken drain on Crown Rd has been repaired.
- Potholes in Bracken Rise/ Saxon Walk - Clerk to report.

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## 7.2 Footpaths and Verges

- The old bus stop sign has been removed, nothing put in its place- awaiting a response as to whether it will be replaced.
- The cable has been removed from the footpath at Ickburgh.
- Clerk to contact Norfolk County Council concerning the fingerpost sign by the Bowls Club.

## 7.3 Allotments

- The current holders of plot 10 have taken on the adjacent plot- returning it to its original size.
- Email sent to plot 6, asking for items to be removed from outside their plot
- Cllr Musgrove went to see the residents of the house behind the allotments about removing the trees – they are happy with this.
- Another allotment holder has surrendered half of his plot.
- The allotment holders who moved have handed back their 2 plots and Allotment Hut key refund given.
- Allotment swap offered to current holders and those on the waiting list were contacted to see if they are still interested. Offers will be made in the next few weeks.
- New layout plan drawn up by Cllr Musgrove.
- The Chairman thanked Cllr and Mrs Morris for cutting back the brambles on the land adjacent to the allotments

## 7.4 Allotment Hut-

- Roofing and guttering are finished
- Some items removed from the rear area of the shed in preparation for the storage for allotment holders.
- Clerk to get more keys cut for new allotment holders.
- 2 Christmas trees in pots were donated to the Parish Council, these will be planted at the side of the Hut.

## 7.5 Handyman/Gardener

- Bruce has worked 4 hours this month, installing the WW! Bin and removing and replacing a post on the Village Green.

## 7.6 Village bins

- The Ogilvie World War 1 bin arrived and was installed by Cllrs Eyres and Musgrove and Bruce. A new shackle was needed, in place of the padlock provided. Cllr Musgrove purchased this.
- Clayland have gratefully received one of the spare dog waste bins, hoping to stop the littering of the arboretum. Clerk to contact Forestry England to ask about re-instating a bin at the Arboretum.

## 7.7 Documents:

Lone worker Policy  
Internal Control Policy  
Grant Awarding Policy  
Complaints Procedure

- All four documents were approved, proposed by Cllr Goodrham, seconded by Cllr Enderby and approved by all with a show of hands.

## 7.8 Grants-

- The request from the Cricket Club (application form had been emailed to all Cllrs) was discussed and agreed. Proposed by Cllr Musgrove, seconded by Cllr Pryke, and approved by 5 Cllrs with a show of hands. Clerk to inform the Cricket Club and add it to the next payment sheet.

## 7.9 Coronation-

- Cllr Musgrove to look at flags
- Scarecrow competition- to be the same format as last year. Cllr Pryke has the advertising and other documents and it was decided to offer the same prizes. More to discuss at the next meeting.
- The Clerk to look into the Cherry Trees idea from County Cllr Eagle.

## 7.10 Asset Register-

- The Cllrs had received a copy of the figures before the meeting. Cllr Musgrove proposed that the figures would be used for the AGAR, seconded by Cllr Pryke and approved by all with a show of hands.

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## 7.11 Elections-

- The elections and nomination papers were discussed and papers collected by those interested in continuing in their role.

## 7.12 Internal Audit-

- The Councillors had received information on Jo Raby before the meeting and Cllr Morris proposed that she was appointed as internal Auditor for this year's accounts. Seconded by Cllr Enderby and approved by all with a show of hands. Clerk to inform her of this decision.

## 7.13 Clerk-

- The Cllrs discussed membership of SLCC and agreed to go ahead. Proposed by Cllr Musgrove, seconded by Cllr Pryke and approved by all present with a show of hands.

## 7.14 Village Hedges-

- Overgrowing hedges were discussed, one that was mentioned at the last meeting in member's matters has been cut already.
- Cllr Goodrham and Cllr Musgrove to speak to residents about their hedges.

## 7.15 Future Projects-

- Village sign- to be cleaned by Cllrs, timber to be treated and possibly a cap added.
- Village Green bollards and chains- the Clerk has asked Bruce if he will be able to add this to his pressure washing schedule – awaiting response.
- Church Fence- 2 quotes from A: one for removal of old fence and erecting a new one £6453.67(including VAT) a second for installing the fence on cleared ground ££4189.51(including VAT). Quote B: to clear the site £3000 (including VAT). Quote C: to clear the site and install the fencing £5,360 (excluding VAT). Cllr Musgrove proposed to go with quote C, seconded by Cllr Pryke and approved by 5 Cllrs with a show of hands. Clerk to contact them, ask for lead time and accept the quote. Cllr Goodrham thanked the Parish Council on behalf of the Church. Cllr Musgrove to speak to the church Warden.
- Planters and tubs- It was decided to contact Realise Futures to ask for the planters to be delivered to the two locations, then place the order.

## 8. Correspondence

- The Clerk has contacted H Brett and Son for an update: they will need to use 2 collars to secure the current cracks and hopefully prevent further cracking. This will be done in late spring/early summer, with no extra charge.
- After ongoing issues with Barclays Bank, over the updating of the account holder's information, the Clerk put in an official complaint. A goodwill gesture of apology £75 was given to the clerk, paid into her personal account. This was cashed and placed in Petty cash (See payment sheet)
- The Clerk has amended several documents (kindly provided by Dereham Town Council) for the Community Car Scheme and has prepared Driver's packs. She has also re-instated an old form to accompany copies of required documents (of the drivers) to be retained by the Council. This involves them coming to the office for the documents to be copied. 5 have been done, 2 left to be completed.
- The de-fib was accessed on 23<sup>rd</sup> Feb
- A resident contacted the office with concerns over the damage to the grass verge at Wissey View- this has already been reported.

## 9. Finance

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

- Proposed by Cllr Goodrham, seconded by Cllr Enderby and approved by 4 Cllrs with a show of hands.
- The bank reconciliation was signed by Cllr Pryke.

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February payments to be approved on 2nd March 2023			
<b>Direct Debits</b>			
OPUS	Office electrics	£	63.30
OPUS	Allotment Hut electrics	£	14.34
N- Power	Street lighting (out of contract)	£	324.56
BT	Office phone and broadband	£	52.30
BT	Sim only	£	9.73
Everflow	Office water	£	13.83
	<b>TOTAL</b>	£	478.06
<b>Other</b>			
		<b>Payment Type</b>	<b>P.Cash</b>
Scribe	Annual fees	BACS	£ 414.72
Norfolk ALC	GDPR course pt1	BACS	£ 42.00
David Ogilvie Engineering	WW1 bin	BACS	£ 1,009.20
S Morris	Fixings for WW1 bin	Petty Cash	£ 6.54
Westcotec	Streetlight maintenance	BACS	£ 59.23
Mr +Mrs Martin	Allotment Hut key refund	Petty Cash	£ 10.00
J Musgrove	Shackle for WW1 bin	Petty Cash	£ 5.64
Viking	Office stationary	BACS	£ 56.63
A Shepherd	CCS February report	BACS	£ 450.00
L Morris	Wages	BACS	£ 771.06
Mundford Messenger	Annual Parish Meeting advertising	BACS	£ 91.00
Cloudy IT	Cloud storage	BACS	£ 10.44
HMRC	salary contributions	BACS	£ 18.39
B. Mclsaac	Wages and expenses	BACS	£ 50.05
J Musgrove	Fuel for strimmer	Petty Cash	£ 11.17
	<b>TOTAL</b>	£	2,972.72
			£ 33.35
	<b>Total money out</b>	£	3,006.07
<b>Money in</b>			
<b>Petty Cash</b>			
L Morris	Compensation from Barclays Bank		£ 75.00

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## Mundford Parish Council

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role (RFO/Chair of Finance etc)*

### Bank Reconciliation at 28/02/2023

Cash in Hand 01/04/2022		37,517.09
<b>ADD</b>		
Receipts 01/04/2022 - 28/02/2023		38,917.11
		76,434.20
<b>SUBTRACT</b>		
Payments 01/04/2022 - 28/02/2023		34,098.81
<b>A Cash in Hand 28/02/2023</b>		<b>42,335.39</b>
(per Cash Book)		
Cash in hand per Bank Statements		
Petty Cash	28/02/2023	80.87
Savings Account	28/02/2023	25,909.19
Community Account	28/02/2023	16,345.33
		<b>42,335.39</b>
Less unrepresented payments		
		42,335.39
Plus unrepresented receipts		
<b>B Adjusted Bank Balance</b>		<b>42,335.39</b>

### A = B Checks out OK

Ring fenced monies: Chilzone £1592.96 and Outdoor Sport and Play £996.50.

### 9.2 Cloudy IT

- The quote for the 12 -month contract was discussed and Cllr Musgrove proposed to go ahead with the contract, seconded by Cllr Goodrham and approved by all with a show of hands.

### 10. Planning Application

- The applications for 2 the Lammas and the 2-storey sports facility were discussed, no comments for The Lammas, comments on the sports facility will be submitted to Breckland District Council.

Reference no:	Description:	Date:	Address:	Outcome/Update
3PL/2023/0129/F	Construction of a new dwelling house with integral garage, new vehicle access and new pedestrian access.	08/02/2023	2 The Lammas Mundford	Undecided
TRE/2023/0058/TCA	G2- Ash and sycamore. Raise canopies and remove any large deadwood and over-extending limbs.	08/02/2023	Juniper 21 St Leonards St Mundford	Undecided
3PL/2023/0161/F	Development of new 2 storey sports facility. Ground floor club room &	15/02/2023	Mundford village Hall, St Leonards Street	Undecided

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	changing rooms, members room on the first floor and new overflow car parking area.		Mundford	
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## 11. Street Lighting

- The faulty light on Church Lane will be removed for inspection (a temporary one will be put in place) it will be repaired or replaced, depending on the fault. The light is still under the 10-year manufacturer's guarantee.
- Roy Payne (Westcotec) said that the LED lights do not need cleaning (unlike the old lights) due to their shape, so no cleaning or inspection is included in their monthly fee, just responding to call outs within 5 days and sorting any issues with fuses, photo cells or wiring faults. Clerk to look at alternatives to Westcotec and to add this to the next agenda.
- The Clerk has requested to have the new tariff. Information provided by N-Power: "33.8p/kwh is the unit price and 0.00775£/KWh is the climate change levy price which is paid alongside the unit price. At the moment our UMS tariff price does not have a standing charge. This is not a contract, it's a tariff price, you would be free to move should you wish so long as your account was paid up to date" We have signed up for this new tariff.

## 12. Members' Matters

- To add Unity Trust Bank to the next agenda

## 13. Next Meeting- 6<sup>th</sup> April at the Cricket Club.

Meeting closed at 9.20 pm