

Minutes Mundford Parish Council Meeting on Thursday 3rd October 2024 at Mundford Cricket Club

Those present: Cllrs S Eyres (Chairman) M Locke (Vice-Chair) J Musgrove and A McLean, County Cllr F Eagle and 2 members of the public.

1. Chairman's Opening Remarks:

The Chairman welcomed everyone to the October meeting

2. Apologies of Absence:

Cllrs G Stubley and S Morris. Accepted

3. To Accept and Sign the Minutes:

The minutes were proposed by Cllr Locke, seconded by Cllr McLean and approved by 2 Cllrs. Cllrs Eyres and Musgrove were not present at the previous meeting. The minutes were signed as a true record of the meeting held on September 5th 2024.

4. To receive Declarations of Interest:

Cllr Eyres for item 10.1 Payments

5. Public Participation:

One resident reported that she is using the FlexiBus+ service and after a difficult start -issues with one specific driver it is working well. She thanked Cllr Eyres for advice on having her bins taken in and out by the BDC team. She also asked when a new bus stop would be put in place on the Kings Lynn Road as had been previously suggested by NCC. The Clerk and County Cllr Eagle explained that this process was lengthy and as yet no date has been set. The issue of icy footpaths in Bracken Rise and Cherry Tree Close arose and it was agreed that the Parish Council would look into placing a grit bin in the estate somewhere. First step, for a location to be sought.

The other resident attended on behalf of The Friends of Mundford School (FOMS) and thanked the Parish Council for attending their Village Fete in September, and for inviting them to fundraise with a refreshment stall at The Mundford Meander. The Chairman thanked them for the invite to the fete and for them joining in on the Meander event.

The residents left at 7.40pm.

6. Reports:

6.1 District Cllr Ian Sherwood

None

6.2 County Cllr Fabian Eagle

County Cllr Eagle reported that NCC's proposed Devolution Deal was refused by the new Government, which is a great disappointment. They also have to make savings of £40,000,000 this year but it has been suggested that from next year NCC will be allowed to raise their Council Tax figure.

He told the Councillors that he had recently hosted the first Market Towns Conference in Swaffham, bringing together 120 delegates from the 22 Norfolk market towns for the first time. There was a presentation from Melton Mowbray- who had received a large levelling up grant from the Government. This was a very successful event, with sponsorship being provided by local businesses to fund it. He did say that he would look into the funding and bus services for Mundford and he suggested that we invite our new NCC Area Technician to visit the village to discuss our Highways concerns and if he is available, he will also attend.

County Cllr Eagle left at 8.05 pm.

7. Planning Applications:

- The application for the self-build on the land off the Swaffham Road has been withdrawn.

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	Withdrawn	

Minutes Mundford Parish Council Meeting on Thursday 3rd October 2024 at Mundford Cricket Club

3PL/2024/0700/HOU	Proposed side extension (following demolition of existing lean-to) and dormer to rear. Proposed Velux roof window to front elevation (Householder)	1 West Hall Road, Mundford	Undecided Decision by 1 st October	Yes

8. Matters Arising:

8.1 Village competition:

- The FOMS raised £63.30 at the event and the Church raised £50.
- 16 teams entered the competition, with one donating an extra pound – a total of £17 raised.
- There was later an issue with one of the answers which resulted in incorrect placing of prizewinners, Cllr Eyres proposed that £35 is given to that team to correct this oversight, this was seconded by Cllr Musgrove and approved by all present with a show of hands. Cllr Eyres to speak to the team.
- A report of the event will be added to the next Mundford Messenger article- the Clerk to liaise with Barry for this.
- It was agreed that the Clerk offer the remaining Meander questionnaires to the school for them to use if they would like to.

8.2 Highways:

- A pothole was reported on the Swaffham Rd- awaiting a response.

8.3 Footpaths and Verges:

- We have received the funds from NCC for the grass cutting - £4,894.16
- TTSR only carried out 1 cut this month, on September 13th, they then cut on October 1st, this was done late due to the heavy rain there is concern that the cut will not be as good with it being so wet. (The Clerk to contact them – mentioning this concern) We have asked for the final 2 cuts to be carried out at the end of October and the end of November. Also, it was agreed that the Clerk would arrange a meeting with Will later in the year to discuss how the extended area of cutting has gone.
- We have also received the 3rd invoice from TTSR- see payment sheet. Missed areas were reported to them.
- NCC have cleared the weeds in the cut through from The Lammas to West Hall Drive.
- The Rangers are coming to the village in the next few weeks and the Clerk has asked for FP1 and FP2 to be cut and for the weeds to be cleared from the footpath on the Swaffham Rd.
- NCC have cleared the debris on the new footpath- opening up the full width of the footpath to pedestrians. They have also cut the edge of the verge of the footpath in front of numbers 2 and 4 Malsters Close.
- Part of the footbridge in Pig Sty Lane is sunken, the Clerk has obtained contact details for the landowner and will ask him to look at the bridge.
- The Clerk has reported a faulty streetlight in The Lammas.

8.4 Handyman/Gardener:

- Bruce worked 12 hours this month, watering the beds and tubs and clearing trees and shrubs in the verge on the hill on the Swaffham Rd just past the Parish Council office, and also around the War Memorial.
- Suggested jobs for the next month: tidy the area around the WW1 Bin, the bushes need trimming and leaves swept up. The school hedge needs cutting back and the War memorial area need a tidy up before the Remembrance event. Also to stain the column on the village sign.

8.5 War Memorial:

- The Clerk has prepared the Pre-Application for the War Memorial grants but did contact Historic England with a question over the registered Custodianship of the War memorial. This application will be submitted next week.
- This to be added to the next agenda.

8.6 Road Speed Limits:

- Following comments made on live.norfolkfireservice.co.uk, the Clerk contacted NCC to enquire if the correct location of the incident on September 1st was recorded. This was treated as a FOI request and the following information was

Minutes Mundford Parish Council Meeting on Thursday 3rd October 2024 at Mundford Cricket Club

recently received in response “Norfolk Fire & Rescue Services recorded the incident on the A1065 at the junction with Lynford Road.” Cllr Stubbley was concerned that incorrect location details would affect data on road traffic incidents on this stretch of road.

- Cllr Stubbley has information on this subject but was unable to attend this evening, so will present it at the next meeting.
- The Clerk and Cllr Morris took down the SAM2 on October 3rd.

8.7 Christmas lights switch on:

- The Village Voices Community Choir have informed the Clerk that they will be happy to attend the event, the Clerk to contact them, asking that they perform the same carols as previous years plus a song of their choice.
- It was agreed that the Clerk asks David Casson if he would liaise with the school choir again this year
- Father Christmas is organised
- Cllr Musgrove has researched the flashing lamps: they cost £15.04 each plus VAT and delivery. Cllr McLean proposed that we buy 3 lamps, this was seconded by Cllr Musgrove and approved by all with a show of hands.
- The bunting options are: portrait orientation with “Santa stop here” and a Father Christmas, white on red, 3 metre long each are £7.95 for 1 £6.95 for 2-5 Inc. VAT and delivery or landscape: “Merry Christmas” in white on a red background, same price. 9 metre long of both £13.95 for 1, £12.95 for 2-5 Inc. VAT and delivery. Cllrs Eyres and Musgrove will measure the areas in mind and will then feed back to the Cllrs. Cllr Musgrove proposed a spend of up to £100 for the bunting, this was seconded by Cllr Locke and approved by all with a show of hands.
- The previously mentioned Screwfix “Handy trolley” was discussed again and it was agreed that this would be well used for moving all the Christmas items, so Cllr Musgrove proposed to buy it (£149.99 Inc. VAT) seconded by Cllr McLean and approved by all with a show of hands. It was agreed that Cllr Musgrove purchase this and the lights from Screwfix.
- The Real Christmas Tree Company will be able to advise us on the delivery date if we decide to order with them again this year, it was agreed to purchase three 3.6metre trees from them at a cost of £198 Inc. vat each, including delivery. This was proposed by Cllr Eyres, seconded by Cllr Musgrove and approved by all with a show of hands. The Clerk will place the order next week, to be delivered in the week commencing 18th November.

8.8 Financial Regulations:

- The new, revised document was emailed to all Councillors before the meeting. It was decided that Cllrs Musgrove and Morris would look at the document and feed back to the Council- at the next meeting. This to be added to the next agenda.

8.9 Remembrance Event:

- The Clerk has contacted Anthony and the vicar and they are coming to the office on October 15th to discuss the event, we are also awaiting a response from the Brownies.
- Cllr Musgrove will carry out the sound duties and the Clerk will ask Simon Booth if he would like to do the flag duties.
- Cllrs Eyres and McLean are also able to attend.

8.10 Allotments:

- The 2nd allotment inspection was carried out, and the findings were reported. The Clerk sent photos of the plot to all Cllrs before the meeting. It was agreed that although the tenant had done some work to the plot, the condition did not comply with the tenancy agreement, it did not meet the following points in the Terms and Conditions: 4. “The Tenant shall keep the allotment plot free from weeds and well manured and otherwise maintain it in a good state of cultivation and condition. Also, to keep surrounding pathways in good condition by mowing or strimming as necessary” and 21. The Parish Council “The Tenant shall insure that the allotment garden will be at least 80% cultivated. The Parish Council will carry out regular site inspections to assess the plot against the Allotment Terms and Conditions. If any plot is found to be in breach of these, the Tenant will be notified and given one month to bring the plot up to the required condition. If the plot is not found to be satisfactory after the month has elapsed, then the termination procedure will be activated.” It was agreed by all that the allotment had not been returned to the required condition, therefore the termination process be activated.
- The tenant of plot 7 has handed back his allotment as they have moved out of the village. He has returned the key, bank transfer needed for his key deposit refund- see payment sheet.
- The Clerk has contacted the first on the waiting list to see if they are still interested- no response as yet.
- Cllrs Musgrove and Morris switched off the water supply to the Allotment Hut for the winter and the Clerk contacted all tenants with keys to inform them of this

Minutes Mundford Parish Council Meeting on Thursday 3rd October 2024 at Mundford Cricket Club

- An allotment tenant has asked for permission to put a 4ft square area of their plot to grass as it has not been possible to grow produce successfully in this dark area, this email was sent to all Cllrs before the meeting- this was discussed and agreed.

8.11 Parish Partnership Bid:

- Cllr Musgrove suggested another permanent speeding sign be considered for the scheme, this was agreed and the Clerk will look into it.

8.12 Clerk's Appraisal:

- The Clerk left the room while this was discussed. Cllr Eyres had sent the appraisal to all Cllrs before the meeting and it was agreed that they were very happy with the work of the Clerk. It was agreed that she could have another 4 hours a month on a temporary basis, starting this month to complete a list of tasks that her usual 12-hour week does not allow time for. This work will be however the clerk chooses, probably in one 4- hour sitting each month. This was proposed by Cllr Musgrove, seconded by Cllr Locke and approved by all with a show of hands. The Clerk had asked the Chairman to inform the Cllrs that as she had received 3 point rises on her salary last year, she did not wish to receive one this year after her appraisal.

8.13 Village Tree and Hedge Cutting Areas:

- Bruce is happy to continue cutting the laurel hedge in Pig Sty Lane.
- The areas outside the office and the Cricket Club boundary need to done, the Clerk to arrange for 3 quotes- with Cllr Eyres present at the time of viewing if possible.

9. Correspondence:

- We have been asked if there will be a December litter picking session- it was agreed to have a 1-hour litter picking session on Wednesday 4th of December and then to go for the annual thank you drink and cake at Browns. The Clerk to notify the volunteers and book Browns.
- The Church and the school were sent the tree pack information.
- Dave Goodrham visited the office to update the Clerk on the ongoing issue of the Bowls Club purchasing the land from the Swaffham Conservatives. The Bowls Club are still looking to go ahead but the Conservatives cannot find the relevant documents.
- The Clerk held an Open Morning at the Parish Council Office on Saturday 28th September, advertised on the village board, website and the Mundford Messenger but no members of the public attended. It was agreed to offer this again in 6 months' time.
- A resident has asked the PC to look at the number of weeds in the river by the junction to Lynford Rd. can we request that this is cleared? (email sent to all Cllrs) The Clerk reported this to NCC to see if they are part responsible as they are adjacent landowners – they have stated that they are not responsible. The Clerk to contact the Environmental Agency to see if they have any responsibility.
- EDF have confirmed that they cannot receive meter readings from the Allotment Hut, so we will need to submit a monthly meter reading.
- Our invoice from Everflow this month, this is estimated at £30 because Anglian Water have fitted a new meter and the first bill is estimated.
- The de-fib was accessed on September 27th but not used.
- The resident that offered to contribute bulbs for this year's planting session will be providing them next week.
- The office printer is not printing blue ink and is at times problematic, so the Clerk has obtained a price for a new one from Anglia Computer Solutions. They have quoted £149.99 +vat and another £10 for remotely setting it up. It was agreed to purchase one from them. Proposed by Cllr Musgrove, seconded by Cllr Eyres and approved by all with a show of hands. The Clerk to order this.
- BDC have emailed to inform us that they are pausing the development of the Local Plan in response to the Labour Government's recent consultation on proposed revisions to the National Planning Policy Framework (NPPF) and increase in Housing Target, published on 30th July 2024.
- The Clerk has asked the Bowls Club if we can hire the venue for the SNAP meeting on 8th January 2025- awaiting a response.
- Some assets were missing from the asset condition checklist: 3 grit bins: opposite Malsters entrance, Fir Close and The Brecklands and village entry signs and the village sign, these to be added and inspected.
- 9 volunteers came to the litter picking session and 13 bags were collected.
- The precept payment has been received, (see payment sheet)

Minutes Mundford Parish Council Meeting on Thursday 3rd October 2024 at Mundford Cricket Club

10. Finance

10.1 Payments for the September invoices:

- The payments were proposed by Cllr Musgrove, seconded by Cllr Locke and approved by 3 Cllrs with a show of hands.
- The bank reconciliation was checked and signed by Cllr Locke.

September				
Direct Debits				
EDF	Office electrics		£ 15.67	
EDF	Allotment Hut electrics			
N-Power	Street lighting		£ 238.82	
BT	Office phone and broadband		£ 54.79	
EE	Sim only		£ 8.14	
Everflow	Office water		£ 30.00	
Cloudy IT	Cloud storage		£ 12.46	
		Total	£ 359.88	
Still in credit				
Other		Payment Type		Petty Cash
A Shepherd	September report	BACS	£ 250.00	
L Morris	Wages	BACS	£ 833.04	
B McIsaac	Wages + exp+holiday	BACS	£ 157.28	
L Morris	Printing for Meander and fete	BACS	£ 13.20	
PKF Littlejohn	External Audit	BACS	£ 378.00	
TTSR	Village grass cutting	BACS	£ 3,572.86	
Anglia Computer Solutions	Annual anti-virus	BACS	£ 28.80	
Just Lawns	Village Green treatment	BACS	£ 54.00	
Mundford Meander winners	Cash prizes for the Meander	Petty Cash		£ 95.00
Martin Langslow	Allotment Hut key refund	BACS	£ 10.00	
S Eyres	Bulbs for village planting	BACS	£ 238.80	
		Total	£ 5,535.98	£ 95.00
		Total money out	£ 5,990.86	
Money in				
Community Account				
Kevin J Chapman	Mundford Meander sponsorship	BACS	£ 30.00	
Norfolk County Council	Grass cutting funds	BACS	£ 4,894.16	
CC Electricals	Mundford Meander sponsorship	BACS	£ 50.00	
Breckland District Council	2nd Precept payment	BACS	£ 19,162.50	
Petty Cash				
Entrants of Mundford Meander	Entry Fee	Petty Cash		£ 17.00
Savings Account				
Barclays Bank	Bank interest	BACS	98.55	
		Total money in	£ 24,252.21	

Minutes Mundford Parish Council Meeting on Thursday 3rd October 2024 at Mundford Cricket Club

Bank Reconciliation at 30/09/2024

Cash in Hand 01/04/2024		33,824.23
ADD		
Receipts 01/04/2024 - 30/09/2024		46,685.60
		80,509.83
SUBTRACT		
Payments 01/04/2024 - 30/09/2024		19,228.23
Cash in Hand 30/09/2024		61,281.60
(per Cash Book)		
Cash in hand per Bank Statements		
Petty Cash	30/09/2024	6.54
Community Account	30/09/2024	34,824.66
Savings Account	30/09/2024	26,450.40
		61,281.60
Less unrepresented payments		
		61,281.60
Plus unrepresented receipts		
Adjusted Bank Balance		61,281.60

A = B Checks out OK

Ring fenced money: Chilzone £1592

10. Members Matters

- Cllr Musgrove: Is unable to attend the bulb planting but he and his wife will plant the hyacinths in the triangle of grass off Crown Road.
- Cllr Eyres: He will continue to research the recycled materials posts for the Village Green, the village sign cleaning and lead cap may be done when the Christmas trees are put up or decorated.
A date needs to be set for the cutting up and removal of wood at the allotments.
The bushes on the land between the Brecklands and the A1065 needs to be cut back again as it is encroaching on the road, the Clerk to report this to BDC.
The Mundford Meander needs to be discussed at a future meeting when all Cllrs are present, to consider future options.

11. Next Meeting-

The next meeting is on Thursday 7th November at the Cricket Club.

The meeting closed at 10.15pm