

Minutes Mundford Parish Council Meeting Thursday 5th September 2024 at Mundford Cricket Club.

Those present: Cllrs M Locke (Vice Chair), S Morris, G Stubley and A McLean.

1. Vice Chair's Opening Remarks:

Cllr Locke welcomed everyone and said that she would be chairing the meeting in the Chairman's absence.

2. Apologies of Absence:

Cllrs Eyres and Musgrove and County Cllr Eagle. Accepted.

3. To Accept and Sign the Minutes:

The minutes were proposed by Cllr Stubley, seconded by Cllr Morris and approved by 3 Cllrs. The minutes were signed by the Vice Chair as a true record of the meeting held on July 4th 2024.

4. To receive Declarations of Interest:

Cllr Morris for items 8.10 Allotments and 10.1 Payments.

5. Public Participation:

None.

6. Planning Applications:

- No applications this month.
- At the beginning of August, BDC contacted all Parish Councils to make us aware of some important issues relating to National Planning Policy. The Government had announced a rapid consultation on significant new changes to the planning system. They will keep us appraised as they are better able to analyse and understand the situation.
- At the end of August BDC informed us that they are moving to a new IT system and there will be temporary disruption to some of their planning services. They will not be able to register planning applications from September 18th and October 7th and any applications submitted in this time will be registered after the go-live date as soon as possible and consultation sent out on all newly valid applications. It may not be possible to search or comment on any existing planning applications for a short time. They expect the work to start on 2nd September and will be likely to be complete around the 6th of October.

Reference no:	Description:	Address:	Outcome/Update	Comments Submitted by MPC
3PL/2024/0320/F	Residential development of 1 self-build dwellinghouse	Land adjacent to 49 Swaffham Road	Undecided Decision by 30.09.24	Yes

7. Reports:

7.1 District Cllr Ian Sherwood

None.

7.2 County Cllr Fabian Eagle

None.

8. Matters Arising:

8.1 Village competition:

- The 4-page spread was included in the September issue of The Mundford Messenger.
- The posters have been printed and put up around the village- thank you to Cllr Musgrove for printing them.
- We have received sponsorship money from Cronin & Crisp, Blooming Gardens, Browns, P&R Garden Supplies and Kevin Chapman, one left to come.
- EJK Groundworks have given us a £50 voucher for NRS Landscape Centre as an extra prize. It was agreed that all entries except the winners would be entered into a lucky dip, with the team's questionnaire picked out to win the voucher.
- The Church are hoping to offer coffee and cakes in the Rectory driveway in the afternoon of the event

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Signed by the Chairman _____ on Thursday 3rd October 2024

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- Sarah Allen has completed the coloring pages and the photos for the questionnaire, so it is ready for printing.
- The Friends of Mundford School (FOMS) are going to provide refreshments in both slots at the Village Hall
- The Cricket Club and the Bowls Club will inform us of any plans made next week.
- The Clerk contacted Sally Saunders to see if she would like to do a fundraiser for the Bone Cancer charity, she has a lot of other fundraisers at the moment but thanked us for the offer.
- Barry Ellis does not need to borrow the boards now.
- It was agreed that Sarah Allen and Barry Gray would be asked if they would like to choose the charities to receive any surplus money from the event. Proposed by Cllr McLean, seconded by Cllr Locke and approved by all with a show of hands.
- The Small Hall has been booked for the event and costs £54.
- The Clerk is away the week before the event – she will ask Cllr Musgrove if he will check the emails and answerphone for messages about the event.
- Costs for the event are; Groves Design £200, Village Hall Hire £54 and Mundford Messenger 4 page spread £55.87 and printing costs £13.20 total £323.07
- Sponsorship (when all is in) will total £370.
- So far, the Clerk has worked almost 10 hours on the event.

8.2 Highways:

- The following have been reported this month: leaning sign on the Lynford Road and missed road damage from a previous maintenance visit on the west Tofts Road and damaged footpath surface outside Yallops.
- The Clerk and Cllr Morris took down the SAMS2 and the data was downloaded: in the 4 weeks it was up, there was a vehicle count of 125,846. The maximum speed recorded was 85mph at 14.55 on the 26th of July. The unit was put up again, this time on the outbound side of the A134 opposite Impson Way on 3rd September.
- The rubber ramps were removed from Fir Close.

8.3 Footpaths and Verges:

- The Clerk contacted NCC to enquire when the weeds on footpaths and verges will be sprayed- no response as yet but a resident has reportedly seen them being sprayed recently and they do appear to be dying back.
- Cllr Locke asked if the Clerk had reported the weeds on the footpath cut through from West Hall Drive to The Lammas – this will be reported next week.
- Two residents have emailed to compliment the grass cutting in the village
- We have received 2 emails about trees for the village, one offering grants, another free trees- it was agreed that there is no space in the village for planting trees and the Clerk will contact the Church and the school to see if they are interested.
- We need to provide a report to NCC for the grass cutting funds, the Clerk is preparing this.
- The bollard on the verge in Impson Way has been replaced
- An area of the footpath on The Brecklands has been re-surfaced.
- FP1 and FP2 are now cut by the same contractor- although not the responsibility of the same department unfortunately. Both footpaths had a cut on 8th of June and 16th August. The second cut was very poor on both sites- not cut to a consistent width and some areas do not appear to have been cut, with chest high nettles and limited accessibility. The Clerk has contacted both departments to complain as this is the final cut for the year- awaiting a response.
- TTSR cut the grass in the village on the 13th and 30th August.
- Cllr Eyres is looking at recycled material bollards for the Village Green and Cllr Locke will also contact a company that she knows to enquire about their products.

8.4 Handyman/Gardener:

- Bruce worked 17.5 hrs this month, watering, weeding, cutting back brambles. He also cut back nettles and undergrowth on the verge of the Thetford Road, Cllr Eyres worked with him on a voluntary basis for this job. He had some more treatment in the middle of the month and provided a Fit Note for 29 days but felt well enough to return to light duties on 26th August. He filled in his return-to-work form. He will be paid his 10 hours sick pay (the year's allowance) this month.

8.5 War Memorial:

- We have received an estimate from Abbeygate Masonry and this was sent to all before the meeting.
- It was agreed that the Clerk contact him to ask for a costing for replacing the whole column instead of just part of it. Also, to ask about the Portland stone that Cllr Stubleby has researched and costed.

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- The Clerk is looking into grants for works and has registered with War Memorials Online to begin the process: a pre-application form needs to be filled in for consideration and then an application can be made (submitting more details). No grant will be given if the work has begun. It was agreed that the Clerk would fill in and submit the Pre-Application form to begin the process. This was proposed by Cllr Locke, seconded by Cllr Mc Lean and approved by all with a show of hands.

8.6 Road Speed Limits:

- Cllr Stubley visited the office and looked at SAMS 2 data with the Clerk and discussed historic communications with Highways about the speeding traffic. Some of the relevant documents are now held at the Norfolk Archives. This to be added to the next agenda.
- Cllrs Musgrove and Morris and the Clerk attended the SNAP meeting in Thetford. The issue of speeding vehicles on the roads into Mundford was chosen as an action point for the next 3 months. The Safety Camera Team and Special Constabulary have been asked to attend where possible to conduct speed checks.

8.7 Christmas lights switch on:

This item was deferred until the next meeting due to 2 Cllrs being absent.

8.8 Financial Regulations:

This item was deferred until the next meeting due to 2 Cllrs being absent.

8.9 Remembrance Event:

- The date was confirmed as 10th November
- The Clerk to contact Anthony at STANTA to see if he is able to attend and also the Vicar and the Brownies.
- The wreath has been ordered
- This to be added to the next agenda

8.10 Allotments:

- Following the inspections, emails were sent to the 2 allotment tenants, the first was told that they have a month to get the plot to the required condition. An inspection will need to be done at the end of that time (19th September) The Clerk to ask Cllr Musgrove to carry out the second inspection.
- The second had asked if they can swap to a smaller plot, held by a tenant whose house is behind the allotments, this was agreed by the Councillors, so the swap can go ahead at the end of the growing season and when the allotment has been cleared.

8.11 Litter Picking and Bulb Planting:

- The Saturday litter picking date had been moved forward but was still well attended- 13 people came and 10 small sacks were collected.
- The next 2 litter picking dates were set for October 2nd and November 6th. The Clerk to advertise this and contact the volunteers.
- The bulb planting date was set for Saturday 12th October and Cllr Locke proposed a budget of £100 for the daffodil bulbs and to order 200 hyacinth bulbs. This was seconded by Cllr Mc Lean and approved by all with a show of hands.

8.12 Parish Partnership Bid:

This item was deferred until the next meeting due to 2 Cllrs being absent.

8.13 Clerk's Appraisal:

This item was deferred until the next meeting due to 2 Cllrs being absent.

8.14 TSOHOST website hosting:

- In August there were issues with the website and email and the Clerk asked Rosemary Godfrey for support. It appeared that the upgrade with TSOHOST did not include an SSL certificate as it had appeared at the time. The Clerk contacted Cllrs Eyres, Musgrove, Morris and Stubley for approval to pay the fee to re-instate the website and email service. Cllr Musgrove allowed his card to be used to pay the £29.99 fee. Retrospective vote; proposed by Cllr Stubley, seconded by Cllr Morris and approved by all with a show of hands.
- In October TSOHOST are being taken over by 123 REG and there should be no further costs.
- Norfolk ALC are offering a website hosting service, with options to part manage or fully manage on behalf of the Council. The Clerk is looking into this for future consideration, this will then be sent to all Cllrs.

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8.15 School Fete:

- The event is taking place on Saturday September 7th at the school.
- The Clerk has sent them the completed forms and has a risk assessment and copy of the PC's insurance documents that they may ask to see.
- It was agreed to use Cllr Stubley's garden furniture and that she could buy some sweets for the event. Proposed by Cllr Morris, seconded by Cllr Locke and approved by 3 Cllrs with a show of hands.
- The gazebo, pegs, banner and cable ties are checked and ready for use.
- The Clerk has prepared information sheets on the allotments, reporting information, the role of a Parish Councillor and will have police and Neighbourhood Watch leaflets and no cold caller stickers that can be taken to the event.
- Posters for the Mundford Meander and Parish Council Office Open Morning can be displayed too.

8.16 Village Tree and Hedge Cutting areas:

This item was deferred until the next meeting due to 2 Cllrs being absent.

9. Correspondence:

- The FOI requests were completed within the required timeframe. One was for SAMS2 data and the other was for minutes from Parish Council meetings. Advice from the Information Commissioners Office was sought and as the minutes are displayed on the Mundford Parish Council website they did not need to be provided.
- Data from the SAMS2 was sent to another requester.
- It was agreed to purchase a banner from Apex Signs for displaying on the gazebo at events. Cllr Eyres asked all Cllrs by email for their agreement £114 Inc. vat (see payment sheet) Retrospective vote: proposed by Cllr Locke, seconded by Cllr Morris and approved by all with a show of hands.
- BDC contacted the Clerk to ask for updates and amendments to their Open Spaces information. The areas at either end of Crown Rd and Green Acre Close were not in the current document and a few amendments were made to existing entries.
- PKF Littlejohn (external auditors) have contacted the Clerk for more information on the changes to the asset register figures and staff salary figure increase. An "except for" matter will be added to their report as the asset register figure was not stated as "re-stated" on the submission. They have also advised that we formulate and approve a Fixed Asset Valuation Policy.
- Just lawns came to the Village Green – Their quote was for 4 treatments at £54 and Greensleeves quote was for 5 treatments at £42. It was agreed that Just Lawns would be chosen to carry out the treatments, proposed by Cllr Stubley, seconded by Cllr McLean and approved by all with a show of hands.
- The Clerk was asked to thank the Stoke Ferry Councillor for offering to answer questions about the about Neighbourhood Plan but at the current time this is not being considered.
- Police Beat Manager Les Maguire has asked if we would host another SNAP meeting (suggesting the Village Hall on January 8th at the Village Hall at 6.30 pm) It was agreed that we go ahead with this, but the Bowls Club was suggested as the venue as the acoustics are better there. The Clerk to contact the Bowls Club to ask about booking the venue and then to contact Les Maguire.

10. Finance

10.1 Payments for the August invoices:

- Kevin Chapman's sponsorship payment has been received but does not appear on the payment sheet this month as it was received in September, so will be on next month's sheet.
- The payments were proposed by Cllr McLean, seconded by Cllr Stubley and approved by 3 Cllrs with a show of hands.
- The bank reconciliation was checked and signed by Cllr Stubley.

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August				
Direct Debits				
EDF	Office electrics		£	14.12
EDF	Allotment Hut electrics			
N-Power	Street lighting		£	236.98
BT	Office phone and broadband		£	54.79
EE	Sim only		£	7.38
Everflow	Office water		£	58.63
Cloudy IT	Cloud storage		£	12.46
		Total	£	384.36
No invoice for the Allotment Hut EDF account, £50 was credited due to a cancelled appointment				
Other		Payment Type		Petty Cash
A Shepherd	August report	BACS	£	150.00
L Morris	Wages	BACS	£	853.07
B McIsaac	Wages + exp+holiday+ sick leave	BACS	£	366.77
L Morris	Office stationary	BACS	£	10.60
Apex Signs	Banner	BACS	£	114.00
J Musgrove	TSOHOST SSL Certificate payment	BACS	£	29.99
Viking Direct	Inks and first aid stock	BACS	£	60.39
TT Jones	Oct, Nov and Dec Streetlight maint.	BACS	£	94.50
S Morris	Petrol for allotment mower	BACS	£	8.00
Blooming Gardens	Village watering	BACS	£	60.00
HMRC	2nd Quarter	BACS	£	254.06
Groves Print and Design	Mundford Meander designs	BACS	£	200.00
Mundford Village Hall	Hall hire for Mundford Meander	BACS	£	54.00
		Total	£	2,255.38
				£ -
		Total money out	£	2,639.74
Money in				
Community Account				
Cronin & Crisp	Mundford Meander sponsorship	BACS	£	50.00
Browns Farm Shop	Mundford Meander sponsorship	BACS	£	30.00
P&R Garden Supplies	Mundford Meander sponsorship	BACS	£	30.00
Petty Cash				
Blooming Gardens	Mundford Meander Sponsorship	Petty Cash		£ 50.00
		Total money in	£	160.00

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Bank Reconciliation at 31/08/2024

Cash in Hand 01/04/2024 33,824.23

ADD

Receipts 01/04/2024 - 31/08/2024 22,433.39

56,257.62

SUBTRACT

Payments 01/04/2024 - 31/08/2024 16,548.73

Cash in Hand 31/08/2024 39,708.89
(per Cash Book)

Cash in hand per Bank Statements

Petty Cash	31/08/2024	84.54
Community Account	31/08/2024	13,272.50
Savings Account	31/08/2024	26,351.85

39,708.89

Less unrepresented payments

39,708.89

Plus unrepresented receipts

Adjusted Bank Balance 39,708.89

A = B Checks out OK

Ring fenced money: Chilzone £1592

11. Members Matters:

None

12. Next Meeting-:

Thursday 3rd October 2024 at Mundford Cricket Club.

The meeting closed at 9.48pm