

# Minutes of the Mundford Parish Council Meeting on April 6<sup>th</sup> 2023 at Mundford Cricket Club

Those present: Councillors J Musgrove (Chairman), C Pryke (Vice-Chair), S Eyres, S Morris, S Booth, D Goodrham and N Enderby.

## 1. Chairman's opening remarks.

The Chairman welcomed everyone to the April meeting.

## 2. Apologies of absence.

District Cllr M Nairn- Accepted

## 3. Acceptance and signing of the previous minutes–

Proposed by Cllr Goodrham, seconded by Cllr Pryke and approved by 6 Councillors with a show of hands-**on** 2<sup>nd</sup> March 2023. The minutes were signed by the Chairman as a true record of the meeting held on March 2<sup>nd</sup> 2023.

## 4. Declarations of Interest.

Cllrs Musgrove and Morris for item 9.1 Payments, Cllr Morris for item 7.3 Allotments, Cllr Eyres item 7.8 Village Green grass cutting and Cllr Goodrham item 7.11 Future Projects- Church fence

## 5. Public Participation.

None

## 6. REPORTS

### 6.1 District Cllr Mike Nairn

None

### 6.2 County Cllr Fabian Eagle

None

## 7. Matters Arising.

### 7.1 Outstanding Highway Matters

- Potholes on Saxon Walk will be filled within the next 6 weeks
- New road surface has been put down on the Swaffham Rd between the 2 slip roads to Crown Rd.
- The stretch of the A1065 by the roundabout with the large potholes has been re-surfaced.
- Sunken drain by the roundabout reported to NCC.
- There is a broken fence at the end of Malsters Run, Clerk to contact Anglian Water to see if this is their responsibility.

### 7.2 Footpaths and Verges

- Degraded surface on a footpath at The Brecklands has been reported to BDC
- The fingerpost sign for Pig Sty Lane, Bowls Club end should be installed in the next couple of months.
- The hedge next to the office has been cut back to the boundary at the site of the proposed sub-station. Thank-you letter sent.
- Cllr and Mrs Musgrove planted the pansies in the Jubilee bed.

### 7.3 Allotments-

- All allotment holders have received their tenancy agreements and invoices, some have paid, all fees due by April 14<sup>th</sup>.
- The Allotment shed has been emptied and the door painted. The padlock that came with the WW1bin can be used for the door; the Clerk is to get 2 more keys cut for this.

### 7.4 Allotment Hut-

- The allotment holders have been given the padlock code and now have access to the storage area and several have put tools in there.
- Cllr Musgrove has started fitting the final guttering on the side of the shed and Cllr and Mrs Morris fitted a new fence and gate to the rear of the Hut (using leftover materials from the hut). They also stained the front and back of the Hut.
- Cllr Musgrove has fixed 3 pipes that were damaged in the frosts- some materials were required – an invoice to follow. Once this is completed the water can be left on and Allotment Holders notified.

### 7.5 Handyman/Gardener-

- Bruce has worked no hours this month
- His informal review/ appraisal was discussed and a document chosen to record this.

# Minutes of the Mundford Parish Council Meeting on April 6<sup>th</sup> 2023 at Mundford Cricket Club

## 7.6 Village bins-

- Application for a dog waste bin on the grass verge at the Arboretum has been approved, it has been added to the BDC collection schedule. Clayland thanked us for our assistance with the matter. The bin is filling quickly and bags are being left beside it- The Clerk to contact Breckland District Council to ask if our spare bin could be placed beside this one.

## 7.7 Elections-

- Rosemary Godfrey has assisted the Clerk with adding Electoral information to the website and the information has also been displayed on the Village noticeboard.
- Cllr Musgrove hand delivered the nomination papers to Dereham.
- ” Statement of Persons Nominated” has been received, Cllrs Musgrove, Pryke, Eyres and Morris are elected uncontested.

## 7.8 Village Green Grass Cutting-

- Cllr Musgrove proposed to increase the price of the grass cutting to £33 a cut. this was seconded by Cllr Enderby and approved by 6 Cllrs with a show of hands.

## 7.9 Coronation-

- Cllr Goodrham proposed to order a flag with the King’s head on for the Coronation commemoration, seconded by Cllr Pryke and approved by all present with a show of hands
- Scarecrow competition- posters printed and laminated, ready to be put up. The poster and application form are on the website and in the Mundford Messenger. It was proposed by Cllr Morris to have a Family ticket for Church Farm voucher for first prize and 4 other prizes (£25 Garden Centre) seconded by Cllr Booth and approved by all present with a show of hands.
- The Big Help Out, at the Village Hall – it was decided to await further information on the event, with the possibility of a “Meet and Greet” taking place.
- Coronation planters- The Clerk to contact Realise Futures for a delivery date.

## 7.10 Asset Register-

- The Asset register should not show depreciated figures, so the last asset Register figures were changed back. A revised copy was sent to all.

## 7.11 Future Projects-

- Village sign- To be cleaned.
- Village Green bollards and chains- still awaiting response from Bruce about the pressure washing.
- Church Fence-Clerk has contacted the contractor and the job will be done after bird nesting season. Add to another agenda- purchasing a tree for the church grounds.
- Planters and tubs have been ordered- to be delivered to 2 sites.

## 7.12 AGAR-

- First documents received from PFK Littlejohn
- Everything is in place for sending to internal auditor
- Explanation of the figures and variances.

## 7.13Unity Trust Bank-

- It was decided to wait before changing from Barclays to Unity Trust, depending on how difficult the upcoming mandate changes prove to be, Cllr Pryke to be added and Cllr Goodrham to be removed

## 7.14 Norfolk ALC Subscription-

- It was proposed by Cllr Musgrove to renew the subscription. To Norfolk ALC (£325.62.) seconded by Cllr Eyres and approved by all present with a show of hands.

## 8. Correspondence-

- VAT claim for January and February submitted- £251.94. Received on 29.03.2023. March to be added to the first quarter of this new financial year.
- WW1bin has been added to our insurance cover with Zurich

# Minutes of the Mundford Parish Council Meeting on April 6<sup>th</sup> 2023 at Mundford Cricket Club

- A resident has asked if wire could be put on the planks of the footbridge on Pig Sty Lane to stop it from becoming slippery. The Clerk to establish who is responsible for the bridge first.
- The Parent and toddler group in the village has contacted the office, explaining that they are under threat of closure due to lack of funds. The Clerk sent them the Grant awarding Policy and Application form. The Clerk to contact them to offer to pay their hire fees for 6 months.
- Due to operational commitments, STANTA are unable to offer tours this year but hope to be able to do so next year.
- The hedge on the corner by Jenson Close has been cut back – positive comments made to the Clerk – it was agreed to we send a thank you letter.
- A resident has asked if we may organise a litter pick at a weekend instead of a weekday. It was agreed to trial a Saturday morning, June 10<sup>th</sup> at 10.00 am. Also, a Wednesday date, 3<sup>rd</sup> May – the Clerk to contact the usual litter pickers and advertise the Saturday session on the website, noticeboard and Mundford Messenger.
- The invoice for £1000 has been sent to BDC for the first payment for the community Car Service.
- The first Precept payment has been received £18,250.00; this will be entered into the payments for April
- The Village Hall Committee has asked for information on Grant Awarding – for funds toward the new play area. Cllr Goodrham proposed that the ringfenced money for outdoor sports and play (£996.50) is offered to them. The Clerk to contact the Secretary.
- It was decided to send letters to the residents of Jenson Close, asking them to leave their wheelie bins in Jenson Close rather than blocking the footpath on the bend.

## 9. Finance-

### 9.1 Payments and Cheques for the March invoices -

Proposed by Cllr Goodrham, seconded by Cllr Pryke and approved by 5 Cllrs with a show of hands.  
Cllr Booth checked and signed the bank reconciliation.

March payments to be approved on 6th April 2023			
<b>Direct Debits</b>			
OPUS	Office electrics	£	55.11
OPUS	Allotment Hut electrics	£	13.09
N- Power	Street lighting	£	128.42
BT	Office phone and broadband	£	52.66
BT	Sim only	£	9.73
Everflow	Office water	£	4.52
	<b>TOTAL</b>	<b>£</b>	<b>263.53</b>
<b>Other</b>			
S Morris	Materials for Allotment Hut	Petty Cash	£ 15.10
Mundford Cricket Club	Grant awarded	BACS	£ 500.00
SLCC	Membership for Clerk	BACS	£ 156.00
Westcotec	Streetlight maintenance	BACS	£ 59.23
L Morris	6 keys cut for Alotment Hut	BACS	£ 36.00
J Musgrove	Wood for Allotment posts	BACS	£ 13.10
J Musgrove	Paint and bolt for Allotment hut	BACS	£ 61.32
L Morris	Wages	BACS	£ 883.28
A Shepherd	CCS March Report	BACS	£ 400.00
Cloudy Group	Cloud storage	BACS	£ 10.44
	<b>TOTAL</b>	<b>£</b>	<b>2,119.37</b>
			<b>£ 15.10</b>
	<b>Total money out</b>	<b>£</b>	<b>2,398.00</b>
<b>Money in</b>			
<b>Savings Account</b>			
	Bank interest	£	32.16
<b>Community Account</b>			
	HMRC Vat return to end of February	£	251.94

# Minutes of the Mundford Parish Council Meeting on April 6<sup>th</sup> 2023 at Mundford Cricket Club

## Bank Reconciliation at 31/03/2023

Cash in Hand 01/04/2022			37,518.39
<b>ADD</b>			
Receipts 01/04/2022 - 31/03/2023			39,199.91
			76,718.30
<b>SUBTRACT</b>			
Payments 01/04/2022 - 31/03/2023			37,360.97
<b>Cash in Hand 31/03/2023</b>			<b>39,357.33</b>
(per Cash Book)			
Cash in hand per Bank Statements			
Petty Cash	31/03/2023	54.60	
Savings Account	31/03/2023	25,941.35	
Community Account	31/03/2023	13,361.38	
			<b>39,357.33</b>
Less unrepresented payments			
			39,357.33
Plus unrepresented receipts			
<b>Adjusted Bank Balance</b>			<b>39,357.33</b>

## A = B Checks out OK

Ringfenced monies: Chilzone £1592.96 and Outdoor Sport and Play £996.50.

## 9.2 End of Year Report-

- An update on the end of year position – a handout was provided.
- The closing bank and petty cash figures were stated (see reconciliation above)
- The budget figures and actual figures were stated, the actual income was higher than proposed on the budget due to Community Car Service grant payments from last year being invoiced late and received in this financial year. The actual expenditure was slightly higher than the budget figure, mainly due to the streetlighting being out of contract and us not being able to obtain a new tariff.
- VAT has been claimed back, up to the end of February.

## 10 Planning Applications-

- The Clerk submitted the comments on the Sports Facility application and no comments to the “The Lammas application to BDC.

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	No objection
3PL/2023/0161/F	Development of new 2 storey sports facility.	15/02/2023	Mundford village Hall,	Undecided

# Minutes of the Mundford Parish Council Meeting on April 6<sup>th</sup> 2023 at Mundford Cricket Club

	Ground floor club room & changing rooms, members room on the first floor and new overflow car parking area.		St Leonards Street Mundford	
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## 11. Street Lighting -

- The Clerk has contacted K+M Streetlighting for a maintenance quote- awaiting response.
- No response from Westcotec, an update on the streetlight at Church Lane was requested.

## 12. Members Matters-

- The Church sit-down mower is not working, so has been sent away for attention, the Church will notify the Parish Council of any work needed to fix it, Clerk to add this to the next agenda.
- Village hedges- the Clerk to send letters to one on Fir Close and one on The Brecklands.
- The verge by the crossing to Lynford Road is encroaching onto the path- the Clerk to report this to Highways.

## 13. Next Meeting-

Date and place of the May meeting to be confirmed, due to election date being May 4<sup>th</sup>.