

Minutes Mundford Parish Council 6th July 2023 at The Small Hall

Those present: Cllrs J Musgrove (Chair) C Pryke (Vice Chair), S Eyres, D Casson, G Stubbley and M Locke.

1. Chairman's opening remarks;

The Chairman welcomed everyone to the July meeting. He said that it had been a quiet month, that the litter picking session had taken place but that was due to be discussed later in the meeting.

2. Apologies of absence;

Cllr Morris. County Cllr F Eagle and District Cllr Sherwood. Accepted

3. Acceptance and signing of previous minutes;

Proposed by Cllr Locke, seconded by Cllr Casson and approved by 5 Cllrs with a show of hands (Cllr Pryke was not at the last meeting). The minutes were signed by the Chairman as a true record of the Parish Council meeting held on 7th June 2023.

4. Declarations of interest;

Cllr Eyres for item 9.1 payments and 7.4 Handyman/gardener.

5. Public participation;

None

6. Reports;

6.1 District Cllr Ian Sherwood

None

6.2 County Cllr Fabian Eagle

None

7. Matters arising;

7.1 Outstanding Highway Matters

- After receiving no response from David Jacklin about the road painting and barriers issues, the Clerk emailed him, the Ketteringham depot, Jack Griffiths and Fabian Eagle about these issues. Jack responded, saying about the barriers "This has been actioned with our contractor and should be carried out within the next 2 months. I apologise for the length of time that this has taken to rectify and arrange for the sign's replacement.". And the road markings "The lining has been assessed by our area technician and will be refreshed later this year when our lining crews are carrying out more of the refreshing across the county."
- The Clerk is awaiting an email update on the blocked outfall on the Swaffham Road and the low road surface by the new footpath.

7.2 Footpaths and Verges

- Two residents at both ends of Crown Road have been cutting the grass outside their properties, and one around the bench, for some time, it was decided to send letters of thanks from the Parish Council
- The overgrowing bushes near the Village Green are obstructing visibility at the junction – The Clerk to send a letter.
- The Clerk is currently trying to establish who is responsible for the cobbles between the road and the footpath on Cranwich Road, so that they can be cleaned.
- Overhanging trees in the garden of a property in Impson Way – overhanging the footpath by the A134, the Clerk to send a letter. Also, a resident has asked the Parish Council to look into other trees overhanging in Impson Way- the Clerk to look into who owns the land.
- The Clerk contacted the school to ask that the overhanging trees and bushes be cut back- following requests by residents. The school are having problems with the contractor but will ask for this to be done.
- Residents have complained about the poor cut of the public footpath off West Hall Drive, the Clerk has sent photos to the Countryside Access Officer at Norfolk County Council with the complaint- awaiting a response.
- Emails and phone calls have been received from several residents about missed grass cutting areas in the village- the Clerk has contacted NCC. It was decided to explain the grass cutting areas in the September issue of the Mundford Messenger.
- Two areas of grass by the entrances to Fir Close are not on the TTSR contract- the Clerk to contact them for a quote.
- The Clerk to look at an area by the Pocket Park which is untidy.

7.3 Allotments

- The allotments were inspected on June 13th and two plots were of some concern, one had not been touched and was over-run with weeds. The other looked in need of some attention although there was some planting. The Clerk
-

Minutes Mundford Parish Council 6th July 2023 at The Small Hall

contacted both. One has said that they will clear their plot ready to hand it back, the other will tidy and plant more on theirs.

- The water tanks have been filled several times due to the continuing high temperature.
- The padlock on the tool storage area was reported to be jammed, it could not be opened and had to be cut off, a replacement was bought by the Clerk and has been fitted, all allotment holders were notified.
- The grass has been cut by Cllrs Musgrove and Morris and Cllr and Mrs Morris painted the remaining side of the Hut.
- It was suggested that a new door may soon be needed for the Allotment Shed as the current one is in poor repair.

7.4 Handyman/Gardener

- Bruce worked 26.5 hours this month, collecting and planting the begonias and the village watering.
- His holiday, from last year to April this year was paid – 11 hours.
- Bruce has been in hospital and has been signed off work for 4 weeks and has provided a sick note. He may need longer and possibly reduced duties, he will inform us after further appointments.
- It was decided (by email vote) that Blooming Gardens would take over the watering of the village beds, planters and trees until Bruce is well enough to resume his role. The watering takes between 1.5 and 2 hours and, depending on the weather will need to be done at the most twice a week. Blooming Gardens will be paid £30 a time. This had to be organized between meetings so that the flowers did not die from lack of water. A retrospective vote was carried out, Cllr Musgrove proposed that Blooming Gardens temporarily take over the watering, seconded by Cllr Pryke and approved by 5 Cllrs with a show of hands.
- Blooming Gardens have watered once.

7.5 Planters

- The wording for the plaques was agreed and the Clerk will order them.
- The Clerk contacted Rudlings with a suggestion of sending them photos of the planters and plaque to pass on to the family of Terry Alderton, this will be done as soon as the plaque is fitted.

7.5 Email addresses

- Cllr Casson looked at the quotes and told the Cllrs that they were reasonable and competitive. It was decided that Cllr Casson look into other options for consideration. This to be added to the next agenda. He also gave the Clerk information on a Parish Council software package to look at.

7.6 No Mow May

- It was decided that the Clerk contact Breckland District Council and Norfolk County Council to ask what implications may come from carrying out No Mow May. It was agreed that no cutting in May would avoid damage to the daffodils but there was some concern over when the grass would be cut after May if the first cut was missed.

7.7 Flagpole

- Cllr Musgrove proposed that the top for the flagpole be ordered as the previous one was not the correct one, this was at the cost of £35.70. This was seconded by Cllr Pryke and approved by all present with a show of hands.

7.8 WhatsApp group

- It was agreed that the current WhatsApp group be only for contact between the Gardener/Handyman and the Councillors.
- Cllr Eyres proposed to set up another group, an informal group for Councillors only, with individuals choosing whether to opt in. This was seconded by Cllr Locke and approved by 4 Cllrs with a show of hands.

7.9 SAMS 2

- The Clerk will be taking data processing training for the SAMS 2 on July 17th, once this is done, a rota can be compiled for putting the unit in place. This to be added to the next agenda.

8. Correspondence

- OPUS inform us that we will be out of contract in August for the Allotment Hut and October for the office the current rates for the office are very similar to the new ones offered and it was decided to stay with OPUS. Proposed by Cllr Musgrove and seconded by Cllr Casson. There is a higher standing charge for the Allotment Hut and it was decided to look into other prices closer to the end of the contract.

-
-

Minutes Mundford Parish Council 6th July 2023 at The Small Hall

- Liz Truss' office has contacted us, saying they will arrange a date for her to visit us if we wish and also to remind us that we can contact her on local issues. It was decided to compile a list of issues and send it to her and ask to meet her to discuss them once she can report back.
- UPP has said that there is no limit to the number of providers for the village. Also, after requests from residents of Adeane Meadow to enquire about the markings on the footpaths, it appears that they are intending to install poles in 4 places for their provision. The Clerk has asked for more information.
- The Parish Partnership bid information has come in, closing date 8th December- to add to the next agenda and the Clerk to send it to all Councillors
- Melanie Badman from BDC is intending to visit the land between the Brecklands and the A1065 – while land ownership is being looked into.
- 14 people attended the Saturday litter picking session, including 4 new people., there was considerably less litter this time. The next two sessions are to be on 26th July and 9th September.
- The Parish Council has been given a 4-drawer filing cabinet for use in the office, second key was needed so the Clerk had one cut (see payment list)
- A new driver is joining the Community Car Service, he will need a DBS check and the invoice for his medical, £35 has been received (see payment sheet)
- The de-fib was accessed on 23rd June but not used
- H Brett and Son intend to complete the works to the War Memorial by the end of the month.
- We have received an email from a lady who has offered to donate pictures and scans of documents and newspaper articles from Lynford Cross and Mundford from the 1950's /60's to add to our online archive.
- The Bowls Club borrowed the cones for an event last week.
- An invoice has been received from Richard Oughton for the mole control contract (see payment sheet)
- Rosemary Godfrey has sent her invoice for website assistance for the last 6 months. (see payment sheet)
- VAT claim for March to the end of June- £1513.38 was submitted this week.

9. Finance

9.1 Payments for the June invoices.

Cllr Pryke proposed to accept the payments, seconded by Cllr Stubbley and approved by all present with a show of hands.

The reconciliation was signed by Cllr Stubbley.

9.2 Cllr Pryke offered to be responsible for checking payments and statements quarterly.

Minutes Mundford Parish Council 6th July 2023 at The Small Hall

<u>June payments to be approved on 6th July 2023</u>				
Direct Debits				
OPUS	Office electrics	£	27.90	
OPUS	Allotment Hut electrics	£	14.89	
N-Power	Street lighting	£	178.45	
BT	Office phone and broadband	£	61.36	
BT	Sim only	£	11.99	
Everflow	Office water	£	11.18	
	Total	£	305.77	
Other				
		Payment Type		Petty Cash
Westcotec	Streetlight maintenance	BACS	£ 59.23	
A Shepherd	CCS June report	BACS	£ 400.00	
S Eyres	Extra battery for water pump	BACS	£ 60.00	
B McIsaac	Wages, expenses and holiday backpay	BACS	£ 449.53	
Cloudy Group	Cloud storage	BACS	£ 10.44	
D Goodrham	Petrol for church mowers	BACS	£ 55.88	
L Morris	Wages	BACS	£ 832.60	
Petty Cash	signed for Postage for AGAR documents	Petty Cash		£ 3.10
L Morris	spare key cut for filing cabinet	BACS	£ 5.50	
Petty Cash	Card for Bruce	Petty Cash		£ 2.50
A Shepherd	CCS driver medical	BACS	£ 35.00	
L Morris	Replacement padlock for Allotment Hut	BACS	£ 10.00	
Blooming Gardens	Village Green grass cutting	BACS	£ 228.00	
R Godfrey	Helpdesk services (Website)	BACS	£ 25.00	
R Oughton	Mole control annual payment	BACS	£ 600.00	
Hampshire Flags	Flagpole dome top	BACS	£ 35.70	
		Total	£ 2,806.88	£ 5.60
		Total money out	£ 3,118.25	
Money in				
Savings Account	Bank interest	BACS	£ 54.09	
		Total money in	£ 54.09	

Minutes Mundford Parish Council 6th July 2023 at The Small Hall

Bank Reconciliation at 30/06/2023

Cash in Hand 01/04/2023		39,357.33
ADD		
Receipts 01/04/2023 - 30/06/2023		21,624.09
		60,981.42
SUBTRACT		
Payments 01/04/2023 - 30/06/2023		13,966.69
A	Cash in Hand 30/06/2023	47,014.73
	(per Cash Book)	
Cash in hand per Bank Statements		
Petty Cash	30/06/2023	64.00
Savings Account	30/06/2023	25,995.44
Community Account	30/06/2023	21,016.65
		47,076.09
Less unrepresented payments		61.36
		47,014.73
Plus unrepresented receipts		
B	Adjusted Bank Balance	47,014.73

A = B Checks out OK

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

10. Planning applications

- There were no comments on the latest planning application (new shepherd's hut) The Clerk to add "No comments" to the application online.

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
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
TRE/2023/0169/TCA	T1.T2.T3 Leyland Cypress x3 to reduce down to 2.5 metres high (Tree Work App CA)	05/06/2023	22 St. Leonards St Mundford	No objection

Minutes Mundford Parish Council 6th July 2023 at The Small Hall

3PL/2023/0633/F	New shepherd's hut for equestrian based holidays	20/06/2023	East Hall Farm West Tofts Road Mundford	Undecided
-----------------	--	------------	---	-----------

11. Street lighting

- The Clerk had contacted District Cllr Sherwood to ask if he had any information on companies that offer streetlight maintenance- no response yet.
- A resident has reported a faulty streetlight in Nazer Close – the Clerk is looking into this.

12. Member's matters

It was decided to look into putting up dog fouling posters in the pocket Park and West Hall Drive access points in an attempt to deter the ongoing dog fouling issues. The Clerk to source and produce posters and seek permission where necessary to display them.

There have been several complaints over vehicles parking on the footpath on the south side of West Hall Road opposite the Bowls Club- the Clerk to write a letter.

Residents have questioned the container that has been positioned in the Cricket Club grounds, close to the fence- the Clerk to look into the need for planning for this.

13. Next Meeting- Date and place of the August meeting.

The meeting closed at 9.54pm