

Minutes of Mundford Parish Council Meeting on Thursday 2nd November 2023 at Mundford Cricket Club

Those present: Cllrs J Musgrove (Chairman), C Pryke (Vice Chair), S Eyres, S Morris, D Casson, G Stublely and M Locke.
Also present were District Cllr I Sherwood and County Cllr F Eagle.

1. Chairman's opening remarks:

The Chairman welcomed everyone to the November meeting. He said that the bulb planting and litter picking had gone ahead this month, with fewer volunteers but all had gone well. A meeting had been held at the War Memorial to discuss the footpath; this is ongoing. The Church have expressed their pleasure in the new fencing that was installed this month.

2. Apologies of absence:

None

3. Acceptance and signing of the previous minutes:

Proposed by Cllr Pryke, seconded by Cllr Casson and approved by 5 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 2nd November 2023.

4. Declarations of Interest:

Cllrs Musgrove, Eyres, and Stublely for item 9.1 payments and Cllr Morris for item 7.3 allotments

5. Public participation:

None

6. Reports:

6.1 District Cllr Ian Sherwood;

Breckland District Council are in the early stages of setting their budget and they are keeping the front-line services going.

6.2 County Cllr Fabian Eagle;

County Cllr Eagle confirmed the changes to the FlexiBus+ service. Norfolk County Council are expecting a 2.99% Council Tax rise and 2% Adult Social Care Programme precept.

The Clerk asked for the helpfulness of Travel and Transport at Norfolk County Council for their help with the FlexiBus+ to be recognised.

Both Cllrs left at 7.45pm

7. Matters arising:

7.1 Outstanding Highway Matters-

- Cllr Musgrove explained that the resident who wrote to the Parish Council about the road layout by the Village Green was going to contact the Council again as he felt there had been some confusion over his suggestions.
- Cllr and Mrs Morris put the SAMS2 up on the Swaffham Road.
- Damage to the road by a drain on the Swaffham Road was reported to Highways.

7.2 Footpaths and Verges-

- An application has been made for a dog waste bin in The Lammas- no response as yet
- The broken sign at The Lammas was reported.
- The Clerk has contacted Highways again about the footpaths in the Brecklands, more photos to be sent.
- Request for an update from NCC about FP1- off West Hall Drive, no response as yet.
- Breckland District Council are still waiting for an answer from Norfolk County Council on ownership of the land between the Brecklands and the A1065, while they await a response, they have said that they will see if there is any work that can be carried out.
- Norfolk County Council are proposing to install bus stops on both sides of the A134 by the entrance to Impson Way, this is in the proposal stage at this time.

7.3 Allotments-

- Cllr Musgrove will switch the water off at the Allotment Hut next week.
- There are now 3 people on the waiting list.

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- Cllr Musgrove will order the blocks this month.
- It was decided to plant the walnut sapling behind the Allotment Shed.

7.3 Handyman/Gardener-

- Cllr Pryke created a Personal Risk Assessment and manual handling sheet for Bruce, the Clerk delivered them to him on Monday 16th October for him to read, sign and return to the office before returning to work. Which he did.
- Bruce did not do any work for us this month, but hopes to do some work in the next 2 weeks. The Clerk to contact him to request that he strims and sweeps the War Memorial area.
- The last 3 months holiday pay have been calculated- £40.04 and we were advised to pay him while we asked him not to work, so he was paid for 5 hours.
- The trimmer will need to be serviced; Cllr Stubley gave the Clerk recommended someone that she had used before– the Clerk to contact him.

7.5 Parish Partnership Bid-

- No suggestions for the bid this year, but thoughts for next year to be discussed in 2024.

7.6 War Memorial-

- The completion of the works by H Brett has been put on hold while advice is sought from Historic England, The War Memorial Trust and the local Historical Buildings Officer.
- The Clerk contacted Historic England about changes to the footpath to the memorial- and was directed to the local Historic Buildings Officer – we are awaiting a response.
- Cllr Musgrove to re-draw the plans for the footpath.

7.7 Remembrance Event-

- Anthony and the Rev. L Lubbe met with the Clerk on 1st November and finalised plans for the event.
- The Clerk and Cllr Pryke created a risk assessment for the event.
- Cllr Musgrove asked the Clerk to lay the wreath on behalf of the Parish Council.
- The Clerk to ask Simon Booth if he would do the flagpole duties, Cllrs Eyres and Musgrove will put Tommy, up and the Clerk will take the speakers, microphone and wreath to the site.
- Cllr Musgrove will put the poppies on the seats

7.8 Christmas Event-

- Crown Hair, Yallops and St Leonard's Court are participating again this year. The Clerk to contact the businesses, the Brownies and the Choir with further information about the event.
- No need for more high viz- to be ordered.
- Christmas tree sponsorship letters sent to village businesses and clubs- Integra vets are sponsoring £25
- Viking order for hot chocolate and cups to be placed.
- Cllr Musgrove had emailed the cost of the fencing to all before the meeting. He proposed to purchase it, seconded by Cllr Pryke and approved by all with a show of hands. The Clerk to order the fencing and add it to the Council's insurance policy.
- The information on Christmas trees was sent to all and Cllr Musgrove proposed buy three 3.7M Nordman Fir Trees at £158 +vat each. This was seconded by Cllr Casson and approved by all with a show of hands. The Clerk to order these.
- Payments for the fencing and trees to be paid before the next meeting, payments agreed.
- Cllr Musgrove will check the decorations and lights.
- The timings for the day were agreed.
- The incorrect price was given for the floodlights at the last meeting, it should have been £125 +vat – all agreed to the price.
- Cllr Casson will liaise with the School Choir concerning their performing at the event.

7.9 Village Planting-

- Cllr Musgrove thanked Cllr Eyres for removing the dead begonias from the War Memorial bed
- The Clerk to contact Didlington Nurseries again about outstanding invoices.
- Cllr Stubley ordered and paid for the extra hyacinth bulbs- see payments list.

7.10 Budget

- The draft document was emailed to all Cllrs before the meeting, two minor adjustments were pointed out – these to be done and then the Budget and Precept to be added to the next agenda.
- TTSR information to be added when more is known about the Parish Council taking over the extra grass cutting areas.

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7.11 Office and Mobile phone contracts-

- The Clerk sent details of new contracts from BT (the existing provider) to all Councillors and it was agreed to stay with them for the office phone and broadband and sim only as the prices were reduced. This was voted by email.

8. Correspondence:

- The Clerk sent further information on the comments from NCC concerning the removal of the FlexiBus service to Rosemary for inclusion in the Messenger.
- Rosemary Godfrey paid the £47.70 for the website domain renewal, she sent an invoice and this was agreed and paid.
- A thank you email was received from West Suffolk Citizens Advice, for the £50 donation- sent to all Cllrs.
- An email was received from Norfolk ALC -asking villages to join in with the 80th celebrations of D Day with lighting beacons, this was sent to all Cllrs. It was decided not to go ahead with this due to the cost of the beacons.
- We have received the non-profit status and Anglian Computer Solutions will move on with the plans once the rest of the information reaches them.
- The Clerk contacted NCC about the FlexiBus+ to Swaffham, and was told that a stop had been added at Cherry Tree Close, she requested a further stop at the junction in Fir Close to The Brecklands. A family member of one of the residents that was affected by the loss of the service has also spoken to NCC. The ladies are very pleased with the outcome and thanked us for our assistance.
- Litter picking – 7 volunteers and 8 bags of rubbish. The Clerk to contact the volunteers to invite them for a drink at Brown after the session on December 6th.
- We have received notification from the ICO that our annual direct debit of £35 will be taken out on December 7th, so the payment needs to be approved at this meeting (see payment sheet) Payment proposed by Cllr Musgrove, seconded by Cllr Pryke and approved by all with a show of hands.
- Cllr Stubley purchased the Browns voucher; Cllr Musgrove thanked her for doing this. The Clerk hand delivered the thank you letters to Jan to pass on to the other volunteers in The Circle of Friends group.
- A resident emailed with concerns over obstructions on the footpath on their route to the school. Cllr Musgrove walked the route and drafted a response; both were sent to all Cllrs. It was agreed to send the suggested response.
- Proposed 2024 meeting dates sent to all Cllrs.
- A bolt has come loose from the church fencing, the clerk has contacted the contractor to ask for it to be replaced. The Clerk to contact them to ask about purchasing a tool for the Parish Council for future use.

9. Finance

9.1 Payments for the invoices:

The votes for the payments were done in 2 parts as 3 Cllrs were on the payments list.

Cllr Musgrove proposed all payments except his own, seconded by Cllr Morris and approved by 5 Cllrs with a show of hands.

Cllr Eyres proposed Cllr Musgrove's payment, seconded by Cllr Locke and approved by 6 Cllrs with a show of hands.

October			
Direct Debits			
OPUS	Office electrics	£	15.67
EDF	Allotment Hut electrics	£	18.27
N-Power	Street lighting	£	237.46
BT	Office phone and broadband	£	61.36
British Gas Lite	Allotment Hut electrics	£	4.53
BT	Sim only	£	11.99
Everflow	Office water	£	34.88
ICO	Annual Fee	£	35.00
	Total	£	419.16

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10 Planning applications

- The planning application from the Football Club was referred to the Planning Committee, to be discussed on 31st October. No response as yet.

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

11. Street lighting:

- We are still out of contract with N-Power but when the Clerk contacted them to ask about a new contract, she was told “The rates you are currently paying are the best ones for you to be on even though you are on the out of contract tariff. The reason for this is because the usage figures for the supplies are below the threshold for what would be beneficial to switch to the contracted options. This is a result of the current market position. “
- The Clerk has contacted Westcotec for an update on the Church Lane streetlight- no response as yet – the Clerk to contact them again.

12. Member’s Matters:

- Cllr Casson asked what had happened to the bins at the playground- the Clerk to contact them.
- Cllr Musgrove suggested a metal tree surround for the Platinum Jubilee tree and a noticeboard for the Brecklands/Fir Close
- Cllr Locke suggested reporting potholes by The Stag on the A134
- Cllr Eyres said that the bushes by the bench and the Jubilee bed are looking unhealthy.

13. Next Meeting: Thursday 7th December 2023 at Mundford Cricket club

The meeting closed at 9.25pm