

# Minutes of Mundford Parish Council Meeting on Thursday 3<sup>rd</sup> August 2023 in the Small Hall at Mundford Village Hall

Those present: Cllrs J Musgrove (Chairman), C Pryke (Vice-Chair), S Eyres, S Morris, G Stuble, D Casson and M Locke. Also, 3 members of the public.

## 1. Chairman's opening remarks;

The Chairman welcomed everyone to the August meeting and told the three members of the public (invited to speak at the meeting) that he would bring forward their item, to be the first of the meeting.

## 2. Apologies of absence;

None.

## 3. Acceptance and signing of previous minutes;

Proposed by Cllr Pryke, seconded by Cllr Locke and approved by 6 Cllrs with a show of hands The minutes were signed by the Chairman as a true record of the Parish Council meeting held on Thursday July 6<sup>th</sup> 2023.

## 4. Declarations of interest;

Cllrs Eyres and Morris for 9.1 Payments and Cllr Morris for 7.3 Allotments and 7.8 Clerk's appraisal.

## 5. Public participation;

None

## 6. Reports;

### 6.1 District Cllr Ian Sherwood

None

### 6.2 County Cllr Fabian Eagle

None

## 7. Matters arising;

### 7.12 Poultry Farm Factory Planning Application at Methwold

- The three ladies from the Cranswick Objection Group told the Parish Council about the effects on Mundford that would be caused by the approval (and subsequent construction) of a current planning application for a large poultry and pig farm and factory between Methwold and Feltwell. They spoke of the inevitable large increase in the volume of traffic on our village roads, the smell of the animals and the damage to the environment that this proposed set up would cause to the local area. It was decided that the Parish Council would send the group the data from the SAMS 2 next time it is put up and also, information on commenting on the proposal. Leaflets will be sent to the Clerk so that the parishioners of Mundford can be informed.  
The ladies left at 8.00pm.

### 7.1 Outstanding Highway Matters

- The Clerk has contacted Jack Griffiths at Highways again for an update on the Swaffham Road issues. I believe that he misunderstood the issue as he said that he would ask the engineers to ensure that the weeds are sprayed and that he would ask for the road sweeper to clean up straw and soil build up. (Issues that I reported in the blocked outfall- not the roadside) He did get back to me on this stating "This has gone through to our central design team to design the outfall and headwall. I am hopeful that this will be resolved"
- Jack is leaving his position on August 7<sup>th</sup> and there is currently no replacement for him, though other points of contact have been suggested.

### 7.2 Footpaths and Verges

- Breckland District Council sent out a team to clean the cobbles between the road and footpath on Cranwich Road. They were concerned that too vigorous work would loosen the cobbles, so they did what they felt was safe and they look a lot better.
- Letters were sent after the last meeting, and the residents concerned have all cut back their trees and bushes.
- The West Hall residents are continuing to park very close to the corner, and partly on the footpath, so the Clerk has contacted the Community Policing Team for advice- with safety in mind.
- Breckland District Council and Norfolk County Council have no responsibility for the land in Impson Way with the overgrowing trees and both suggested to try Land Registry. It was said that one of these had previously cut back the trees there- the Clerk to look back in previous minutes then get back to whoever did it before.

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- Faded signs on West Hall Road and Bracken Rise have been reported to Highways- these were not deemed to meet their intervention criteria as yet but will be monitored.

## 7.3 Allotments

- Plot 12 has been cleared, the tenant has lost the Hut key and therefore will not get his refund. The loss of the key should not pose any problems to security as the door also has a padlock.
- The first on the waiting list are keen to take over the vacant plot and have met with the Clerk at the allotments.
- The tenant of plot 15 has handed back her allotment, she will assist her son on his plot instead of having her own. The Clerk is to add this to the next agenda for discussion.
- The trimmer cord has run out and needs replacing- the Clerk will get this from Lawn Boy in Downham Market.
- Cllr Musgrove will look at prices for blocks for the water tank at the allotments so that this can be utilised, now that he has moved the guttering.

## 7.4 Handyman/Gardener

- Bruce is taking his allocated 10 hours sick pay (the whole year's allocation) and also 9 hours holiday for the last 3 months.
- It is currently not known when Bruce will return to work but there are no specific outstanding tasks for the gardener/handyman.
- Blooming Gardens had watered the village plants three times since Bruce has been unable to do so. Our thanks to Blooming Gardens.

## 7.5 Email addresses

- Cllr Casson came to the office to look at the set up and suggested that we ask Cloudy IT for a quote for the emails and updating the laptop to Office 365. Quote received- this still includes training and is costly.
- The Clerk contacted Anglian computer Solutions with the same request and was given two prices-it is very likely that as we are non-profit, we can have a greatly reduced package. Free emails and only about £30 +vat per year for the Office 365. Cllr Musgrove proposed that we go ahead with the Anglian Computer Solutions quote, seconded by Cllr Casson and approved by all present with a show of hands. The Clerk is to contact them and arrange for this to be done.

## 7.6 No Mow May

- The Clerk has emailed Fabian and Ian to ask how villages taking part affects their Councils- Fabian said "There is a possibility that Mundford could receive funds from the county council and the parish would be responsible for the cutting of all the county owned grass within the village area. This would let you be in control of where and how often the grass is cut, obviously a lot would depend on the amount of money highways would be prepared to allocate to Mundford for this." It was decided that the Clerk get back to Fabian to ask for more information as the grass cutting recently has been very poorly carried out and many places missed.
- No response from Ian yet.

## 7.7 SAMS 2

- The Clerk did the data processing course, which was very informative and interesting.
- Cllr Morris agreed to go with Cllr Musgrove to put up the sign.

## 7.8 Clerk's appraisal

- The Clerk and Cllr Morris left the building.
- The Cllrs discussed the contents of the Clerks appraisal which had been circulated previously. Approved by all present. Discussion relating to change of office hours. It was agreed either of the three options was acceptable: 3 hrs Monday to Thursday plus an hour on the Friday after the monthly meeting to progress payments, 3 hrs Monday, Tuesday, Thursday and Friday or 3hrs Tuesday to Friday. This would reduce the Clerks agreed hours with the reduction to the extra hour for going through old files etc approved at the 2022 appraisal. Chairman to discuss with the Clerk and relay the agreement to the Cllrs. The Council were all in agreement that the Clerk was now very settled in the position and her knowledge of the village was invaluable for the day to day running of the Parish Council. The Clerks salary was reviewed and it was agreed to update from SCP19 to SCP 21. Proposed Cllr Eyres, Seconded Cllr Locke approved by all present. The Clerk and Cllr Morris returned to the meeting. The Clerk was informed of the approval of her new salary scale and that further discussions were required regard the change of hours as noted above. It was subsequently agreed with the Clerk to change the office hours to 3hrs Monday to Thursday with an extra hour on the Friday after the monthly meeting.

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## 7.9 EDF contracts

- The office tariff: Standing charge 25p per day, Day rate 32p and evening/weekend rate 30.3p
- The Allotment Hut: Standing Charge 60p per day, day rate 30.06p and evening/weekend rate 28.9p
- Cllr Musgrove proposed that the two 3-year contracts be taken, seconded by Cllr Pryke and approved by all present with a show of hands.

## 7.10 TTSR

- It was agreed to go ahead with the quoted price of £15 a cut for the extra areas by the turning to Fir Close. Proposed by Cllr Musgrove, seconded by Cllr Eyres and approved by all present with a show of hands. Cllr Eyres pointed out that a small area of grass by the side entrance to the school has continually been missed- the Clerk to contact TTSR to agree the extra areas and check about the missed area.
- The extra services offered by TTSR may be considered for grass cutting next year, dependent upon the information from Fabian.

## 7.11 Parish Partnership Bid

- The Clerk contacted David Jacklin for information on widening the turning onto Crown Road- his response was sent to all Councillors - “The alterations to a junction like this would far exceed the limitations of the Parish Partnership Scheme. Also, having checked the accident history on our system I am pleased to say there are none listed at this junction. This suggests the junction works adequately with the tightness of the left-hand turn helping to reduce driver speeds entering the junction. Given the reasons above this wouldn’t be a priority for us to consider at this time.”
- Cllr Musgrove asked the Councillors to consider other options for the bid. This to be added to the next agenda.

## 8. Correspondence

- A resident called the office to report his concerns over the blocked outfall on the Swaffham Road.
- The Clerk contacted Breckland District Council about the storage container at the Cricket Club- planning permission is needed if this is to be a permanent fixture. The Cricket Club are apparently intending to clad the container and have looked into the planning regulations, if it used for agricultural use – no permission is needed, the exact purpose of the container is not known.
- The plaques have been ordered for the planters and they will be made once the payment is received (see payment sheet)
- We had 6 volunteers for the litter picking and 6 bags were collected- a lower number again.
- We did not receive the invoice from TSOHOST – for the annual website fees, due in June, but did receive a reminder- so, it was paid by BACS on July 26<sup>th</sup> rather than waiting for after the meeting with the other payments. (See payment sheet).
- James Ingham at UPP gave the following as an update on the proposed poles in Adeane Meadow “I am working closely with my build team who are reviewing several considerations around the proposed works, and I will endeavour to update you as soon as possible. I have communicated the timelines to the build team of the forthcoming Parish Council meeting on Thursday.”
- It was mentioned that lights are constantly on outside the new school building. The Clerk to contact the school to see if they are aware of this.
- The path to the War Memorial needs some repairs- this to be added to the next agenda

## 9. Finance

### 9.1 Payments for the July invoices.

Cllr Locke proposed to accept the payments, seconded by Cllr Pryke and approved by 5 Councillors with a show of hands.

PKF Littlejohn have emailed to say that there are two “except for” matters on section 1 of the AGAR, as two boxes were incorrectly filled in. Otherwise, there were no issues.

The reconciliation was signed by Cllr Eyres.

July payments to be approved on 3rd August 2023			
<b>Direct Debits</b>			
OPUS	Office electrics	£	16.54
OPUS	Allotment Hut electrics	£	14.03
N-Power	Street lighting	£	158.96
BT	Office phone and broadband	£	61.36
BT	Sim only	£	11.99
Everflow	Office water	£	11.18
		<b>Total</b>	£ 274.06

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Other		Payment Type		Petty Cash
Westcotec	Streetlight maintenance	BACS	£ 59.23	
A Shepherd	CCS July report	BACS	£ 300.00	
B Mclsaac	sick pay and holiday	BACS	£ 214.95	
Cloudy Group	Cloud storage	BACS	£ 10.44	
L Morris	Wages	BACS	£ 825.36	
L Morris	Spare key cut for allotment Hut	BACS	£ 5.50	
S Morris	Adapter for Allotment water tank	BACS	£ 18.99	
L Morris	Postage for returning padlock	Petty Cash		£ 3.75
L Morris	Postage for CCS DBS application	Petty Cash		£ 3.10
TSOHOST	Annual website payment	BACS	£ 45.48	
A&J Engraving	2 plaques for memorial planters	BACS	£ 118.00	
S Morris	Petrol for Allotment Mower	BACS	£ 8.00	
Blooming Gardens	Village watering - 3 sessions	BACS	£ 90.00	
		<b>Total</b>	£ 1,695.95	£ 6.85
		<b>Total money out</b>	£ 1,976.86	
<b>Money in</b>				
<b>Community Account</b>	HMRC VAT returned	£	1,513.38	

## Bank Reconciliation at 31/07/2023

Cash in Hand 01/04/2023		39,357.33
<b>ADD</b>		
Receipts 01/04/2023 - 31/07/2023		23,137.47
		62,494.80
<b>SUBTRACT</b>		
Payments 01/04/2023 - 31/07/2023		17,038.60
<b>A Cash in Hand 31/07/2023</b>		<b>45,456.20</b>
(per Cash Book)		
Cash in hand per Bank Statements		
Petty Cash	31/07/2023	57.15
Savings Account	31/07/2023	25,995.44
Community Account	31/07/2023	19,403.61
		<b>45,456.20</b>
Less unrepresented payments		
		45,456.20
Plus unrepresented receipts		
<b>B Adjusted Bank Balance</b>		<b>45,456.20</b>
<b>A = B Checks out OK</b>		

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

## 10. Planning applications

- It was agreed that "No Comments" should be submitted regarding the application on 6<sup>th</sup> July.
- The planning application for the Sports Facility is ongoing as revised plans have been submitted.

Reference no:	Description:	Date:	Address:	Outcome/Update
3PL/2023/0129/F	Construction of a new dwelling house with	08/02/2023	2 The Lammas Mundford	Approved

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	integral garage, new vehicle access and new pedestrian access			
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
3PL/2023/0633/F	New shepherd's hut for equestrian based holidays	20/06/2023	East Hall Farm West Tofts Road Mundford	Undecided
3PL/2023/0681HOU	Single storey extension to side of existing two storey dwelling (householder)	06/07/2023	129 The Lammas Mundford	Undecided

### 11. Street lighting

- The Clerk contacted District Cllr Sherwood to ask if he had any information on companies that offer streetlight maintenance- no response yet.
- The K&M quote figures are still the same.
- The Clerk has contacted TT Jones for a quote for maintenance.
- Flagship are responsible for the streetlights in Nazer Close and will carry out repairs to the faulty one.

### 12. Member's matters

- Cllr Eyres notified the Councillors that the grass outside the electric sub-station at Malsters Close needs cutting – the Clerk to contact UK Power Networks to inform them. Also, could bulb planting be discussed at the next meeting.
- Cllr Morris asked if Remembrance and Christmas events could be added to the next agenda, also, if the Allotment Tenancy Agreement can be reviewed.
- Cllr Locke asked if Norfolk County Council could be asked to move the fingerpost sign on West Hall Drive- closer to the footpath it is marking as it is causing some confusion.

### 13. Next Meeting

The next meeting will be on Thursday 7<sup>th</sup> September at Mundford Cricket Club.

The meeting closed at 9.32pm