

# Minutes Mundford Parish Council Meeting Thursday 1<sup>st</sup> August 2024 in The Small Hall at Mundford Village Hall

**Those present:** Cllr Eyres (Chairman), Cllrs S Morris, G Stublely and A McLean, County Cllr F Eagle and 1 member of the public.

**1. Chairman's Opening Remarks:**

The Chairman welcomed everyone to the August meeting.

**2. Apologies of Absence:**

Cllrs M Locke and J Musgrove and District Cllr I Sherwood. Accepted.

**3. To Accept and Sign the Minutes:**

The minutes were proposed by Cllr Morris, seconded by Cllr McLean and approved by 3 Cllrs. The minutes were signed by the Chairman as a true record of the meeting held on July 4<sup>th</sup> 2024.

**4. To receive Declarations of Interest:**

Cllr Morris for item 8.10 Allotments.

**5. Public Participation:**

None.

**6. Planning Applications:**

The applications for the Sports facility, the porch and the Bracken Rise dwellings have been approved by BDC and the permission in principle application has been refused.

Reference no:	Description:	Address:	Outcome/Update	Comments Submitted by MPC
3PL/2023/0161/F	2 Storey sports facility	Village Hall	Approved by BDC	Yes
3PL/2023/1179/F	9 Dwellinghouses	Land North of Bracken Rise	Approved by BDC	Yes
3PL/2024/0320/F	Residential development of 1 self-build dwellinghouse	Land adjacent to 49 Swaffham Road	Undecided	Yes
3PL/2024/0443/PIP	Proposed single self-build dwelling (Permission in principle)	18 The Brecklands Mundford	Refused by BDC	Yes
3PL/2024/0466/HOU	Single storey front porch extension	56 Impson Way Mundford	Approved by BDC	Yes

**7. Reports:**

**7.1 District Cllr Ian Sherwood**

No report, District Cllr Sherwood has been and will be absent for a while and will be away from the office during August.

**7.2 County Cllr Fabian Eagle**

County Cllr Eagle told the Cllrs about the success of the Rural Business Awards presentations at the Royal Norfolk Show. There was a good response from the finalists and winners and they were all lucky enough to meet and talk with The Duke of Edinburgh. A delegation of Cllrs and Mayors and business people from the Lviv region of the Ukraine attended the show and were introduced to the Duke of Edinburgh as well as local business people and dignitaries.

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Our local Highways engineer, Darren Walmsley will be leaving next week and the new engineer will get in touch when he starts. The Economic strategy covering our area will soon be coming out and NCC are now interviewing for the Business Board, after changes coming in following the general election.

The Chairman asked County Cllr Eagle for guidance on what the Parish Council can advise residents in regard to the speed limits on the roads in Mundford. He suggested that we direct them to the Area manager at Highways and also to tell residents about the Police SNAP meetings, where they can speak directly to the Police about their concerns.

Cllr Stubbley spoke to County Cllr Eagle about the historic experience with Highways over the topic of speed limits. She also asked what NCC's stance was on the Cranswick Foods mega-farm planning application, he said that this is a planning matter for Kings Lynn and West Norfolk Borough Council, not NCC, other than the Highways involvement in the surrounding roads. He said that we can be happy that Cranswick Foods did not expand by stealth, and that there is a need for more meat production in this country to ensure that it is not imported from other countries, such as Thailand. He suggested that we buy meat from local butchers rather than cheap meat from supermarkets, to support local meat producers.

County Councillor Eagle left at 8.05 pm

## **8. Matters Arising:**

### **8.1 Village competition:**

- We have 4 gold sponsors and 4 support sponsors and a total of £370 to come. We have received £100 from Style and £30 from EJK Groundworks already, EJK have also offered a £50 voucher for NRS for the competition
- The cost of the 4-page spread for the Mundford Messenger for the Meander has been confirmed: £55.87 and invoice received (see payment sheet)
- Version 4 of the 4-page insert has been received; final comments please.
- No response from village groups other than the FOMS in relation to the fundraising opportunities as yet but the Clerk will contact them again.
- The school advertised the Mundford Meander in their newsletter.
- The Cllrs looked at the last version of the 4-page spread, a couple of small changes were pointed out and the Clerk will send this off to the designer tomorrow, so that it is ready for the Mundford Messenger deadline.
- The next step will be the posters  
The member of the public left at 8.12 pm
- Barry Ellis has asked to borrow the large boards (that he previously borrowed) to display his archive materials in the Village Hall on the day of the Meander. It was agreed that the boards are very heavy and difficult to move, so the Clerk will contact him to see if the Village Hall committee will collect the boards.

### **8.2 Highways:**

- The Parish partnership letter has arrived, the closing date for applications is 6<sup>th</sup> December, this was sent to all Cllrs. One previous consideration for this is for a dropped kerb on the cut through from The Brecklands to the A1065 footpath. This to be added to the next agenda.
- The Clerk reported the 3 rubber ramps in the road in Fir Close, NCC say they will write to the residents, the Clerk to check in one month to see if they have been removed.
- Cllr Stubbley has been looking through historic documents in regard to speeding issues on the A134 and A1065 and NCC Highways' responses and will meet with the Clerk to discuss the next steps in putting a case forward to a responsive Government body.

### **8.3 Footpaths and Verges:**

- The Clerk reported a pothole and fly tipping on the West Tofts Rd as well as a rotted bollard on Impson Way. The fly tip was collected in less than 2 hours and the pothole will be filled within the next 6 weeks, the bollard will soon be replaced
- A resident has asked if overhanging branches in Pig Sty Lane could be cut back. This was discussed, as well as the hedge on the Cricket Club boundary by the A134. Cllr Morris proposed seeking quotes to have both of these done, as well as the Laurel hedge in the Lane, this was seconded by Cllr Stubbley and approved by all. The Clerk to look into this.
- A bollard on the village Green has been hit by a vehicle and now needs replacing- the Clerk to research recycled materials bollards and Cllr Stubbley to send a photo of bollards that she has which may be suitable.
- TTSR could not cut the nettles on the verge of the A134 Thetford side, as there is a lot of debris there but Cllr Eyres suggested that we ask the Handyman/Gardener to do this, the Clerk to ask him.

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## **8.4 Handyman/Gardener:**

- Bruce has worked 8 hours this month, watering the flower beds and tubs, weeding, pruning and strimming around the bridge by the Lynford Rd turning.
- The wear and tear payment, agreed at the last meeting is on this month's payments list.
- A July watering session will appear on Bruce's August timesheet as he needed to send his timesheet to the Clerk before the end of the month in order for his wages to be processed by the meeting on August 1<sup>st</sup>.
- Cllr Eyres asked if the Cllrs were happy for him to occasionally assist Bruce (unpaid). All agreed that this would be acceptable.

## **8.5 War Memorial:**

- Abbeygate Masonry said they would come out this week, but we have heard nothing, (the man works part time) the Clerk will contact them again next week.
- Cllr Stubley has carried out more research on Portland stone columns and obtained prices from £300 to £2000 for a column of the size we would need. Cllrs Stubley and McLean both offered to be present at the site when he visits.

## **8.6 Road Speed Limits:**

- Cllr Stubley will be meeting the Clerk at the office on the 8<sup>th</sup> of August to discuss the information gathered so far. This was discussed earlier in the meeting – County Cllr Eagles and 8.2 Highways.

## **8.7 Christmas lights switch on:**

- Father Christmas- this was discussed and the previous volunteer has offered to carry out this role for us again.
- Bunting and flashing light prices to be discussed at the next meeting as Cllr Musgrove was absent.
- The Clerk to contact the company that we bought the Christmas trees from last year to ask if more convenient provision for delivery could be arranged if we are to order from them again this year.
- Cllr Musgrove has asked the Cllrs to look at a "handy trolley" on the Screwfix website, this would be used for transporting the lights, decorations and fencing for the Christmas event. They will look and this will be discussed at the September meeting.
- The Clerk to contact all parties involved in the Christmas event in September to confirm their participation, also to mention the no- parking outside St Leonards Court on the day of the event.
- This event to be added to the next agenda.

## **8.8 Financial Regulations:**

- The new, revised document was emailed to all Cllrs before the meeting, as 2 Cllrs were absent it was agreed that they will all read the regulations again and send in their thoughts to the Clerk before the next meeting so that she can revise the document for final agreement in September.

## **8.9 Grass Cutting:**

- TTSR cut the grass areas on June 4<sup>th</sup> and 19<sup>th</sup> but did not cut again until July 18<sup>th</sup> but then cut again on July 29<sup>th</sup>
- The Clerk contacted Just Lawns and Greensleeves lawn Care for quotes for treating the grass on the Village Green. Greensleeves have inspected and sent a quote (emailed to all before the meeting). Just Lawns hope to be in the village on August 20<sup>th</sup> and will meet with Cllr Eyres or Musgrove at the Village Green.
- We have received a purchase order number from NCC, so we can now send an invoice to them.

## **8.10 Allotments:**

- An email was sent to all tenants with reminders about mindful watering and keeping gates and doors shut/locked
- Cllr Musgrove carried out an inspection of the allotments, the Clerk sent a copy of this to the Cllrs, as well as a copy of the allotment tenancy agreement.
- Two tenants will be sent emails as their plots are not 80% planted and another reminder email to all tenants about cutting their paths and edges.
- The Clerk to ask the Handyman /Gardener to add checking the allotment posts to his job list.

## **8.11 Volunteer work:**

- The following work was done by Parish Cllrs, the Clerk this month and a resident
- Tree and bush cutting work at Impson Way: Cllrs Eyres, Musgrove and Morris
- Pig Sty Lane grass cutting: Cllr Morris
- Cleaning road signs: Cllr Eyres and Simon Booth (resident)
- Allotment grass cutting and strimming: Cllr Morris and the Clerk

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- It was agreed that all Cllrs and the Clerk would keep a record of voluntary deeds they do over the course of the year.

## 9. Correspondence:

- The former Chairman of Stoke Ferry Parish Council has offered to answer any questions on The Neighbourhood Plan, the Cllrs to email the Clerk with questions.
- Style windows fixed an issue with the office door handle.
- The Cricket Club have confirmed that we can hold our meetings there again from September.
- Dave Goodrham has thanked the Parish Council on behalf of the church grass cutters for the Browns vouchers.
- Rosemary Godfrey has agreed to assist the Clerk with creating a new Website accessibility Statement and data protection policy in September.
- We have received 2 Freedom of Information requests (FOI) the Clerk is complying with regulations to provide the requested information.
- An email has been received from a visiting dog walker, asking about lowering the speed limit of the Lynford Road. NCC had advised them to contact MPC. The Clerk to tell her that this issue is currently being looked into.
- A resident has contacted the office, worried about the number of vehicles parking on the footpaths around the village. This to be mentioned in the next Mundford Messenger article.
- The Friends of Mundford School (FOMS) have invited the Parish Council to attend their fete on September 7<sup>th</sup> 11am - 3pm. It was agreed that attending would be a good opportunity to advertise the work of the Parish Council and meet the residents. Cllr Eyres proposed having a banner made to display on the gazebo for the event (and any future events). The Clerk to contact Apex Signs for a quote and also to ask Cllrs Musgrove and Locke to see if they are available on that date. Also, to confirm with the FOMS.
- The road sweeper came to the village on July 31<sup>st</sup> and August 1<sup>st</sup>
- The Chairman undertook the Clerk's appraisal on the 29<sup>th</sup> of July, the forms to be sent to all next week and the appraisal to be added to the next agenda.
- Cllr McLean's DPI form has been submitted to BDC.
- The Clerk would like to hold the Open Morning at the office on Saturday September 28<sup>th</sup>. This will be advertised in the next issue of the Mundford Messenger.
- The Lift Project (formerly known as the Falls Project) are keen to have input from MPC, their updated progress and information to be sent to all Cllrs.

## 10. Finance:

### 10.1 Payments and Receipts for July

- £50 was credited to the allotment Hut account for the cancellation of the previous EDF smart meter appointment, and subsequent inconvenience therefore there is no invoice this month.
- PKF Littlejohn have confirmed that they are now looking at our AGAR documents.
- The VAT from March and the first quarter of this financial year was claimed and received - £552.71 (see payment sheet)
- The payments were proposed by Cllr Eyres, seconded by Cllr McLean and approved by all present.

July			
<u>Direct Debits</u>			
EDF	Office electrics	£	18.22
EDF	Allotment Hut electrics		
N-Power	Street lighting	£	230.50
BT	Office phone and broadband	£	56.56
EE	Sim only	£	7.38
Everflow	Office water	£	17.78
Cloudy IT	Cloud storage	£	12.46
		<b>Total</b>	<b>£ 342.90</b>
No invoice for the Allotment Hut EDF account, £50 was credited due to a cancelled appointment			

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<u>Other</u>		<u>Payment Type</u>	
A Shepherd	July report	BACS	£ 350.00
L Morris	Wages	BACS	£ 1,001.25
B Mclsaac	Wages + expenses+holiday	BACS	£ 131.72
R Oughton	Mole contractor	BACS	£ 600.00
TT Jones	Streetlight testing	BACS	£ 324.00
B Mclsaac	Wear and tear of tools	BACS	£ 150.00
Mundford Messenger	4pg advertising for Meander event	BACS	£ 55.87
		<b>Total</b>	<b>£ 2,612.84</b>
		<b>Total money out</b>	<b>£ 2,955.74</b>
<b>Money in</b>			
<b>Community Account</b>			
HMRC	VAT March + 1st Quarter	BACS	£ 552.71
EJK Groundworks	Mundford Meander sponsorship	BACS	£ 30.00
Style	Mundford Meander sponsorship	BACS	£ 100.00
		<b>Total money in</b>	<b>£ 682.71</b>

## Bank Reconciliation at 31/07/2024

Cash in Hand 01/04/2024 33,824.23

### ADD

Receipts 01/04/2024 - 31/07/2024 22,273.39

56,097.62

### SUBTRACT

Payments 01/04/2024 - 31/07/2024 13,549.76

**Cash in Hand 31/07/2024 42,547.86**

(per Cash Book)

Cash in hand per Bank Statements

Petty Cash 31/07/2024 34.54

Community Account 31/07/2024 16,161.47

Savings Account 31/07/2024 26,351.85

**42,547.86**

Less unrepresented payments

42,547.86

Plus unrepresented receipts

**Adjusted Bank Balance**

**42,547.86**

**A = B Checks out OK**

Ring fenced money: Chilzone £1592.

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## **11. Member's matters:**

Cllr McLean: offered to compose a letter to our new Member of Parliament Terry Jermy.

Cllr Morris: can we add the Remembrance event to the September agenda

Cllr Eyres: can we add bulb planting to the next agenda – Cllr Stubley offered to look for bulb prices again  
reminded everyone that the litter picking session is on Saturday August 10<sup>th</sup> at 10.00 am  
asked the Clerk to contact BDC about the roadside weed spraying not having been done yet.

## **12. Next Meeting-**

The next meeting will be held at Mundford Cricket Club on Thursday 5<sup>th</sup> September.

The meeting closed at 10.11 pm