

# Minutes of Mundford Parish Council Meeting on Thursday 4<sup>th</sup> January 2024 at Mundford Cricket Club

Those present: Cllrs J Musgrove (Chairman) C Pryke (Vice- Chair) S Eyres, S Morris, D Casson, G Stubbley and M Locke and 5 members of the public.

## 1. Chairmans opening remarks:

The Chairman welcomed everyone to the first meeting of 2024 and said that he hoped we would all have a good year.

## 2. Apologies for absence:

None.

## 3. Acceptance and signing of the previous minutes:

Proposed by Cllr Pryke, seconded by Cllr Locke and approved by 4 Cllrs with a show of hands. The minutes were signed by the Chairman as a true record of the meeting held on 7<sup>th</sup> December 2023.

## 4. Declarations of Interest:

Cllr Morris for item 9.1 Finance.

## 5. Public participation:

The Chairman brought forward item 10. Planning Applications so that the attending residents and the 2 members from Clayland Architects could speak. The residents and Cllrs asked questions about the application for land off Bracken Rise, a development of 9 houses, and the architects answered them, stating that the road on the application will be a private road and therefore only 12 properties can be accessed from it. They also stated that the figure of 80 properties mentioned on the "Call for Sites" document was a figure generated by the amount of land suggested for future planning applications, not the number of houses intended by the landowner to be considered. Also stated was that it was likely that only 2 or 3 other properties may be applied for off West Hall Drive as this is a private road. Comments need to be submitted by 6<sup>th</sup> January but the Clerk will contact Breckland Council to ask for an extension in order for the information given at the meeting to be discussed. The representatives from Clayland said that they will attend the next meeting. (Apologies, this was missed on the draft minutes)

Two members of the public left at 7.58pm.

## 6. Reports

### 6.1 District Cllr Ian Sherwood

None.

### 6.2 County Cllr Fabian Eagle

None.

## 7. Matters arising:

### 7.1 Outstanding Highway Matters

- More potholes have appeared on the A134 by the Stag- the Clerk has reported them
- The Clerk to report the gulleys blocked on both sides of the road in Crown Road. Also, to ask about suspected gas pipe issue from a previous time (pre-covid)

### 7.2 Footpaths and Verges

- After the last meeting letters were sent to homes with overgrowing hedges.
- The hedge has been taken out at 4 Wissey View and replaced by fencing.
- The application for the dog waste bin at the Lammas is being looked at and should be approved this week.

### 7.3 Handyman/Gardener

- Bruce had not worked in December and the Clerk is waiting for an update on how he is feeling now.
- He will need to extend his Fit Note if he is unable to work and fill in a return-to-work form once he is working again.
- Jobs for January if he returns to work are: possibly the dog waste bin once the go ahead is given and removal of the leaves from around the bin in St Leonards Street.

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## 7.4 Village Hall Grant Application

- Questions were sent to the Committee and the responses were sent to all Cllrs. It appears that the proposed fencing is the same as the existing fencing, not the same as by the Church.
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- It was agreed to grant £2000 toward the fencing. Proposed by Cllr Musgrove, seconded by Cllr Morris and approved by 6 Cllrs with a show of hands. This is as well as the £996.50 previously approved for the playground equipment. The Clerk to contact them.
- The section 137 annual allowance is £11,945.79

## 7.5 War Memorial

- We are awaiting a second opinion on the cracks to the War Memorial from a Mason with experience of Portland stone.
- New path layout to be discussed, suggestions welcomed. This to be added to the next agenda.

## 7.6 Budget

- It was agreed to accept the budget. Proposed by Cllr Musgrove, seconded by Cllr Locke and approved by all present with a show of hands.

## 7.7 Precept

- An increase of 5 % was agreed, bringing the total to £38,325. Proposed by Cllr Musgrove and seconded by Cllr Stubley, approved by all present with a show of hands. Form B to be filled in and returned to Breckland District Council.

## 7.8 Employee Absence Policy

- The policy was sent to all Cllrs ahead of the meeting. It was agreed to adopt the policy.
- The Clerk to add this to the website.

## 7.9 Defibrillator Spares

- It was decided that each year, when the annual donations are made, £100 will be donated to either the Village Hall/Football Club or the Bowls Club (alternate years) toward the upkeep of their defibrillators. The Village Hall/Football Club will receive their £100 this year. Proposed by Cllr Eyres, seconded by Cllr Musgrove and approved by all present with a show of hands.
- The Clerk to contact both Committees to inform them of this decision.

## 7.10 Noticeboard and tree surround

- It was decided to ask the residents of the Brecklands and Fir Close in the next issue of the Mundford Messenger if they would like to have a Parish Council noticeboard installed on their side of the village. This to be added to the next agenda.
- The Clerk to check ownership of the land.
- It was agreed to purchase a metal surround for the Platinum Jubilee tree at a cost of £155 plus VAT. Proposed by Cllr Musgrove, seconded by Cllr Eyres and approved by all with a show of hands. The Clerk to order this.

## 7.11 Grass cutting-

- Email responses sent to the 2 companies that asked to quote for us.
- Information from Norfolk County Council came too late to be sent to all but the email was read out. This to be sent to all for discussion at the next meeting.
- Maps to be marked up and contractors to be invited to walk around the village to look at the sites for quoting. Strimming must be discussed as this was very poorly done by Norfolk County Council last year.
- This to be added to the next agenda.

## 7.12 Safer Neighbourhood Action Panel Meeting

- Retrospective vote for the meeting to be held at the Bowls Club, proposed by Cllr Musgrove, seconded by Cllr Pryke and approved by all present with a show of hands.
- The Clerk to confirm time and cost with the Bowls Club.
- More information to follow from the Police regarding set up of the room etc. The meeting is on 12<sup>th</sup> February.

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## 7.13 Annual Asset Condition Survey

- This was discussed and a date to be arranged by email. Grass cutting areas to be discussed at the same time.

## 7.14 Christmas Trees removal and disposal

- It was agreed to meet at the Village Green on January 6<sup>th</sup> to remove the fencing, tree decorations and lights but to leave the trees up as they are healthy and look good.

## 7.15 Internal Auditor

- Jo Raby is happy to carry out our internal audit again this year. It was agreed that she is asked to be to our internal auditor, proposed by Cllr Musgrove, seconded by Cllr Pryke and approved by all present with a show of hands. The Clerk to do this.

## 7.16 Litter Picking

- It was decided not to carry out any more litter picking while the daffodils are coming up. This to be added to the next agenda.

## 8. Correspondence:

- Norfolk ALC's 2024 subscription cost will be £342.37, to be paid in April.
- Crown Hairdressing raised £150 at the Christmas event and The Crown raised £162.83
- The Bowls Club have donated £30 to the Christmas trees
- The Clerk contacted the Cranswick Objection group – there is no further information on the application.
- UPP have contacted the Clerk to inform the Parish Council that in September Virgin Media O2 acquired Upp and James Ingham will no longer be our point of contact.
- Cllr Pryke's notes from the Zoom Local Plan meeting were sent to all. She is attending the second one next week, and will feed back again.
- Invoice received from Rosemary Godfrey for website support (see payments sheet)
- Cllr Morris has trimmed the hedge outside the office and cut off overhanging branches. Cllr Musgrove thanked him for doing so. Tall trees by the office need to be kept an eye on as they are getting close to the overhead cables.
- Anglian Water sent an engineer to the office to locate the water meter which was incorrect on Everflow's mapping system. Regular readings can now be taken.
- EDF will be sending out an engineer to the Allotment Hut to check the smart meter as readings are not always available.
- The 3<sup>rd</sup> quarter VAT claim has been submitted - £2512.53.
- Westcotec will replace the light in Church Lane when they are next in the area.
- The Clerk contacted The Right Hon.Liz Truss about the ongoing ownership dispute over the land between the A1065 and The Brecklands.

## 9. Finance

### 9.1 Payments and Receipts for December.

December				
<b>Direct Debits</b>				
EDF	Office electrics	£	94.05	
EDF	Allotment Hut electrics	£	20.13	
N-Power	Street lighting	£	318.23	
BT	Office phone and broadband	£	50.34	
EE	Sim only	£	6.84	
Everflow	Office water	£	14.61	
	<b>Total</b>	£	504.20	

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		<u>Payment Type</u>		<u>Petty Cash</u>
<b>Other</b>				
A Shepherd	December report	BACS	£ 350.00	
Cloudy Group	Cloud storage	BACS	£ 10.44	
L Morris	Wages	BACS	£ 805.00	
Browns Café	Drinks for volunteers	PC		£ 85.40
S Morris	Extension lead for the office	PC		£ 18.26
S Morris	Outdoor tap cover	PC		£ 8.00
E.A.Air Ambulance	Donations from Christmas event	BACS	£ 62.72	
Parkinsons Research	Donations from Christmas event	BACS	£ 101.34	
TT Jones	Streetlight maintenance Jan-Mar	BACS	£ 94.50	
CC Electrical & Renewables Ltd	PAT testing	BACS	£ 96.00	
Rosemary Helpdesk	Website support	BACS	£ 25.00	
		<b>Total</b>	£ 1,545.00	£ 111.66
		<b>Total money out</b>	£ 2,160.86	
<b>Money in</b>				
<b>Petty Cash</b>				
Donations	From Cake stall at Christmas event			£ 62.72
Donations	From hot dogs at Christmas event			£ 101.34
			<b>Total</b>	£ 164.06
<b>Community Account</b>				
BT	Refund	DD	£ 3.55	
Tony Whiting	Donation to Christmas trees	CHQ	£ 50.00	
Mundford Bowls Club	Donation to Christmas trees	BACS	£ 30.00	
		<b>Total</b>	£ 83.55	
		<b>Total money in</b>	£ 247.61	
<b>Savings Account</b>				
Barclays Bank	Bank interest	BACS	£ 90.76	

### Bank Reconciliation at 31/12/2023

Cash in Hand 01/04/2023 39,357.33

#### ADD

Receipts 01/04/2023 - 31/12/2023 43,073.76

82,431.09

#### SUBTRACT

Payments 01/04/2023 - 31/12/2023 43,060.80

**Cash in Hand 31/12/2023 39,370.29**

(per Cash Book)

Cash in hand per Bank Statements

Petty Cash 31/12/2023 179.71

Savings Account 31/12/2023 26,155.85

Community Account 30/11/2023 13,034.73

**39,370.29**

Less unrepresented payments

39,370.29

Plus unrepresented receipts

**Adjusted Bank Balance 39,370.29**

**A = B Checks out OK**

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

## 10. Planning Applications:

- Discussed at the start of the meeting.

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/2023/1101/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)	Approved
3PL/2023/1179/F	Residential development of 9 dwellinghouses	12/12/2023	Land North of Bracken Rise	Undecided

## 12. Members Matters:

Cllr Musgrove explained that the Breckland flag was becoming very frayed and proposed to buy 3 polyester flags at £6.99 each. Seconded by Cllr Casson and approved by all present with a show of hands.

Cllr Eyres asked about the suggestion of residents of Impson Way trimming back a troublesome tree and the Cllrs collecting and dumping the rubbish. The Clerk to contact the resident to arrange this.

## 13. Next Meeting-

The February meeting is to be at the Cricket Club on 1<sup>st</sup> February.

The meeting closed at 9.20pm