

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

Those present: Cllrs Eyres (Chairman), J Musgrove, S Morris, G Stubbley and A McLean and 1 member of the public.

- 1. Chairman’s Opening Remarks:**
The Chairman welcomed everyone to the November meeting.
- 2. Apologies of Absence:**
County Cllr F Eagle and Cllr M Locke. Accepted.
- 3. To Accept and Sign the Minutes:**
The minutes were proposed by Cllr Musgrove, seconded by Cllr McLean and approved by 3 Cllrs with a show of hands, as the other 2 were not at the previous meeting. The minutes were signed as a true record of the meeting held on October 3rd 2024.
- 4. To receive Declarations of Interest:**
Cllr Morris for item 8.9 Allotments and Cllrs Eyres and Musgrove for item 10.1 Payments.
- 5. Public Participation:**
The member of the public was representing the Church Grounds Volunteers and thanked the Parish Council for the Browns voucher, saying that they enjoyed a breakfast there. He said that the group intend to have the grass cutting equipment serviced over the winter and will inform the Parish Council of any works needed on the items they have agreed responsibility for.
The member of the public left at 7.40 pm.
- 6. Planning Applications:**
 - The application for the general-purpose agricultural building east of 1 Methwold Road has been approved.

Reference no:	Description:	Address:	Outcome/Update	Comments Submitted by MPC
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 5th November	Yes
3PL/2024/0194/F	Construction of general-purpose agricultural building, including relocation of access and landscaping	Mundford: East of No 1 Methwold Rd	Approved	Yes

- 7. Reports:**
 - 7.1 District Cllr Ian Sherwood**
None
 - 7.2 County Cllr Fabian Eagle**
None.
- 8. Matters Arising:**
 - 8.1 Highways:**
 - The pothole reported on the Swaffham Rd has been filled.

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

- Our Highways Area Technician, Luke Denney came to the Office on the 31st of October and he and the Clerk walked around the village to discuss the following issues: blocked gullies on the Thetford Road, road surface issues in Bracken Rise, unadopted roads, road markings on West Hall Road and St Leonards Street, the blocked outfall on the Swaffham Road, land ownership by Malsters Run. Also, the footpaths in The Brecklands, sunken manholes on Swaffham Road, verge parking in the village and possible “SLOW” markings on the Swaffham Road by the new footpath. Luke will look into these issues and contact the Clerk with responses. He has contacted the office to say that he has asked his team to add the Brecklands footpaths to their future programme for improvements and also, for them to be inspected more thoroughly and programme for any interim works to be carried out.

8.2 Footpaths and Verges:

- The Clerk contacted the landowner of Jenson Close to report the sunken plank on the footbridge in Pig Sty Lane and he agreed to look at it- no response or sign of the problem being fixed. It was decided to ask the handyman/Gardener to replace the plank and buy another as a spare.
- The sunken footpath outside numbers 51 and 53 Malsters Close was reported to NCC but did not meet their current intervention criteria. - BDC were also contacted and said that they are not responsible for this area, but it was agreed that the Clerk to contact BDC again, as they cut the grass in that area.
- The Clerk has looked in Bracken Rise and cannot see an area that would be suitable for a grit bin.
- 2 potholes on the road edge on the West Tofts Road were reported to NCC and are due for repair
- A large number of tyres were fly tipped on the West Tofts Road and were reported to BDC, they were collected the same day. This is a concern as it was the 3rd fly tipping reported on this road this year.
- The Clerk has contacted Victory Homes about the overgrowing ivy in Wissey View- awaiting a response.
- The Clerk reported the streetlight in The Lammas again, asking for another inspection as it was still on during the day and off in the late evening despite a part being replaced. They said they would inspect the light on Wednesday 6th November. A resident confirmed that he had spoken to the technician, who told him that the photo-cell had been replaced again, he also said the light was on all night.
- TTSR cut the grass areas at the beginning of October and again at the beginning of November, the last cut was done on the grass verge of the Cranwich road and we are due 1 more cut at the end of November.
- Cllr Eyres and George Allison, a resident, and then with the volunteer help of Bruce, cut back some of the lower branches of trees along the Brandon Road to allow safer access for our litter picking volunteers.
- A faulty streetlight in Green Acre Close was mentioned, the Clerk will report this next week.

8.3 Handyman/Gardener:

- Bruce worked 9.5 hours this month, clearing the area by the WW1 bin and cutting the laurel hedge in Pig Sty Lane, cutting back the school hedge and clearing leaves from the footpath by the entrance to Impson Way and strimming the Memorial area and Thetford Rd.
- The Clerk asked the Cllrs to consider the suggestion that Bruce submits his timesheet to the office by the Friday evening the week before the meeting, adding any outstanding hours to the next month's timesheet. This will enable her to process both wages together at the beginning of the week, allowing more time to prepare for the meeting. This was agreed- the Clerk to inform Bruce of this change.

8.4 War Memorial:

- The Pre-Application form was submitted online.
- The response from Abbeygate Masonry to the Cllrs questions was emailed to all.

8.5 Remembrance Event:

- The Clerk met with Anthony from STANTA and the Revd. Mike Cheshier to discuss the plans for the event, it was agreed that the gazebos could be used if the weather forecast is unfavorable.
- The Clerk has charged the speaker, checked the usb and updated the risk assessment in preparation.
- The Brownies will be attending the event.
- The Remembrance Flag, Tommy and poppy netting around the village sign were put up by Cllrs Eyres and Musgrove.
- Cllr Musgrove bought the paint to tidy up Tommy- (see payment sheet) and he also put the large poppies on the benches around the village.
- It was agreed to place the older poppy wreaths on the Jubilee Bed and the ceramic poppies around Tommy.

8.6 Road Speed Limits:

- There was an issue with the last data obtained from the SAMS2, so the Clerk sought advice from Westcotec who advised that the unit be returned to them for assessment. This was agreed by the Cllrs via email and the Clerk took it to

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

- Dereham on October 28th where the unit was assessed and the problem was a coin cell battery which needed to be replaced. Unfortunately, the unit was out of warranty so the cost for assessment and battery replacement was £63 inc VAT
- Cllr Stubble updated the Cllrs of her research so far and next steps on the issue.
- The Clerk contacted the Thetford Safer neighbourhood Team in regard to speeding in Mundford and the SNAP action points, the response was “Re speeding in Mundford, it remains on the Safety Camera Team’s ‘to do’ list and I shall email them to get some results prior to the SNAP. Further to that, individual Officers will continue to perform speed checks whenever they can, sadly this year has thrown some unprecedented demands on us which has reduced our capacity somewhat to do them. That said, I shall renew the message to local Officers re Mundford again and hopefully some more patrols will be able to be conducted in due course.”
- The Cranswick Objection Group have asked for SAMS2 data- the Clerk to contact them.

8.7 Christmas lights switch on:

- The 3 trees were ordered from Real Christmas Trees Ltd and they gave us the same price as last year £569.99. to be delivered the week commencing 18th November. (see payment sheet)
- We have received an anonymous donation of £20 toward the Christmas trees.
- Crown hairdressing have confirmed that they will be doing the hot chocolate stall again this year. Hot chocolate and cups to be ordered, the Viking prices are very expensive this year so it was agreed that Cllr Eyres purchase them online for almost half the price.
- St Leonards Court will be joining the switch on and hope to have a raffle stall. The Clerk spoke to them about leaving the road clear outside the building for the event.
- The Crown will be supplying mulled wine and mince pies again and Mundford Fish Bar will be supporting the event but will get back to the Clerk with more information.
- Yallops will be providing Hot dogs as usual and could we organise the stall again on their behalf.
- We are awaiting a response from the school choir and we can borrow the school bell.
- The Village Voices Community Choir will perform at the event and would like 3 chairs and access to a socket, it was agreed that for safety a circuit breaker would be purchased, Cllr Musgrove to buy this.
- The lights, batteries and brackets, bunting and trolley have been purchased by Cllr Musgrove (see payment sheet)

8.8 Financial Regulations:

- Cllrs Musgrove and Morris and the Clerk went through the document and the new, revised version was emailed to all Cllrs before the meeting and this to be discussed.
- It was agreed to add the following allowance to spend: “the Chair of the Council under delegated authority for any items below £50 excluding VAT “and “the Handyman/Gardener under delegated authority for any items below £40 excluding VAT”
- The expenses allowance is in the Gardener /Handyman’s contract- this was previously £40.00 but it was agreed to raise this to £50.00.
- Cllr Musgrove proposed that the document was adopted, this was seconded by Cllr Stubble and approved by all with a show of hands.

8.9 Allotments:

- The Allotment Tenancy Agreement termination process was activated and advice on the procedure was sought from the Norfolk ALC, however, due to there being a major legal matter occurring within the association at the time, this was delayed. A letter was sent to the tenant, informing them of this decision and the next steps. In response they have asked for more time to vacate the plot and their emails were sent to all Cllrs before the meeting. It was agreed that the tenant be given an extra month- until 31st January 2024 and that the plot would not be halved – as already discussed at the April meeting. This was proposed by Cllr Eyres, seconded by Cllr Musgrove and approved by 4 Cllrs with a show of hands
- The person at the top of the waiting list has accepted the vacant plot, has returned the signed Tenancy Agreement and is keen to make a start.
- There is now one person on the waiting list.
- The compost bays are all full, yet tenants are still adding allotment waste, it was agreed to number the bays and keep 2 for Parish Council’s use only. Signs informing which bays are to be used have been used in the past but are sometimes moved, so the Clerk will notify tenants by email going forward.
- It appears that rubble and bricks have been removed from beneath the water tanks against the Allotment Hut, this has happened once before and the Clerk put up a sign on the tanks, asking for this not to be done. Pieces of rubble can be

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

seen on some plots, holding down ground covering materials- which may be from this site. Due to concern over lack of stability of the tanks, Cllr Morris has covered the fronts of both tank bases with wire mesh. The Chairman thanked him for doing this.

- It also appears that someone has used the toilet in the Allotment Hut- despite all key holders being notified that the water has been switched off. It was agreed to change the padlock over the winter months so that the building cannot be accessed by tenants. Cllr Musgrove will purchase the padlock, this was proposed by Cllr Eyres, seconded by Cllr Stubley and approved by 4 Cllrs with a show of hands.
- Futures changes to the Tenancy agreement were discussed and the document will be revised in the new year.
- Some of the wood at the allotments was cut and removed by Cllrs Eyres and Morris and Mrs. Morris, the remainder was used to build a wildlife shelter – a picture of the shelter was sent to all allotment holders advising them of this and a sign will be displayed by the area.
- The allotment holder who is going to swap plots has confirmed that he will be clearing his plot as soon as he can, it will be done before the winter.
- Cllr and Mrs. Musgrove removed the wild roses from the border by the fence as they were strangling the other plants there.

8.10 Parish Partnership Bid:

- The Clerk looked at flashing speeding signs when visiting Westcotec, however it appears that fixed speed signs are not usually accepted for the bid, so the dropped curb in The Brecklands will be submitted as a bid for this year, applications are due by December 6th 2024.

8.11 Village Tree and Hedge Cutting Areas:

- 3 quotes have been requested from: TTSR, Tim's Tree Services and Anglian Tree Solutions. Tim's Trees have said that the job is not for them.
- TTSR had said that they would attend this week to quote for the works, but have not.
- Anglian Tree Solutions (ATS) visited on November 5th and surveyed the site with Cllr Eyres and the Clerk, he has quoted a price of £1140 excluding VAT but could not carry out the work until September 2025 because of the daffodil bulbs and then nesting birds, however if we decide to go ahead with them doing the work and book it in, they will keep the same quoted cost. It was suggested that the Cricket Club were asked to contribute to the cost of the works- the Clerk to contact them. Cllr Eyres proposed to go with the quote from ATS and this was seconded by Cllr McLean and approved by 4 Cllrs with a show of hands. 1 abstained

8.12 Accessibility Statement:

- The document was drafted by Rosemary Godfrey and was emailed to all Cllrs before the meeting. Cllr Eyres proposed the document was adopted, this was seconded by Cllr Morris and approved by all with a show of hands. The Clerk to add this to the website.

8.13 2025/2026 Budget-

- The Clerk produced a comparison of the budgeted and actual figures at the 6-month point- to discuss the findings and consider figures for the next financial year. This was sent to all Cllrs before the meeting but it was agreed to discuss this next month. The Clerk will prepare the document for approval at the December meeting.

9. Correspondence:

- Mrs Glenda Savage donated daffodil and hyacinth bulbs to the Parish Council for the planting session as a thank you for the lovely planting in the village. She also provided shortbread biscuits for the volunteers.
- The bulb planting session was well attended and bulbs were planted in the War memorial area and on the bank of the grassed area opposite the entrance to Malsters Close.
- The last 2 litter picking sessions were well attended too, a young resident attended again and it was agreed that the Clerk buy some small gloves and hi vis for her to use as our current equipment is too large.
- The 2nd quarter VAT was claimed and was paid on October 14th - £555.48
- The cost for hiring the Bowls Club for the SNAP meeting will be £30, the same as last year. Cllr Musgrove proposed that this is booked, this was seconded by Cllr Morris and approved by all with a show of hands.
- Neither NCC or The Environment Agency accept responsibility for the upkeep of the stream that runs under the A1065 Swaffham Rd. The Clerk asked Luke Denney to look into this.
- The Meander prize money was paid to David Casson- see payment sheet.
- Cllr Eyres was asked by 2 different residents this month about the possibility of asking for a one-way system through St Leonards Street- this to be added to a future agenda.
- The next SNAP meeting is at Weeting Village Hall at 6.30pm on the 18th of November.

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

- The new printer was collected- awaiting an invoice, the payment of £192 including vat was agreed and will be paid next week.
- Thank- you letters were sent to The Mundford Meander sponsors, Barry Gray and Sarah Allen, and Barry has offered some suggestions for a future village competition.
- Cllr Eyres asked via email for agreement to purchase grass seed for the Village Green £22.59 – retrospective vote: proposed by Cllr Eyres, seconded by Cllr Musgrove and approved by all with a show of hands. As the grass seed was put on the Village Green, the next treatment by Just Lawns will be done in the spring.
- NALC have announced the Local Government Services Pay agreement 2024-2025 and new pay scales. This is an increase of 63p per hour. Back pay from April 1st for the Handyman Gardener is 79.5 hours - £50.09 and for the Clerk is 336 hours - £211.68. This has been added to October's pay.
- The annual fee for the Information Commissioner's Office (£35) will be due at the beginning of December and will appear on the December payment sheet.
- We have received an email from a young resident of the school, telling us of his large conker collection and asking if we have any suggestions for what to do with them all. The Clerk to respond with some suggestions from herself and Cllr Stubley.
- The list of meeting dates for 2025 was sent to all Cllrs and will be advertised on the website.
- The Church grass cutters used their Browns voucher and thanked the Parish Council again for awarding it to them.
- We have received an email from a resident of Malsters Close with concerns over pavement parking and also parking in front of fire hydrants.
- An email has been received from a Mundford resident, explaining their outrage at the increasing number of visitors to Lynford Waters, when it used to be so much quieter.
- The Clerk would like to attend a Norfolk ALC course "Dealing with difficult people and conversations in our local councils"- it is a remote course and costs £35.00 the Cllrs agreed it would be a good idea. This was proposed by Cllr Eyres, seconded by Cllr Musgrove and approved by all with a show of hands.
- We received a copy of the invoice for the Village Hall fencing on November 6th (see payment sheet)
- In October the Clerk worked 2 of the 4 extra hours agreed at the October meeting, she worked on the asset register.

10. Finance

10.1 Payments for the October invoices:

- £164.66 was taken in error by direct debit by Everflow. The Clerk has contacted them to complain and they have refunded £140.94- the other £23.72 is for October's usage and there is no figure is on this month's payment sheet.
- Cllr Stubley proposed all payments, seconded by Cllr Mclean and approved by 3 Cllrs – as the other 2 had declared interest.
- The bank reconciliation was checked and signed by Cllr Stubley.

10. Members Matters

- Cllr Morris- There is a broken bracket on the Mundford sign on the Cranwich Rd- the Clerk to report this to NCC
Some work is needed on the guttering on the Allotment Shed – the Clerk to speak to Bruce about this.
To discuss the daffodils in grass verges in the village.
- Cllr McLean- Has not had a response to his correspondence, from Terry Jermy but hopes to attend his surgery in the near future.

12. Next Meeting- The December meeting is on the 5th at Mundford Cricket Club.

The meeting ended at 10.03pm