

Minutes Mundford Parish Council Meeting 7th June 2023 at The Old Doctor's Room

Those present: Cllrs J Musgrove (Chair), S Eyres and S Morris. County Cllr F Eagle, District Cllr I Sherwood and 4 members of the public.

1. Chairman's opening remarks:

The Chairman thanked everyone for coming to the meeting and apologised for the change of date and venue, explaining that this was due to the small number of Councillors since the elections, but he hoped that this would not happen again as we had 3 members of the public present for consideration for co-option this evening. He welcomed District Councillor Ian Sherwood and congratulated him on his post.

2. Apologies of absence.

Cllr C Pryke. Accepted

3. Acceptance and signing of previous minutes

Proposed by Cllr Eyres, seconded by Cllr Morris and approved by 3 Cllrs present with a show of hands. The minutes were signed by the Chairman as a true record of the Parish Council meeting held on May 11th 2023.

4. Declarations of Interest

Cllr Morris for items: 7.4 Allotments and 9.1 payments

5. Public participation

A member of the public asked if the Parish Council would consider joining in with "No mow May" throughout the village next year. C. Cllr Eagle gave some information on the benefits to plants and insects if grass is left uncut. It was decided to look into this and to add it to the next agenda for discussion.

6. Reports

6.1 District Cllr Ian Sherwood

District Cllr Sherwood introduced himself, he has been a Breckland Councillor for 24 years, representing Swaffham, he was on Swaffham Town Council for 13 years and was also Town Mayor twice. He is keen to work closely with Parish Councils and residents on local ward issues.

He informed those present that Breckland Council has joined forces with the National Trust to plant 3000 trees at Oxburgh Hall, and that they are also investing up to £25,000 to support the woodland restoration project, which will see native, broadleaf trees placed on 7 acres of land during the 2023 planting season.

On May 25th this year, a partnership of: Breckland Council, The Department for Work and Pensions (DWP) and Manufacturing businesses from across Thetford was launched. They have a website www.thetfordmanufacturing.co.uk showcasing opportunities for training, information and jobs.

He offered to liaise with Breckland Council if it is decided to ahead with the "No mow May" suggestion.

6.2 County Cllr Fabian Eagle

County Cllr Eagle said that the public footpaths within the village had been cut, a little earlier, as the starting point and direction of cutting in Norfolk was changed this year. He stated that at the end of this month, the dangerous junctions cutting will be taking place, and to inform him of any areas to be considered. Finally, he said that over the next 5 years, Norfolk County Council would be spending £80,000,000 on retro-fitting of existing buildings and assets.

C. Cllr Eagle left at 7.45 pm

7. Matters arising

7.1 Co-option

- The 3 applicants: Michelle Locke, Greta Stubely and David Casson told the Parish Council a little about themselves and their reasons for wishing to become a Councillor. The 3 Councillors present voted (closed vote) and Cllr Musgrove proposed that all 3 were co-opted, this was seconded by Cllr Morris and approved by all 3 with a show of hands. The 3 new Councillors could then take part in the meeting.

7.2 Outstanding Highway Matters

- The Clerk contacted David Jacklin about the road painting and barriers- no response as yet. Also, about the low road surface on the Swaffham Rd- again awaiting a response.

7.3 Footpaths and Verges

- Anglian water has placed temporary barriers by the river edge at the Malsters Run.

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- NCC have said that the public footpath off West Hall Drive will be cut twice a year, spring and summer, not in line with the village cuts as they are different contractors. This was done last week and the other part- toward the lakes was done on 5th June. The Clerk to look into sourcing a key for the gate for easier access.
- The new fingerpost sign for the public footpath was installed near the Bowls Club on June 5th.
- The Clerk reported the grass not being cut on the verge by 1 The Brecklands, following a request by a resident, and was told that it did not meet the intervention criteria as yet- The Clerk to look into this further.
- The verge by the new footpath on the Swaffham Road will be cut back by the Handyman/Gardener and Cllr Eyres if it is not soon done by Highways.

7.4 Allotments

- The inspection date was set and findings will be discussed at the next meeting.
- Cllr Musgrove apologised to the Gardener/Handyman for any upset caused by his text messages and the confusion of the broken allotment mower and subsequent communication problems.

7.5 Allotment Hut

- Leaking pipes in the kitchen have been fixed.
- More allotment holders are using the storage area at the rear of the Hut.
- Cllr Musgrove has filled 2 of the water tanks at the allotments.

7.6 Handyman/Gardener

- Bruce has worked 19.5 hours, pressure washing the benches and bus shelters.
- He has been given 2 new pairs of gloves.
- He reported that some fence posts at the allotments need some work done and he will add this to his job list.
- He said that the battery for the water pump was not holding charge, so Cllr Eyres proposed to buy a second, more powerful battery, seconded by Cllr Morris and approved by all present with a show of hands.
- He also asked permission to make a couple of small adaptations to the trailer, this was agreed.
- 320 standard and 30 training begonias and 9 Cordylines were collected and planted in the planters and beds.

7.7 Future Projects-

- Planters- plaque quotes received £118 for the 2, brass, 5x3, 4 holes and screws. Layout suggestions were sent to all. The size and price were approved but the wording was changed, the Clerk to ask for layouts to then send around again, for a final decision to be made.

7.8 Email addresses-

- Parish Council 365 email addresses were discussed and Cllr Casson agreed to look at the quotes as he works in IT. He will report back at the next meeting

8. Correspondence

- The Clerk has been told that the Church is running out of space for burials and asks that the Parish Council look into acquiring land for a cemetery. BDC say that they and NCC are not responsible. The Church Warden told Cllr Musgrove that this was not necessary yet. The Clerk contacted Norfolk ALC and was told that “the Parish Council may provide and maintain cemeteries within or outside their area. There is no legal requirement of any burial authority to meet the cost of doing so using public funds (precept)”
- TTSR revised their quote again, taking into consideration the second missed cuts. The grassed area at the entrance to Fir Close has not been cut, Cllr Eyres is checking to see if this is on the contract as he met with them to discuss the added areas.
- Cllr Morris purchased flagpole parts but one of the parts is wrong, this will be replaced. He also bought 10 pairs of gloves for the litter pickers.
- The Clerk ordered 12 litter pickers from Viking.
- The defib battery has been delivered and will be kept until needed
- OPUS inform us that we will be out of contract in June- we are awaiting more contract information. It was suggested to ask for a variable rate – Clerk to do this.
- The keys for the storage area have not been cut, due to the unusual key. It was decided that a key was not necessary at the moment, but perhaps in the future
- A resident has been in touch with the Parish Council, asking for police contact information – they are having anti-social behaviour issues with youths kicking their door.
- A resident has contacted the office to enquire about ownership of the land behind the bench on St Leonards Street – the Clerk suggested contacting Flagship first to see if they own it.
- The Saturday Litter picking session is this coming Saturday, 10th June.

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- The WhatsApp group has been set up, with the 4 Councillors, the Clerk and Gardener/Handyman, new Councillors to be added.
- The mole contractor's contract ends at the end of the month- Cllr Musgrove proposed to continue for another year, seconded by Cllr Eyres and approved by all with a show of hands.

9. Finances

9.1 Payments and Cheques for the May invoices.

Cllr Morris' payment was proposed by Cllr Musgrove, seconded by Cllr Eyres and approved by 2 Cllrs with a show of hands.

The other payments were proposed by Cllr Musgrove, seconded by Cllr Morris and approved by 3 Cllrs with a show of hands

The reconciliation was signed by Cllr Eyres.

- Cllr Musgrove explained the payments to the new Councillors and told them about the ringfenced monies, playground fund grant, church fence works and grant for the Bowls Club.
- The Clerk will post the AGAR on Monday.

May payments to be approved on 7th June 2023			
Direct Debits			
OPUS	Office electrics	£	46.99
OPUS	Allotment Hut electrics	£	14.32
N-Power	Street lighting	£	190.80
BT	Office phone and broadband	£	61.36
BT	Sim only	£	11.99
Everflow	Office water	£	14.16
		Total	£ 339.62

Other		Payment Type		P. Cash
Westcotec	Streetlight maintenance	BACS	£ 59.23	
A Shepherd	CCS May report	BACS	£ 450.00	
Norfolk ALC	Annual Subscription	BACS	£ 325.62	
B Mclsaac	Wages and expenses	BACS	£ 241.84	
Cloudy Group	Cloud storage	BACS	£ 10.44	
TTSR	revised invoice- grass cutting	BACS	£ 2,167.25	
L Morris	Wages	BACS	£ 901.38	
Norfolk ALC	2x GDPR Course	BACS	£ 84.00	
Anglian Tree Solutions	Allotment tree works	BACS	£ 888.00	
J Raby	Internal audit	BACS	£ 75.00	
C Pryke	4x Scarecrow prizes	BACS	£ 100.00	
S Morris	Petrol for Allotment Hut mower	BACS	£ 12.40	
Viking	Office supplies and litter pickers	BACS	£ 185.17	
S Morris	Flagpole parts and litter picking gloves	BACS	£ 43.80	
Mundford Village Hall	Venue hire; June, July and August	BACS	£ 85.50	
WEL Medical	Replacement de-fib battery	BACS	£ 279.54	
HMRC	first quarter	BACS	£ 72.74	
		Total	£ 5,981.91	

		Total money out	£ 6,321.53
Money in			
Community Account	Bequeathed funds	BACS	£ 2,000.00
		Total money in	£ 2,000.00

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Bank Reconciliation at 31/05/2023

Cash in Hand 01/04/2023 39,357.33

ADD

Receipts 01/04/2023 - 31/05/2023 21,570.00

60,927.33

SUBTRACT

Payments 01/04/2023 - 31/05/2023 7,883.40

Cash in Hand 31/05/2023 **53,043.93**
 (per Cash Book)

Cash in hand per Bank Statements

Petty Cash 31/05/2023 69.60

Savings Account 31/05/2023 25,941.35

Community Account 31/05/2023 27,032.98

53,043.93

Less unrepresented payments

53,043.93

Plus unrepresented receipts

Adjusted Bank Balance **53,043.93**

A = B Checks out OK

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

10. PLANNING APPLICATIONS-

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 & 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
3PL/2023/0102/F	Proposed 2no. bungalow development with new access	26/05/2023	Land adjacent to 49 Swaffham Road Mundford	Undecided

- The Clerk to send the latest planning to new Cllrs for their opinion.

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11. STREET LIGHTING

- The flashing speed sign on the Swaffham Road is working again.
- Westcotec are no longer intending to offer streetlight maintenance services- email sent to all. Current service will continue until 01.09.2023. District Cllr Sherwood offered to look into other providers of maintenance.
- A temporary light has been put in place in Church Lane.

12. MEMBERS' MATTERS

- Cllr Eyres asked if the Gardener/Handyman could trim the long grass by the entrance to West Hall Road, where the bin was removed. He also reported that several areas of grass verge: by the Bowls Club and in West Hall Road had not been cut. District Cllr Sherwood said he would check the Breckland grass cutting areas and get back to the Clerk.
- Cllr Eyres also asked permission to carry out work on the land between the new hedge and fence to the side of the grass at the front of the Allotment Hut. This was approved.

13. Next Meeting- July 6th in the Small Hall at Mundford Village Hall

The meeting closed at 9.13 pm