

Minutes Mundford Parish Council Meeting on Thursday May 11th 2023 at Mundford Cricket Club

Those present: Councillors J Musgrove (Chairman), C Pryke (Vice- Chair) S Morris, S Eyres and one member of the public.

1. Election of Chairman

Cllr Pryke proposed that Cllr Musgrove be the Chairman, seconded by Cllr Morris and approved by 3 Cllrs with a show of hands.

2. Election of Vice Chair

Cllr Musgrove proposed that Cllr Pryke be the Vice -Chair, seconded by Cllr Eyres and approved by 3 Cllrs with a show of hands.

3. Chairman's opening remarks

The Chairman welcomed everyone to the May meeting, he said that it was a shame to only have 4 Councillors but that there has been some interest in co-option, this will be discussed later in the meeting. He said that Ian Sherwood has replaced Mike Nairn as our District Councillor and that Fabian Eagle retained his position as County Councillor. He also said that it was good to see the scarecrows in the village (again to be discussed later) and that it was disappointing that the Parish Council were not able to join in the Big Help out.

4. Apologies of Absence

None

5. Acceptance and signing of previous minutes

Proposed by Cllr Pryke, seconded by Cllr Morris and approved by 4 Cllrs with a show of hands. The minutes were signed by the Chairman as a true record of the Annual Parish Meeting held on 6th April 2023.

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6. Declarations of interest

Cllrs Musgrove and Eyres for item 11.1 Finance, and Cllr Morris for item 9.3 Allotments.

7. Public Participation

The member of the public had come to suggest the Parish Council having keys to the area where the trailer is currently stored. Cllr Musgrove to get 2 sets of keys cut.

8. Reports;

8.1 District Cllr I Sherwood

None

8.2 County Cllr Fabian Eagle

County Cllr Eagle informed the Parish Council that the Leader of Norfolk County is now Kay Mason Billig, the Deputy Leader is Andrew Jamieson and C. Cllr Eagle is now the Cabinet Member for Economic Growth.

2 cabinet posts have been amalgamated: Transformation IT and County Farms and Assets. Adult Social Care and Public Health are now separate departments.

Cllr Eagle arrived at 8.20pm and gave his report. He left at 8.50pm.

9. Matters arising.

9.1 Outstanding Highway Matters

- The sunken drain by the roundabout has been fixed.
- Damaged road edges on the West Tofts Road have been filled.
- Norfolk County Council have said that they will monitor the low road surface/puddles by the crossing on the Swaffham Road. They had previously agreed to address this issue – Clerk to contact David Jacklin at Highways to raise this point.
- The potholes on Impson Way will be filled in the next 6 weeks.
- The Clerk has contacted J Griffiths at Highways to chase the re-painting of the road markings and the barriers on the verge by The Brecklands but he is on leave currently.

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9.2 Footpaths and Verges-

- Norfolk County Council have said that they will monitor the grass verge overgrowing onto the footpath by the crossing on the Swaffham Rd.
- The clerk has reported vehicles parking on the grass verge at Wissey View (again) They will monitor it.
- Thank-you letter sent to the residents of the property on The Brecklands for cutting back their bushes.
- Email and photo sent to Flagship about the overgrowing hedge in Fir Close- no response yet.
- Breckland District Council have said that they will trial some new ideas for the bins at Jenson Close
- Breckland District Council are not responsible for the footbridge on Pig Sty Lane- Clerk is continuing to look into this.
- TTSR have not cut the new areas added to the contract – Clerk has contacted them and the cost has been removed from the invoice.
- Anglian Water are looking into them being the owners of the land where the broken fence is, by the stream in the Lammas
- Thank-you letter sent to the resident on the corner by Jenson Close for cutting back their hedge.
- Norfolk County Council have said that they have begun cutting the grass, weather permitting we should have the verges cut in the next month.
- We have received a complaint from a resident of West Hall Drive, about the lack of grass cutting there. The Clerk will contact Highways about this.

9.3 Allotments-

- The tree works were carried out on May 2nd. Positive feedback from residents behind the allotments for a job well done. Thanks to Bruce for allowing access for the vehicles
- The owners of the adjoining land removed some trees from the boundary to the side of the allotments and have said that they will install a fence in their place.
- 2 new keys cut for the padlock for the allotment Shed
- All new allotment holders have made a start on their plots and several are using the storage in the back of the shed.

9.4 Allotment Hut-

- Cllr and Mrs Morris moved the bark chippings from the felled trees to re-cover the areas at the side of the allotment hut.
- Paul Hubbard has donated a water tank and blocks to support it, this is in return for him having he remaining chippings for his allotment plot.

9.5 Handyman/Gardener

- Bruce has worked 11.5 hours this month, preparing the pressure washer and then washing the benches and bases. It was agreed that he can look into purchasing a lance for the pressure washer and the cleaning chemicals for the village green works.
- Bruce's Informal Review took place on Thursday 11th May. He needs new gloves but no other protective garments or equipment at present. Clerk to speak to him about the gloves.

9.6 Defibrillator-

- The defib battery is now showing 2 bars of power instead of 3. WEL- Medical have advised us that this is 50% charged and should last 6 months. However, if it is used it will deplete the power, therefore it would be wise to have a replacement battery ready. The cost is £267.60 inc VAT. Cllr Musgrove proposed that a new battery is purchased, seconded by Cllr Pryke and approved by all present with a show of hands.

9.7 Future Projects-

- Village sign- To be cleaned.
- Village Green bollards and chains- Bruce is happy to do the pressure washing.
- Church Fence-to be installed in the autumn
- Planters and tubs have been delivered and filled with compost and topsoil ready for planting. The wording for the plaques was agreed – The Clerk to request prices from A&J in Brandon.

9.8 Email addresses-

- On the GDPR course the Clerk was advised that the Parish Council provide all Councillors with an email address, quotes were provided by Cloudy IT and sent to all Councillors. This to be added to the next agenda.

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9.9 HRH King Charles Coronation-

- The Parish Council were not able to attend the Big Help Out and have not had any feedback of how the event went. There was a street party on Crown Road and the residents enjoyed the fair weather.
- 10 Scarecrow entries received and £51 raised for the Playground Fund, Cllr Musgrove thanked Cllr Pryke for all that she did for the event.
- Cllr and Mrs Musgrove put up flags around the Village Green, Parish council office and allotment fencing and the Church borrowed bunting and flags. The Royal flag was flown on the flagpole.

9.10 Council Insurance-

- It was agreed to continue with this year's policy and price. Proposed by Cllr Musgrove, seconded by Cllr Pryke and agreed by all present with a show of hands. The Clerk to pay this tomorrow.

9.11 Co-option-

- 2 people, possibly 3, have expressed an interest in joining the Parish Council.
- Friday 26th May was decided as closing date for applications for co-option. The Clerk to advertise this in the Messenger, noticeboard and website.

9.12 Internal Audit –

- The internal audit is complete. AGAR sheet, report and invoice received and set to all Councillors. Cllr Musgrove proposed that he and The Clerk sign and return the AGAR forms to PKF Littlejohn, seconded by Cllr Pryke and approved by all present with a show of hands

9.13 Village Hall playground fund donation-

- Cllr Musgrove proposed to donate the ring-fenced money to the fund., seconded by Cllr Pryke and approved by all present with a show of hands. The Clerk to inform the Village Hall Committee that the funds will be transferred once the orders are placed for equipment.

10. Correspondence

- The Clerk did contact the Parent and Toddler group with the offer of assistance with venue hire costs- they will discuss this offer but are deciding if it is viable to carry on.
- Saturday litter picking session has been added to the noticeboard and website.
- 9 Litter pickers and 10 bags of rubbish collected on May 3rd.
- Clerk notified Village Hall of the offer of the ring-fenced money; they are very grateful.
- Venue hire for the Cricket Club, Jan to May was added to the payments list. The Clubhouse cannot be used for the next 3 months due to fixtures, so the Small Hall at the Village Hall will be used.
- Rudlings have confirmed that the payment of £2000 from the will of the resident will be paid into our account this week.
- Flagpole parts needed, weight and top. Clerk is looking into this
- More litter picking equipment needed, Cllr Musgrove proposed that we buy 12 more litter pickers, seconded by Cllr Pryke and approved by all with a show of hands. The Clerk to look into this.
- 900 flyers were printed by Total Photography in Brandon, for £74. These were distributed around the village by Cllr Pryke, Cllr and Mrs Morris, Mrs Turnbull and Kinga Molnar. Flyers for the Big Help out were delivered at the same time, by all volunteers.

11. Finance

11.1 Payments and Cheques for the April invoices.

- Payments except his own proposed by Cllr Musgrove, seconded by Cllr Pryke and approved by 3 Cllrs with a show of hands. Cllr Musgrove's payment proposed by Cllr Pryke, seconded by Cllr Eyres and approved by all present with a show of hands.
- The bank reconciliation was signed by Cllr Eyres.

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<u>April payments to be approved on 11th May 2023</u>			
Direct Debits			
OPUS	Office electrics	£	55.98
OPUS	Allotment Hut electrics	£	14.77
N-Power	Street lighting	£	140.57
BT	Office phone and broadband	£	61.36
BT	Sim only	£	11.99
Everflow	Office water	£	11.35
Total		£	296.02

<u>Other</u>		<u>Payment Type</u>		
Westcotec	Streetlight maintenance	BACS	£	59.23
A Shepherd	CCS April report	BACS	£	300.00
L Morris	2 Allotment shed keys cut	BACS	£	11.00
B Mclsaac	Wages and expenses	BACS	£	154.63
Cloudy Group	Cloud storage	BACS	£	10.44
Lawn Boy	Church mower repairs	BACS	£	144.00
L Morris	Wages	BACS	£	789.16
S Eyres	Topsoil for new planters	BACS	£	18.00
Mundford Cricket Club	Venue Hire - Jan to May	BACS	£	125.00
Realise Futures	6 Hexagonal planters	BACS	£	2,308.73
J Musgrove	6 bags of compost for new planters	BACS	£	27.00
J Musgrove	bolts for planters, and guttering	BACS	£	24.83
Total Photography	900 Flyers printed	BACS	£	74.00
D Goodrham	Petrol for Church mower	BACS	£	25.00
J Musgrove	2 new flags	BACS	£	42.97
Zurich	Council Insurance	BACS	£	626.42
P&R Garden Supplies	Compost and manure for planters	BACS	£	83.59
Church Farm	Family ticket -Scarecrow competition	BACS	£	44.00
Total			£	4,868.00
Total money out			£	5,164.02

<u>Money in</u>				
				Petty Cash
Breckland D.C	Precept	BACS	£	18,250.00
Breckland DC	CCS payment	BACS	£	1,000.00
Mr+Mrs Ritchings	Allotment tenancy fees	BACS	£	15.00
L Wykes	Allotment tenancy fees	BACS	£	15.00
A Burgess	Allotment tenancy fees	BACS	£	15.00
J Allen	Allotment tenancy fees	BACS	£	15.00
D Miller	Allotment tenancy fees	BACS	£	15.00
M Ketteringham	Allotment tenancy fees + key deposit	BACS	£	25.00
S Morris	Allotment Tenancy fees	BACS	£	15.00
S Allan	Allotment Tenancy fees	BACS	£	15.00
M Langslow	Allotment Tenancy fees	BACS	£	15.00
A Emery	Allotment Tenancy fees	BACS	£	15.00
B Evans	Allotment Tenancy fees	BACS	£	15.00
D Coleman	Allotment Tenancy fees	BACS	£	15.00
L Hole	Allotment Tenancy fees	Petty Cash	£	15.00
R Yates	Allotment Tenancy fees	BACS	£	15.00
S Fricker	Allotment Tenancy fees	BACS	£	15.00
D Daniels	Allotment Tenancy fees	BACS	£	15.00
P Hubbard	Allotment Tenancy fees	BACS	£	15.00
C Hubbard	Allotment Tenancy fees	BACS	£	15.00
K Molnar	Allotment Tenancy fees + key deposit	BACS	£	25.00
A Leicester	Allotment Tenancy fees	BACS	£	15.00
Total:			£	19,555.00
				£
Total money in:			£	19,570.00

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Bank Reconciliation at 30/04/2023

Cash in Hand 01/04/2023 39,357.33

ADD

Receipts 01/04/2023 - 30/04/2023 19,570.00

58,927.33

SUBTRACT

Payments 01/04/2023 - 30/04/2023 2,404.43

A Cash in Hand 30/04/2023 **56,522.90**
(per Cash Book)

Cash in hand per Bank Statements

Petty Cash 30/04/2023 69.60

Savings Account 30/04/2023 25,941.35

Community Account 30/04/2023 30,511.95

56,522.90

Less unrepresented payments

56,522.90

Plus unrepresented receipts

B Adjusted Bank Balance **56,522.90**

A = B Checks out OK

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

12. Planning Applications

- The application for the 2-storey sports facility has not yet been decided on.

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

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3PL/2023/0161/F	Development of new 2 storey sports facility. Ground floor club room & changing rooms, members room on the first floor and new overflow car parking area.	15/02/2023	Mundford village Hall, St Leonards Street Mundford	Undecided
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13. Street Lighting

- Quote received from K&M Lighting for maintenance contract., more expensive than Westcotec but the service should be better, it was decided to wait for the new Westcotec contract price before deciding whether to change supplier.
- Westcotec have still not carried out the replacement of the Church Lane light and the faulty speed sign on the Swaffham Rd was apparently deemed not faulty back in February. The Clerk has asked for it to be checked again.

14. Members' Matters

Cllr Morris thanked Cllrs Eyres and Musgrove for their part in co-ordinating the tree works at the allotments
Cllr Musgrove will order the bedding plants for the beds and planters.

15. Next Meeting- 1st June 2023 in the Small Hall at the Village Hall.

Meeting closed at pm