

Minutes of Mundford Parish Council Meeting on Thursday 7th March 2024 at Mundford Cricket Club

Those present: Cllrs Musgrove (Chairman), Pryke (Vice Chair), Eyres, Casson and Stubbley and 11 members of the public.

1. Chairman's opening remarks:

The Chairman thanked the litter pickers for attending the session the previous week and confirmed that the blocks for the allotment water tank had arrived, with the donation Bone Cancer Research added to the payments list. He thanked Cllr and Mrs Morris for their assistance in moving the blocks to the allotments.

2. Apologies for absence:

Cllrs Morris and Locke and District Cllr Sherwood. Accepted

3. Acceptance and signing of previous minutes:

The minutes were proposed by Cllr Musgrove, 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 meeting held on 1st February 2024.

4. To accept declarations of interest:

Cllr Musgrove for item 10.1 payments, Cllr Casson for item 8 planning and Cllr Eyres for item 7.6 grass cutting.

5. Public participation:

Ten members of the public had attended the meeting to discuss the planning application for land off Bracken rise, and to speak to the architect but unfortunately, he was not present at that time. Cllr Musgrove apologised and suggested that the meeting continued to allow time for a late arrival and that the planning would be discussed after 15 minutes, even if the architect did not arrive. The residents agreed.

6. Reports:

6.1 District Cllr Ian Sherwood:

Report sent before the meeting:

District Cllr Sherwood reminded the Cllrs about the "Report it" page on the Breckland Council website and provided information on the services, statutory duties and Discretionary services provided by the Council.

Breckland Council's Chairman is looking to recognise volunteers or groups across Breckland for their outstanding work in the community, and asks that suggestions are put forward.

He explained that the rubbish collection day was recently changed due to the closure of the previous waste collection site and that Breckland's Inspiring Communities programme will be continuing for another 3 years, supporting some of the district's most vulnerable residents.

He also mentioned Neighbourhood plans- recently discussed with 2 local Parish Councils, Local Plan and the Design Guide, providing links to all 3.

6.2 County Cllr Fabian Eagle:

None

7. Matters arising:

7.1 Outstanding Highway Matters

- The lights at the crossing that had been turned around has been straightened but the patrol sign has not yet been turned back- this is not a Highways issue but AMEY have been notified.
- 3 potholes on the Swaffham Road and 2 in Malsters Close have been reported to Highways as well as one at West Tofts and the grips on the West Tofts Road.
- A streetlight on the Cranwich Road with a tilted lantern was reported to AMEY.
- Highways have agreed to repaint the white H-bar markings outside the shop and the priority junction markings at the junction of Wissey View and The Lammas. They no longer add centre lines to residential roads and give way markings at the roundabout will be refreshed this year.
- The potholes on the Swaffham Road are worsening, the Clerk to report them again.

7.2 Footpaths and Verges

- Cllr Musgrove collected the tree surround, a claim for 100 miles has been submitted (see payment sheet) £45.
- Breckland Council have carried out work on the trees on the land between the A1065 and the Brecklands.
- Cllr and Mrs Morris have taken down the SAMS 2 and will put it up again when the data has been downloaded.

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- There is no drop curb on the cut through from The Brecklands to the Brandon Road, it was agreed that this could be considered for the Parish Partnership bid.

7.3 Handyman/Gardener

- Bruce has worked 4 hours this month, cleaning and installing the dog waste bin.
- The WhatsApp group for the Gardener /Handyman communications has been closed. After discussion with Bruce, it was decided to communicate via email instead.
- He has had more treatment and hopes to be well enough to work next week.
- He will put the wire cages over the hyacinths at the War Memorial next week.
- It was agreed that the Cordylines in the beds and planters have grown too big, so will be removed- we will mention offering these to residents in the next issue of the Mundford Messenger.

7.4 War Memorial

- The Clerk has contacted NAMM for details on local Masons and they are unable to recommend contractors, so more research is needed.
- It was agreed to look at reclamation yards and Portland Stone suppliers and ask for contractor's details as well as information on the stone.

7.5 Litter Picking

- 10 volunteers came to the litter picking session, and 2 others had cleared litter along the Swaffham Road the previous day.
- We also had 6 sacks from the Churchyard.
- The next session will be Saturday 20th April at 10.00 AM. The Clerk to contact the volunteers.

7.6 Grass Cutting

- The contract has been amended, signed and returned to NCC
- Maps have been sent to TTSR, Top Garden Services and The Horticulture Industry Scheme CIC (THIS). Cllrs Eyres and Musgrove met with TTSR to walk around the village to discuss the area. TOP Garden services sent in a quote and this was sent to all Cllrs and we are awaiting responses from the other contractor.
- TTSR quote arrived late on the afternoon of the meeting with no time to circulate to all Cllrs, so it was decided to discuss this by email.
- Blooming Gardens have informed us of a raise in cost for cutting the grass on the Village Green, from £33 a cut to £35. Cllr Musgrove proposed agreeing to the rise and continuing with Blooming Gardens, seconded by Cllr Pryke and approved by 4 Cllrs with a show of hands.

8. Planning Applications:

- The architect had not arrived, so Cllr Musgrove apologised again for him not being there as we had informed residents that he would be. He then explained what the Parish Council had been told at the last meeting concerning the application and showed them the amended plans that were discussed the previous month. He advised the residents on where to find the planning application on the Breckland Council website and told them that they could contact the Clerk with any future queries and that if they gave the Clerk contact details, she would inform them of subsequent applications/changes.
- One of the residents asked what could be done about the speeding vehicles on the A134, the Clerk to contact the Speed Team.
Nine residents left at 8.00pm.
- The latest 3 planning applications were hand delivered to all Councillors and No comments were received from all for both applications. The Clerk entered "no comments" to the Agricultural application this on the Breckland Council Planning site.
- A fourth application arrived on Monday; this was discussed with no objections decided.
- A pre-planning application has come from Anglian Water, this was sent to all Cllrs and we can email them with any questions. No comments from the Parish Council.

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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/2023/1179/F	Residential development of 9 dwellinghouses	12/12/2023	Land North of Bracken Rise	Undecided
3PL/2024/0100/HOU	Two Storey Rear and Side Extension Build Over Existing Garage (Householder	02/02/2024	15 Cherry Tree Close Mundford	Undecided
3PL/2024/0097/HOU	Removal of existing single storey extension and construction of new single storey extension (partially on the same footprint) and erection of timber frame garden room.	01/02/2024	7 Crown Road Mundford	Undecided
3AG/2024/0002/AG	Erection of general-purpose agricultural building.	19/02/2024	East of 1 Methwold Road, Mundford	Undecided
3PL/2024/0165/HOU	Internal alterations and 2 new dormers, 1 dormer enlargement and 2 new roof windows, changes to some windows and doors	27/02/2024	3 West Hall Rd Mundford	Undecided

8.7 I.T

- Microsoft need documentation to prove that the Parish Council does not make a profit in order for us to obtain the non-profit status price for the email addresses for Councilors and Microsoft 365 for the laptop. After contacting HMRC, the Norfolk ALC, National ALC and SLCC this proof cannot be found; therefore, Anglian Computer Solutions have advised us that this is not going to be an option. We are awaiting further information from them with alternative options, the Clerk will also speak to Rosemary Godfrey for advice. It was agreed to continue to look into this.
- We are now on a month to month set up with Cloudy IT which we will stay with until this issue is sorted and we can revert to a yearly contract if necessary.

8.8 Flags

- It was agreed to buy a flag for the D-Day commemoration for £10 including postage. Proposed by Cllr Eyres, seconded by Cllr Casson and approved by all present with a show of hands. Cllr Musgrove will purchase the flag and complete an expenses form.

8.9 The Neighbourhood Plan

- This was mentioned by District Cllr Sherwood at the last meeting. It was agreed to Contact District Cllr Sherwood to ask for information on first steps and future funding.

The architect arrived at 8.20pm and apologised for missing the start of the meeting. He told the Councillors that the plans been re-submitted, with a small position change of one of the houses and changed the internal layout of the semi-detached

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properties, moving the bathrooms to the rear for more improved privacy. He said that there would be another 21 days for comments to be made and he stated that he would attend the next Parish Council meeting. He left at 8.29pm.

8.10 Removal of Christmas Trees from the Village Green

- The trees still look healthy so it was agreed to assess them each month.

8.11 Planning Protocol

- The current document and a draft amended document were emailed to all Councillors ahead of the meeting, it was agreed to adopt the protocol with guidelines attached, proposed by Cllr Musgrove, seconded by Cllr Eyres and approved by all present with a show of hands.

8.12 Risk Management Scheme

- The document was emailed to all Councillors before the meeting. The document was reviewed and agreed before the internal audit. Proposed by Cllr Musgrove, seconded by Cllr Stubbley and approved by all present with a show of hands.

8.13 Standing Orders

- This document was sent to all ahead of the meeting, it was reviewed before the internal audit, comments that it was written with a predominantly masculine bias were made, but the Clerk informed the Councillors that this document was drawn up for all Parish Councils and could not be changed, she will contact the Norfolk ALC to ask if there are plans to update it. It was proposed by Cllr Musgrove, seconded by Cllr Pryke and approved by all present with a show of hands.
- It was suggested that the policies are made more “uniform” the Clerk to look into this.

9. CORRESPONDENCE

- A resident has complained about the car parking on the grass on St Leonards Street, opposite the entry to West Hall Road. The car has now been moved onto St Leonards Street. We have been asked if it is possible to install bollards on the grass in this location, as apparently lorries often mount the pavement and go across the grass there. It was suggested that this would be unlikely to be accepted by Highways.
- Rosemary has asked if we wish to have the usual 4 page spread for the April issue of the Messenger the print cost is £55.87 (at cost). This had already been agreed via email.
- A resident has asked to propose a speed restriction for part of the West Tofts Road from the A134 to just beyond Clover Farm’s entrance. She has been advised by NCC to ask us to contact Highways to request this. The Clerk to do so.
- The Clerk has registered for the online service for DBS checks with CRB Business Solutions, this was free as it was before the April deadline.
- The Clerk ordered inks for the office and inks and paper for Cllr Musgrove to replace his own that had been used for Parish Council use. (see payments sheet)
- The strimmer has been serviced by Lawn Boy. (see payment sheet)
- The Clerk took part in a free online SCRIBE course on preparation for the Internal Audit and was told that it was not necessary to review the Financial Regulations ahead of the internal audit as there will soon be an updated document released.
- The resident who has been raising funds for Bone Cancer Research has provided us with banking details and thanked the Parish Council for choosing to donate to this charity.
- We have received an invoice for the hire of the Bowls Club for the SNAP meeting. (see payment sheet)
- The Small Hall at the Village Hall has been booked for the June, July and August meetings as the Bowl’s Club may have matches. 50% £42.75 will be paid this month and the remainder in April. (see payment sheet)
- The defib was accessed on the weekend of 17th/18th February, but not used.
- We received an invoice for work on the Church ride on mower (see payment sheet). We had not been told that this was going in and have also been told that a rotary mower has be sent in for repair. The cost for the second mower is £35 though we do not have the invoice yet. Cllr Musgrove proposed that the two payments are made, seconded by Cllr Eyres and approved by all present with a show of hands. It was agreed that we need to review the previous agreement with the Church concerning the upkeep of the mowers.
- The EDF bill for the office was estimated at £38 as they were looking into a billing issue, the rest of the bill, for 2nd Jan to 4th March will arrive soon.
- The Clerk did not submit any comments on the Local Plan as Councillors had entered them individually.
- A resident has asked about installing a defib at the top of the hill by Adeane Meadow to cover the top part of the village, or possibly one in the Brecklands. This was discussed and it was decided that it would be difficult to access the necessary electric supply there and that the existing defibrillators should be enough for the village at the present time.

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The Clerk has been asked if the school and Cricket Club would add their defibrillators to The Circuit, she will contact them both.

- We have received 4 emails concerning the suggested noticeboard in the Brecklands/Fir Close, 3 positive and the fourth not against the idea but suggesting that the money would be better spent “on possible signs for the village to ask people not to park on the pavements.” It was agreed that after the mention in the April Messenger, if there are not considerably more positive comments on the noticeboard suggestion, then this will not go ahead.
- The Norfolk ALC have informed us that the government is offering a free portrait of His Majesty the King to all town, parish and community councils in the United Kingdom. We will request one.
- The Clerk has contacted Westcotec about replacing the lantern in Church Lane, they are short staffed but hope to get the lantern re-installed soon.
- Our contract with Everflow for the water supply to the office is up for renewal, wholesale rates will stay the same and the retail service charge will go up by £6.01 a month. Staying with Everflow was discussed and agreed, this was proposed by Cllr Musgrove, seconded by Cllr Casson and agreed by all present with a show of hands.
- We had a short notice offer to meet with Liz Truss but could not arrange it, so a new date is going to be suggested. Some Councillors are not interested in meeting her as they feel that she has offered assistance in the past and nothing has come of it. Ideas of what to discuss if another meeting is planned: Swaffham Rd drainage issue, Land ownership dispute (continue to assist?) Neighbourhood plan funding (there is none currently) and The Local Plan – what would us being a service centre mean for the village?
- The Clerk contacted Forestry England after complaints about dogs off the lead at Lynford Water and the Arboretum. They have said that they will put up some signage in strategic areas.

10. FINANCE

10.1 Payments and Receipts for February

The payments were proposed by Cllr Pryke, seconded by Cllr Casson and approved by 4 Cllrs with a show of hands. The bank reconciliation was checked and signed by Cllr Eyres.

February					
Direct Debits					
EDF	Office electrics	£	38.00	estimated	
EDF	Allotment Hut electrics	£	14.49		
N-Power	Street lighting	£	352.38		
BT	Office phone and broadband	£	50.34		
EE	Sim only	£	6.84		
Everflow	Office water	£	7.74		
	Total	£	469.79		
Other		Payment Type		Petty Cash	
A Shepherd	February report	BACS	£ 300.00		
Cloudy Group	Cloud storage	BACS	£ 12.46		
L Morris	Wages	BACS	£ 873.09		
Designer Metal Ltd	Tree surround	BACS	£ 186.00		
Starboard Systems	SCRIBE annual fees	BACS	£ 414.72		
Lawn Boy	Church mower service + parts	BACS	£ 209.88		
Viking	Office supplies	BACS	£ 154.42		
Bone Cancer Research	Donation- Blocks	BACS	£ 30.00		
EAA Ambulance	Donation	BACS	£ 100.00		
Diss & Thetford CAB	Donation	BACS	£ 50.00		
West Suffolk CAB	Donation	BACS	£ 50.00		
Mundford FC	Donation- defib upkeep	BACS	£ 100.00		
B Mclsaac	Wages and expenses	BACS	£ 82.90		
Mundford Bowls Club	Venue Hire	BACS	£ 30.00		
TT Jones Electrical	Street light Maintenance 3 mths	BACS	£ 94.50		
J Musgrove	Mileage- collecting tree surround	PC		£ 45.00	
S Morris	Petrol for Allotment Mower	PC		£ 8.00	
L Morris	Postage for grass cutting maps	PC		£ 8.15	
Lawn Boy	Strimmer service	BACS	£ 114.44		
Mundford village Hall	50% venue hire in advance	BACS	£ 42.75		
Mundford Messenger	Annual advertising	BACS	£ 55.87		
		Total	£ 2,901.03	£ 61.15	
		Total money out	£ 3,431.97		

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Bank Reconciliation at 29/02/2024

Cash in Hand 01/04/2023		39,357.33
ADD		
Receipts 01/04/2023 - 29/02/2024		45,586.29
		84,943.62
SUBTRACT		
Payments 01/04/2023 - 29/02/2024		48,165.42
Cash in Hand 29/02/2024		36,778.20
(per Cash Book)		
Cash in hand per Bank Statements		
Petty Cash	29/02/2024	129.49
Community Account	29/02/2024	10,492.86
Savings Account	29/02/2024	26,155.85
		36,778.20
Less unrepresented payments		
		36,778.20
Plus unrepresented receipts		
Adjusted Bank Balance		36,778.20

A = B Checks out OK

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

11. Member's matters:

- Cllr Musgrove: To discuss planting a tall evergreen hedge or trees behind the bench on Crown Road.
- Cllr Stubleby: To discuss the "20 is plenty" campaign to decrease speeding traffic
- Cllr Pryke: To discuss a scarecrow competition for this year. Also, she offered to do a DSE assessment for the Clerk.

12. Next meeting: 4th April at the Cricket Club, this will be the Annual Parish Meeting at 7.10, followed by the Ordinary Parish Council Meeting.

The meeting closed at 9.28pm