

Minutes of Mundford Parish Council Meeting on Thursday 7th September 2023 at Mundford Cricket Club

Those present: Cllrs J Musgrove (Chairman), C Pryke (Vice Chair), S Eyres, S Morris, D Casson and M Locke and 8 members of the public

1. Chairman's opening remarks;

The Chairman welcomed everyone to the September meeting, he said that he had taken Cllr and Mrs Morris to put up the SAMS 2 sign and that it would need to be removed on 16th September for the information to be downloaded and then for it to go up again. He said that the Allotment hedge had been cut and was looking better, he thanked the Clerk for delivering and collecting the lawnmower to Lawn Boy in Downham Market and finally he explained that there was an issue with the EDF contract recently signed by the Clerk. It appears that a broker had arranged an account with a different company- using a letter of authority from a previous Clerk, this is being looked into.

2. Apologies of absence;

County Councillor Eagle and Cllr Stubbley. Accepted.

3. Acceptance and signing of previous minutes;

Proposed by Cllr Pryke, seconded by Cllr Locke and approved by all present with a show of hands The minutes were signed by the Chairman as a true record of the Parish Council meeting held on Thursday 3rd August 2023.

4. Declarations of interest;

Cllr Eyres for item 9.1 Payments and Cllr Morris for item 7.3 Allotments and 7.10 Allotment Tenancy Agreement

5. Public participation;

One lady spoke on behalf of 6 of the members of the public present and several others who could not attend. The group are very upset about the removal of the Flexi Bus service. They are not able to do their weekly shopping by using the Coach Services bus that serves Mundford as they are unable to get to and from the bus stop. They gave the Parish Council 5 letters to pass on to Norfolk County Council on their behalf. The Clerk is waiting on a response from Norfolk County Council regarding this issue. The ladies left at 7.45 pm

A man then spoke about a letter he had send to the Parish Council concerning his thoughts and suggestions for development of the area by the Village Green. Cllr Musgrove pointed out that this was on the agenda under Correspondence and would be added to the next agenda. The other 2 members of the public left at 9.05 pm.

6. Reports;

6.1 District Cllr Ian Sherwood

None

6.2 County Cllr Fabian Eagle

None

7. Matters arising;

7.1 Outstanding Highway Matters

- The Clerk reported branches overgrowing the sign for Cranwich, but this was deemed to not meet their intervention criteria yet. Though it appears that the branches have been cut back.
- The clerk contacted the Community policing team about the concerns over residents parking on the footpath, they said that this is not illegal, but if vehicles are parking dangerously and causing a hazard, the police could be called. Another suggestion is to contact Highways/ our local County Councillor to ask for advice.

7.2 Footpaths and Verges

- The Clerk contacted the Diocese for the school to ask them to address the issue of the weeds growing out from their front fences. They have removed the weeds and soil. Also, they will look into cutting back the trees that are overhanging the footpath on the Cranwich Road.
- The Clerk also contacted Highways about the weeds outside the school and the Rectory, these do not meet their intervention criteria and the Diocese have said that these weeds are not their responsibility. Cllr Musgrove will contact the Church Warden regarding talking to the Diocese.
- Information from Highways about funding for the NCC grass cutting areas has been received. The meterage for grass verges in Mundford for Urban Grass cutting is 13039. 80m2. The cost for 4 x cuts, based on this year's current RPI for Mundford would roughly be £4,871.67, this figure should be used as a guideline only at this stage. The Clerk to contact them for more information.
- Cllr Eyres pointed out that the Rangers had cut back the trees in Impson Way in 2016, the Clerk contacted them with this information were told: in the past some Ranger work did involve cutting back areas that were not highway authority

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land to maintain. A Land Registry search shows that the narrow verge on which the trees are growing is registered to the developer, and therefore responsibility for maintenance of any trees on this verge would fall to them.

- The audio unit has been replaced in the pelican crossing.
- Melanie Badman at BDC has said that she is still in talks with Highways RE this land and if this does not move forward soon, she will arrange a site meeting with some of her people to see what they could do in the mean time for the residents.
- Breckland District Council stated that their Bridges Team that they previously carried out a repair to the footbridge on Pig Sty Lane on a without prejudice basis. However, the bridge remains the responsibility of the landowner.”
- Following complaints from residents of The Brecklands and a nasty fall by one of them, the Clerk contacted David Jacklin about the poor state of many areas of the footpath on that estate. A colleague of his assessed the estate and programmed for a couple of areas to be patched, a few kerbs programmed to be replaced and relayed, where necessary, and had any holes in the footway programmed to be filled and made safe. He has added the footways on this estate to the list of schemes on their database as well. He said that he will ensure to keep an eye on the footways, when in the area, to ensure any dangerous parts are amended.
- FP2, the footpath to Lynford Lakes is very overgrown and the Clerk is going to meet Martin Caplin from Norfolk Trails to discuss the area. It is possible that the Parish Council could receive funds to take over the cutting of this area.
- FP1, the footpath off West Hall Drive continues to be an issue, poor grass cutting and areas not cut at all. Breckland will inspect the footpath this week any issues will be identified and addressed with the contractors and landowners.
- Cllr Eyres said that the grass verge opposite Impson Way has not been cut- the Clerk to contact TTSR.
- The broken fencing by the river in the Lammas has been replaced.
- The tree by the roundabout has been reported as it is diseased, this was not deemed to meet their intervention criteria- the Clerk to report this again- concerns over its stability and proximity to the road.

7.3 Allotments

- The previous tenant of plot 12 does not wish to accept the refund.
- The first on the waiting list have agreed to take on plot 12.
- The pull cord on the lawnmower has broken- the mower has been taken to Lawn Boy in Downham Market to be fixed and serviced.
- Plot 15- has been made slightly smaller to allow for a path. The Clerk to contact all current allotment holders to offer a plot swap.
- The next on the waiting list is happy to take on an allotment. Once this has been agreed there will be no-one on the list- the Clerk to add this to the Messenger.
- Cllr Musgrove proposed to order 36 concrete blocks for the base for the water tank, at a cost of £97 with free delivery, this was seconded by Cllr Eyres and approved by all with a show of hands. He will go ahead and order them

7.4 Handyman/Gardener

- Bruce is not well enough to return to work as yet, but will continue to hand in Fit Notes until he is well enough to return.
- Cllr Musgrove asked the Cllrs to inform the Clerk of any jobs that need doing, so that she can compile a list for discussion at the next meeting. Jobs suggested were: school hedge, allotment gate and village green bollards and chains and allotment Hut floor.

7.5 Parish Partnership Bid-

- No ideas as yet- this to be added to the next agenda

7.5 War Memorial

- The work to the memorial has not been completed as yet, H Brett and Son apologised for the delays but a member of staff has been injured and unable to work, causing staffing problems. The second payment will be £420.00.
- The footpath has cracked and uneven slabs – a site meeting was suggested with a view to making a decision on options to make it safer.
- The Clerk to contact Historic England for advice

7.6 Remembrance Event

- The event will take place on Sunday 12th November 2023
- Anthony from West Tofts is able to join us this year and will visit the office a couple of weeks before the event to discuss it.
- The Vicar will be joining us for the event, as will the Brownies.
- Date to be added to the Mundford Messenger.

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7.7 Christmas Event

- The event will take place on Saturday 2nd December 2023
- The Clerk is looking at High Viz vests for the event- information to be sent to Cllrs
- Hot chocolate and cups need to be ordered for the event
- Father Christmas is organised
- The Clerk to contact the usual businesses about the event.
- The Cllrs to assist with the hot dogs this year.
- The possibility of purchasing a nicer looking fencing for around the trees was suggested- this to be looked into.
- More businesses offered the opportunity to participate, and baubles for the tree – to be discussed at the next meeting.

7.8 Donations

- Donations of £100 to The East Anglian Air Ambulance, and £50 each to the Thetford and Brandon Citizen’s Advice Bureau and £75 to The Royal British Legion (for the poppy wreath) were proposed by Cllr Musgrove, seconded by Cllr Casson and approved by all present with a show of hands.
- It was decided to add donations to the annual calendar to make sure it is not missed in the future.

7.9 Allotment Tenancy Agreement

- The Cllrs had been sent the amended document ahead of the meeting. Cllr Musgrove proposed adopt the new document, seconded by Cllr Locke and approved by 6 Cllrs with a show of hands.

8. Correspondence

- A resident has asked about bulb planting- it was decided to do this on 14th October- the Clerk to add this to the Messenger, noticeboard and website and Cllr Eyres to speak to Didlington Nurseries about the bulbs.
- The plaques for the planters have been collected and Cllr Musgrove installed them. The Clerk has taken a photo of the one bequeathed by Terence Alderton and sent it to the solicitor of the family.
- James Ingham from UPP has sent this update on the proposed poles in Adeane Meadow; “Thank you for your patience while my colleagues in our build team have been working on this. I’ve been advised by our build team, following consideration of the resident’s feedback and concerns you’ve kindly shared, Upp won’t be proceeding with the proposed poles to service Adeane Meadow.
- Cllr Eyres has suggested that we purchase copies of “The Parish Councillor’s Guide” for the Councillors that do not have them. £34.99 a copy. It was agreed to buy 4 copies. The new Cllrs were reminded of the offer of training – the Clerk to look into course dates.
- More information has been received regarding Electric Vehicle Charging Points (EVCP’s) and it appears that Village Halls can apply for the Plug in Norfolk Scheme: capital installation is free and monthly running costs would be funded for 7 years. Clerk to send this to them.
- A resident has contacted the Parish Council offering a walnut sapling if the Parish Council would like it- also has offered to the Cricket Club and Village Hall. The Clerk to contact him to express an interest.
- A resident has sent a letter to the Parish Council about his proposed ideas for changes to the area around the Village Green, this to be sent to the Cllrs and added to the next agenda.
- Th Clerk told the Cllrs that The Circle of Friends had been sent an email to thank them for all their hard work- they are stepping down from fundraising.

9. Finance

9.1 Payments for the invoices.

Cllr Morris proposed to accept the payments, seconded by Cllr Pryke and approved by 6 Cllrs with a show of hands. The reconciliation was signed by Cllr Casson.

August				
Direct Debits				
OPUS	Office electrics	£	17.47	
OPUS	Allotment Hut electrics	£	15.59	
N-Power	Street lighting	£	162.61	
BT	Office phone and broadband	£	61.36	
BT	Sim only	£	11.99	
Everflow	Office water	£	14.25	
	Total	£	283.27	

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Other		Payment Type		Petty Cash
Westcotec	Streetlight maintenance	BACS	£ 59.23	
A Shepherd	CCS August report	BACS		
Cloudy Group	Cloud storage	BACS	£ 10.44	
L Morris	Wages	BACS	£ 886.18	
L Morris	Strimmer wire	Petty Cash		£ 5.00
L Morris	Postage of DBS and bank mandate	Petty Cash		£ 6.20
Viking Direct	Office supplies	BACS	£ 126.04	
PKF Littlejohn	External Auditor's fee	BACS	£ 252.00	
Blooming Gardens	Village watering- 5 sessions	BACS	£ 150.00	
Lawn Boy	repair and service of lawnmower	BACS	£ 97.80	
HMRC	2nd quarter payment	BACS	£ 168.27	
		Total	£ 1,749.96	£ 11.20
		Total money out	£ 2,044.43	
Money in				
Community Account				
Hampshire Flags	Postage refund	£	15.54	

Bank Reconciliation at 31/08/2023

Cash in Hand 01/04/2023 39,357.33

ADD

Receipts 01/04/2023 - 31/08/2023 23,137.47

62,494.80

SUBTRACT

Payments 01/04/2023 - 31/08/2023 18,968.00

Cash in Hand 31/08/2023 **43,526.80**

(per Cash Book)

Cash in hand per Bank Statements

Petty Cash 31/08/2023 45.95

Savings Account 31/08/2023 25,995.44

Community Account 31/08/2023 17,485.41

43,526.80

Less unrepresented payments

43,526.80

Plus unrepresented receipts

Adjusted Bank Balance

43,526.80

A = B Checks out OK

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

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10. Planning applications

Reference no:	Description:	Date:	Address:	Outcome/Update
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/2023/0681/HOU	Single storey extension to side of existing two storey dwelling	06/07/2023	129 The Lammas Mundford	Undecided
3PL/2023/0633/F	New shepherd's hut for equestrian based holidays	20/06/2023	East Hall Farm West Tofts Road Mundford	Approved

11. Street Lighting

- TT Jones quote was received and sent to all, the 3-year contract is: £315.00 + vat per year, paid in quarterly payments of £78.75 + vat. This includes cleaning and maintenance. Cllr Musgrove proposed to go with this company, seconded by Cllr Morris and approved by all present with a show of hands

12. Member's Matters

- Clerk to check if the Church Lane Light has been replaced
- Cllr Eyres is going to look into sourcing sponsorship of the Christmas trees.

13. Next Meeting-

The October meeting will be on 5th at Mundford Cricket Club.

The meeting closed at 9.40 pm