

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

Those present; Cllrs J Musgrove (Chairman) C Pryke (Vice-Chair) M Locke and S Morris.

1. Chairman's opening remarks:

The Chairman welcomed those present to the last meeting of 2023 and said that much of November was taken up with preparations for the Christmas Light Switch on- this will be discussed later in the meeting.

2. Apologies of absence:

County Cllr F Eagle, District Cllr I Sherwood, Cllrs S Eyres, G Stubbley and D Casson. Accepted

3. Acceptance and signing of the previous minutes:

Proposed by Cllr Pryke and seconded by Cllr Morris and approved by all present with a show of hands. The minutes were signed by the Chairman as a true record of the meeting held on 2nd November 2023.

4. Declarations of interest:

Cllr Musgrove for item 9.1 payments

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

- Potholes on the A134 by The Stag have been reported and filled.
- The gully by the roundabout overflowed after the heavy rain, this was reported and Highways cleared the leaves that were blocking it.

7.2 Footpaths and Verges

- Victory Homes Estates Teams assessed their properties on 31st October following complaints about overgrowing hedges- awaiting information on their verdicts.
- The broken sign by the grit bin in the Lammas has been taken away and a new one has been installed.
- Overgrowing hedge in Fir Close and nettles growing out of another in The Lammas – photos sent to all. Letters to be sent.
- Update from Norfolk County Council on FP1 (off West Hall Drive). The second cut has been done and the fallen tree removed.
- Still nothing from Norfolk County Council to Breckland District Council about ownership of the land, The Clerk has suggested that we contact Liz Truss.

7.3 Handyman/Gardener

- Bruce has worked 16.5 hours this month, strimming, grass cutting and tidying the War Memorial Area, clearing and tidying Jubilee bed and surrounding area. Strimming, cutting and tidying bench area, strimming around village sign at Ickburgh end and clearing the begonias from the Village Green bed. Strimmed, cleared and tidied by the Lynford junction and cleared a small tree. Cut the school hedge, cleared the edges and a large number of leaves and mud at the Impson Way junction, with the help of Cllr Eyres. The Chairman thanked them both and said how much better it looked there now.
- Bruce has had further treatment and has submitted a fit note for the whole of December.
- He will receive the back pay from April 1st – see item 7.7.

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7.4 War Memorial

- According to the Historic Buildings Officer there are no restrictions regarding the footpath to the War Memorial, so this will be discussed again at the January meeting. Cllr Musgrove will re-draw the planned path.
- The Clerk to look for another contractor for advice on the cracks.

7.5 Christmas Event

- The event went very well, with an estimated 275-300 people attending.
- There were many positive comments about the new fencing.
- Donations since the last meeting: £50 from Tony Whiting (received) and the Bowls Club will be donating £30.
- £62.72 was raised by the cake stall, £101.34 by the hotdogs, £107 by the Brownies and we are waiting for figures from Crown Hairdressing and The Crown. These amounts will be included in the next Messenger article, as well as the list of donors.
- Extra pedestrian signs, cones and flashing lights were suggested for next year- this to be added to the agenda for May for discussion.

7.6 Budget

- It was decided to add another £2000 to the possible War Memorial works, making a total of £4000.
- Due to the absence of 3 Cllrs this will be added to the January meeting

7.7 Local Government Services pay agreement

- NALC sent the new pay scales, an increase of £1 an hour. Back pay is due from April 1st. The pay has been calculated and added to the Clerk and Handyman Gardener's wages this month.

7.8 Noticeboard and tree surround-

- Information from the company that the current board came from was circulated to all Cllrs before the meeting.
- Cllr Musgrove will look into both and send more information to all before the next meeting.
- Due to the absence of three Cllrs this will be added to the January Agenda.

7.9 Grass cutting-

- The Clerk has contacted NCC requesting further information- still awaiting it.
- 2 companies have emailed to ask about grass cutting quotes- emails sent to all Cllrs before the meeting. The Clerk to contact them and we will ask for quotes when we have figures from Norfolk County Council.
- This to be added to the January meeting, hoping that information will have been received from Norfolk County Council by then.

7.10 Safer Neighbourhood Action Panel Meeting-

- This will take place in the Bowls Club on February 12th. Decision needed before the meeting so that the police can advertise it. The Bowls Club is booked. This to be discussed further in January

8. CORRESPONDENCE

- The defibrillator was used but not accessed with information from The Circuit. This is a concern as it was not taken off their list after being accessed, the Clerk is looking into this. The last spare pads are now on the defib, so 2 new packs ordered – voted by email (see payments sheet). If this happens again, we will change the door code.
- Cllr Pryke now has her bank mandate.
- UK power Network no longer intend to install a sub-station on Swaffham Road.
- We have received a letter from the East Anglian Air Ambulance charity, thanking us for the £100 donation.
- PAT testing took place on Dec 4th.
- A resident has emailed about the dog bin at the Arboretum, says it is in a poor state and asks if two bins could be put there as the one there is often full, also suggested a second bin by the entrance to the lakes from the car park. The Clerk told her that BDC will not empty two bins beside each other and the second suggested site is not on NCC land therefore would not be emptied.
- Received information on rough sleepers and severe weather protocol from BDC, sent to all.
- Letter received from N Tooth in reference to his suggestions for the Village Green area- Clerk to send him a response.

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- The Village Hall enquired about the process for application for a grant- documents sent., response received and sent to all. This to be added to the January agenda, questions to ask them ahead of the January meeting to be decided asap. The Clerk to look into the amount for donations/grants allowed per year (Section 137)
- The Village Hall have also asked if they could have some old photos of the village to frame and display in the Hall- will look into having re-prints done. The Clerk is looking into this, to find out where they are.
- An email has come from the Football Club and Village Hall Committee jointly, requesting that the Parish Council fund their new de-fib pads in/ by June 2024, at a cost of £71.94 inc. vat This will be added to the January agenda
- The recently donated (emailed) photos and newspaper clippings are ready to be filed and possibly archived – The Clerk to do this but when ready will need assistance/ training from Rosemary.
- 11 volunteers came to the litter picking session and 10 sacks were collected. All went to Browns Café for a drink and cake. Petty cash used, £85.40. The receipt is in the December payments.
- Breckland District Council have offered funding for planting an orchard (a minimum of 5 trees) on their own land. It was decided that we have not got enough land for trees.
- Breckland District Council sent a copy of information concerning replacing and moving a pole in Ashburton Rd, Ickburgh.
- Two residents have told the Clerk about recent experiences with a salesman calling at their houses; he was persistent and even asked “Can I at least do you a quote so that I can get paid?” I have given both ladies “No Cold Callers” stickers to display at their doors. The Clerk to speak to Rosemary about putting something about this issue in the Messenger – offering to contact the companies if a card or leaflet is kept.

9. Finance

9.1 Payments and Receipts for November.

The votes for the payments were done in 2 parts as Cllr Musgrove was on the payments list.

Cllr Pryke proposed Cllr Musgrove’s payment, seconded by Cllr Morris and this was approved by 3 Cllrs with a show of hands.

Cllr Musgrove proposed the remaining payments and Cllr Pryke seconded, approved by all Cllrs present with a show of Hands.

Cllr Locke checked and signed the bank reconciliation.

November				
Direct Debits				
EDF	Office electrics	£	67.38	
EDF	Allotment Hut electrics	£	18.27	
N-Power	Street lighting	£	277.19	
BT	Office phone and broadband	£	47.14	
EE	Sim only	£	6.84	
Everflow	Office water	£	18.05	
	Total	£	434.87	

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<u>Other</u>		<u>Payment Type</u>		<u>Petty Cash</u>
A Shepherd	November report	BACS	£ 450.00	
Cloudy Group	Cloud storage	BACS	£ 10.44	
L Morris	Wages and back pay	BACS	£ 1,272.96	
Viking Direct	Christmas event and office supplies	BACS	£ 75.28	
WEL Medical	Defib pads x2	BACS	£ 151.02	
J Musgrove	Floodlights, tripods, cable ties	BACS	£ 174.70	
J Musgrove	Batteries for floodlights	BACS	£ 20.15	
L Morris	Batteries for microphone	BACS	£ 2.50	
Mundford Cricket Club	Venue hire Sept- Dec	BACS	£ 100.00	
Real Christmas Trees Ltd	3 Christmas trees	BACS	£ 569.99	
B Mclsaac	Wages, back pay and expenses	BACS	£ 278.79	
Blooming Gardens	Village Green grass cutting	BACS	£ 264.00	
J Musgrove	Baubles for Christmas trees	BACS	£ 12.97	
HMRC	3 months	BACS	£ 166.10	
		Total	£ 3,548.90	
		Total money out	£ 3,983.77	
Money in				
Petty Cash				
Hannah Jane Hair	Donation to Christmas trees	£	40.00	
Anonymous donor	Donation to Christmas trees	£	5.00	
Anonymous donor	Donation to Christmas trees	£	5.00	
Community Account				
BT	Refund	£	4.80	

Bank Reconciliation at 30/11/2023

Cash in Hand 01/04/2023 39,357.33

ADD

Receipts 01/04/2023 - 30/11/2023 42,738.94

82,096.27

SUBTRACT

Payments 01/04/2023 - 30/11/2023 39,490.71

Cash in Hand 30/11/2023 42,605.56

(per Cash Book)

Cash in hand per Bank Statements

Petty Cash 30/11/2023 101.05

Savings Account 30/11/2023 26,065.09

Community Account 30/11/2023 16,439.42

42,605.56

Less unrepresented payments

42,605.56

Plus unrepresented receipts

Adjusted Bank Balance

42,605.56

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

- The planning application from the Football Club was referred to the Planning Committee, to be discussed on 31st October. BDC have said “The application was recommended for approval subject to further ecology information being submitted. It is likely a decision will not be issued for the near future until the matters on ecology are resolved”

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	Withdrawn
3PL/2023/1101/VAR	Variation of condition No 1,3,10,11,22 on 3PL/2021/1624/VAR- on site layout and landscaping, alternative bat and bird box provisions for the site	17/11/2023	Land off Crown Road (Jenson Close)	Undecided

11. Members Matters:

Cllr Pryke will be taking part in the “Call for Sites” Zoom meeting next week and will feed-back at the next meeting.

13. Next Meeting:

The next meeting will be on 5th January at the Cricket Club.

The meeting closed at 8.40 pm