

Minutes of Mundford Parish Council Meeting on Thursday 5th October 2023 at Mundford Cricket Club

Those present: Cllrs J Musgrove (Chairman), C Pryke (Vice Chair), S Eyres, D Casson and G Stubley. Also, 8 members of the public.

1. Chairman's opening remarks;

The Chairman welcomed everyone to the October meeting, he said there had been general allotment tidying done this month and thanked Cllr and Mrs Morris for cutting the allotment grass this summer. He said that the Church fencing was almost completed and that the Church were very happy with it.

2. Apologies of absence;

County Councillor Eagle and Cllrs Morris and Locke. Accepted.

3. Acceptance and signing of previous minutes;

Proposed by Cllr Casson, seconded by Cllr Pryke and approved by 4 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 7th September 2023.

4. Declarations of interest;

Cllr Eyres for item 9.1 Payments.

5. Public participation;

- Cllr Musgrove read out the email responses from County Cllr Eagle and Liz Truss concerning the withdrawal of the Flexi bus service. Both said that the service was withdrawn due to funding cuts. They said that extra services to Thetford had been made available and that further stops were being considered for the flexi Bus + service which may be easier for the residents to get to. Any suggestion for sites for further bus stops to be passed on to Norfolk County Council. The Clerk will contact one of the ladies before the next meeting to obtain and pass on any further information so that they do not need to attend the meeting. 5 ladies left at 7.45pm

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 garden waste being dumped on West Hall Road to Breckland District Council and the Housing Association- the Clerk to send a letter. There are several ongoing issues here. BDC have asked for more information on the situation.
- Cllr and Mrs. Morris took down the SAMS 2 and will put it back up next week once the data is downloaded

7.2 Footpaths and Verges

- The footpath by the grit bin at the bottom of the hill in the Lammas has been re-surfaced after work on the tree roots.
- The diseased tree by the roundabout has been reported again- awaiting a response.
- The Clerk and Cllr Morris met with Martin Caplin from Norfolk Trails to look at FP2. They would like to install a large kissing gate to allow wheelchair access and will get back to us with the progress on this, we have asked for further information on this- with a view to the possibility of the Parish Council part funding if needed. Also, the grass cutting was discussed. He agreed to ensure that access for a sit on mower would be found, to allow for a larger area of cutting.
- Residents have complained about the small number of repairs scheduled for The Brecklands- the Clerk has emailed NCC again.
- The Clerk contacted NCC for further information on the taking over the cutting of the urban areas- awaiting a response
- Contractors cutting the grass for NCC have reported that Slow worms are in the bank by the entrance to Crown Rd (By Malsters Close) and they are not allowed to cut grass when they are present as they are a protected species.
- The Clerk to send photos to CGM / Highways about the poor grass cutting this year.
- The cut through from The Lammas to West Hall Drive has been cleared of weeds.
- The Clerk reported the silver birch tree on Flagship owned land – it looks unhealthy- they will get it assessed.
- Bulb planting- this has been advertised in the Messenger, on the website and the noticeboard. Cllr Eyres will collect the bulbs from Didlington this week.

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- More issues with dog fouling on footpaths around the village- particularly between The Lammas and West Hall Drive-the Clerk will put it in the Messenger again and also to contact Breckland District Council to request a dog waste bin by the grit bin outside 22 the Lammas.
- Oak trees on the Swaffham Road look unhealthy – the Clerk to report to Highways.

7.3 Allotments

- Plot 15 was offered to current allotment holders, one applied and has now accepted it, plot 19 is now vacant and will be offered to the first on the waiting list
- A key deposit was paid for another new allotment holder.
- There are now 2 people on the waiting list.

7.4 Handyman/Gardener

- Bruce is feeling slightly better, and hopes to return to work. HR advice is being sought to ensure that his return to work is handled correctly.
- A personal risk assessment and return to work form will be ready for him to sign.

7.5 Parish Partnership Bid-

- We are unlikely to enter a bid this year, but thoughts for 2024 would be considered.

7.6 War Memorial

- The Clerk contacted Historic England about changes to the footpath to the memorial- awaiting a response from the local Historic Buildings Officer.
- A site meeting was arranged for Sunday 15th October for the path to be discussed
- H Brett have sourced the collar and intent to complete the works on October 12th.

7.7 Remembrance Event

- To be discussed at the next meeting- flag, Tommy, speakers and microphone and USB.

7.8 Christmas Event

- It is the 10-year anniversary of the event this year
- The local business and the Choir have been contacted- the Choir and The Crown are participating this year- awaiting responses from the others.
- Cllr Musgrove proposed to measure up the fencing to put around the trees then to vote at the next meeting.
- High Viz and baubles information sent to all Councillors
- Cllr Musgrove proposed to buy 2 more floodlights at £96, seconded by Cllr Eyres and approved by all present with a show of hands
- Sponsorship of the trees- the Clerk to contact local businesses and clubs.
- Cllr Musgrove showed the Cllrs a layout plan that he had drawn up and it was decided to put the hot dogs at the end of the slip road and to assemble the sleigh at the far end of the Village Green
- Cllr Casson will speak to the school about their choir singing at the event.

7.9 Electronic Communications Policy

- The policy was sent to all Councillors before the meeting and was adopted, proposed by Cllr Musgrove, seconded by Cllr Casson and approved by all Councillors present with a show of hands.

7.10 Crown Road Footpath

- The suggestions were discussed and the Parish Council were in agreement about the need for a footpath on this stretch of Crown Road. Cllrs Musgrove and Eyres told the residents that several years ago they were told that these footpaths were on a list of improvements for Mundford but that the wait could be 10 years or longer and with the current financial situation it was unlikely that these works would be done. In regard to the other points made, the Parish Council do not feel these are necessary currently. 2 residents left at 8.35pm
- An email in relation to the suggestions (made by a resident) from residents off Crown Road has stated “We wanted to inform you that we are opposed to the suggestion of dispensing with the slip road (exit from A1065 to Crown Road) at the end of our driveway. It would create access issues for vehicles such as oil delivery lorries, who need to reverse down the drive. It would also be dangerous for any vehicle to have to turn left from the main road. We are neither for or against a footpath, but it looks nice at the moment being grass, and is well maintained.”

7.11 Church Fencing

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- The fencing line had to be moved slightly due to the presence of a water pipe but it is almost finished and looks very good.
- The additional costs for fencing and a portaloo were discussed and Cllr Eyres proposed the payment of £7988.00 (including VAT) to be made, seconded by Cllr Musgrove and approved by all present with a show of hands.

7.12 Contract for the Electricity Supply to the Allotment Hut

- The issue has been resolved after many emails and assistance from Kelly at Watt Utilities. We are now with EDF, although the prices are very slightly higher. Fixed daily charge has not changed, day rate was 30.6p, is now 36.72p and night was 28.9p and is now 36.72p.
- We are no longer under contract to the other broker.

8. Correspondence

- Litter picking, 11 volunteers, 12 bags. The next 2 dates are Wednesday 25th October and Wednesday 6th December. It was decided to take the litter pickers to Browns again this year.
- A charge of £4 was accidentally added to the BT invoice for the sim only – this will be deducted from the next bill. The contract ends in late November – the Clerk will look for cheaper options. The office BT contract ends in mid-December- again this will be looked into.
- TTSR intend to work from google maps information next year.
- The Clerk took leaflets and posters from the Cranswick Objection Group to several business in the village and has contacted them for an update on the situation- the date for entering comments is being put back.
- The offer of the walnut sapling has been accepted and it will be stored at the side of the Allotment Hut until a position for it to be planted has been chosen. It can be dropped at the office or collected from the resident by 1st October – the Clerk to contact him to arrange.
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- The de-fib battery was replaced on 3rd October
- The Clerk spoke to the Messenger about removing the flexi bus advert, they intend to put information on the removal of this service in the next issue. The Clerk will pass on any information received.
- The second quarter VAT claim has been sent off, £196.82.
- The book “the Parish Councillor’s guide” will not now be purchased- on further research there has been no updates. The Clerk to contact previous Cllrs to see if they still have copies which they could return.

9. Finance

9.1 Payments for the invoices.

Cllr Musgrove proposed to accept the payments, seconded by Cllr Stubley and approved by 4 Cllrs with a show of hands. The reconciliation was signed by Cllr Stubley.

September			
Direct Debits			
OPUS	Office electrics	£	17.05
OPUS	Allotment Hut electrics- part month	£	9.09
British Gas Lite	Allotment Hut electrics	£	14.01
N-Power	Street lighting	£	160.73
BT	Office phone and broadband	£	61.36
BT	Sim only	£	16.79
Everflow	Office water	£	11.18
	Total	£	290.21

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Other		Payment Type		Petty Cash
TT Jones	Streetlight maintenance- Sept- Dec	BACS	£ 126.00	
A Shepherd	September report	BACS	£ 400.00	
Cloudy Group	Cloud storage	BACS	£ 10.44	
L Morris	Wages	BACS	£ 751.00	
D Goodrham	Petrol for Church Grass cutting	BACS	£ 28.50	
CBR Business Solutions	DBS check for Community Car Service	BACS	£ 18.00	
Anglian Computer Solutions	Annual anti- virus plus support	BACS	£ 100.80	
Blooming Gardens	Village watering	BACS	£ 90.00	
East Anglian Air Ambulance	Donation	BACS	£ 100.00	
Thetford Citizens Advice	Donation	BACS	£ 50.00	
Brandon Citizens Advice	Donation	BACS	£ 50.00	
Wrights Landscaping	Church fence installation	BACS	£ 7,988.00	
		Total	£ 9,712.74	£ -
		Total money out	£ 10,002.95	
Money in				
Community Account				
Mr. and Mrs. Kingswood	Allotment Hut key deposit	£ 10.00		
Breckland District Council	2nd Precept	£ 18,250.00		
Savings Account				
Barclays Bank	Interest	£ 69.65		
	Total money in	£ 18,329.65		

Bank Reconciliation at 30/09/2023

Cash in Hand 01/04/2023 39,357.33

ADD

Receipts 01/04/2023 - 30/09/2023 41,467.12

80,824.45

SUBTRACT

Payments 01/04/2023 - 30/09/2023 21,256.15

Cash in Hand 30/09/2023 **59,568.30**
(per Cash Book)

Cash in hand per Bank Statements

Petty Cash 30/09/2023 55.95

Community Account 30/09/2023 33,464.05

Savings Account 30/09/2023 26,065.09

59,585.09

Less unrepresented payments 16.79

59,568.30

Plus unrepresented receipts

Adjusted Bank Balance **59,568.30**

A = B Checks out OK

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

9.2 6 Month report

Cllr Musgrove ran through the reasons for the difference in figures between the budget and actual figures

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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	Approved
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

- The contract with TT Jones has been set up and the first invoice (Sept to Dec) has been received, see payments sheet.
- The streetlight in Impson Way is fixed and Westcotec are looking into the progress of the repairs to the Church Lane light.

12. Member's Matters

- Cllr Eyres reported moles on the grass at the entrance to Malsters Close- the Clerk to report this.
- Cllr Pryke mentioned a complaint from a resident about the prickly hedge at the school- the Clerk to contact them.

13. Next Meeting-

The next meeting will be on Thursday November 2nd at the Cricket Club.

The meeting closed at 9.12 pm