

Mundford Parish Council Meeting on Thursday 5th December 2024 at Mundford Cricket Club

Those present: Cllr S Eyres (Chairman), Cllr M Locke (Vice) and Cllrs J Musgrove, G Stubley and A McLean, and 1 member of the public.

1. Chairman's Opening Remarks:

The Chairman welcomed everyone to the December meeting.

2. Apologies of Absence:

None

3. To Accept and Sign the Minutes:

The minutes were proposed by Cllr Musgrove, seconded by Cllr Stubley and approved by 4 Cllrs with a show of hands. The minutes were signed as a true record of the meeting held on November 7th 2024.

4. To receive Declarations of Interest:

Cllrs Eyres and Musgrove for item 10.1 payments and Cllr Eyres for part of the budget discussion item 8.4

5. Public Participation:

None, the member of the public attended with a view to possibly applying to become a Councillor.

6. Planning Applications:

- The new computer system at BDC is now in use and we have received our first email with a planning application. This was sent to all Cllrs and the circular sheet was produced and sent out for signing. The Clerk emailed BDC to inform them that the changes to their system are making accessing the applications and submitting comments more difficult than the old system- no response as yet.
- The new planning application was discussed, it was approved with no comments- the clerk to submit this decision.

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	Approved by BDC	Yes
PL/2024/0960/HOU	Single Storey Front Extension	34 Swaffham Rd	Undecided	Will be submitted next week

7. Reports:

7.1 District Cllr Ian Sherwood

None

7.2 County Cllr Fabian Eagle

None

8. Matters Arising:

8.1 Highways:

- Luke Denney, our Area Highways Technician has said that NCC have no responsibility for the stream by the Lynford Road, and that he will be passing some of our village issues onto the relevant teams and will get back to the Clerk when he has further information. He has also asked for the footpaths in The Brecklands to be re-assessed and interim works to be programmed.
- SAMS2 data was sent to The Cranswick Objection Group.

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- The Clerk contacted Luke Denney for costings for the dropped kerbs in the Brecklands for the Parish Partnership bid, and he advised her that he would ask his team to raise a job to organise having the kerbs replaced (dropped kerbs and transition kerbs either side) – this might also include some work to the footpath itself as some regrading might also be required, but he will ask if they can also organise this. This would be a quicker result than the Parish partnership scheme, and no cost for the Parish Council, therefore, we have nothing to apply for this year. This path has been spray marked already.
- The Clerk reported a broken bracket on the Mundford sign on the Cranwich Rd, this will be fixed.
- Recently reported: sunken manhole by the Lynford turning on the Swaffham Rd, 2 fallen trees on the grass verge of the Cranwich Rd and 2 damaged signs at the roundabout.

8.2 Footpaths and Verges:

- The Clerk reported the overhanging branches and hedge at the BT site on Swaffham Road and this was quickly assessed and cut back.
- 2 more bollards have been hit on the Village Green. Composite bollards had been previously mentioned and it was agreed that the Village Green would be discussed in more detail in the January meeting.
- SERCO cut down a tree in Malsters Close, the Clerk contacted BDC to ask why this was done and was told that a resident had reported concern over the health of the tree and it was discovered that a fungus was growing in the tree which could weaken it and cause it to fall, therefore it was cut down to encourage re-growth in a shrub like form. Another resident had contacted the Parish Council, expressing their disappointment that this had been done.
- The Clerk reported the diseased tree by the roundabout- NCC said they would send someone out to look at it.
- The sunken footpath in Malsters Close was reported to BDC again- this time they have acknowledged ownership and came out to view the site. The previous tenant's hedge had been cut down, revealing land which was previously hidden and BDC said "There is no immediate danger or concerns for health and safety, so BDC will not be carrying out any works at this time, however we will continue to monitor the situation. There was brief interaction with the resident when on site and they had no concerns either" It was agreed that the Clerk would contact BDC to ask for this to be re-assessed as the Councillors are unhappy with this decision.
- Victory Homes have cut back the overgrowing Ivy in Wissey View
- A resident reported a fallen tree in the cul-de-sac in Impson Way- this land has not been acknowledged by BDC or NCC so Cllr Eyres cut and removed the tree- The Clerk has contacted both again with photos of the remaining part of the tree which is unhealthy- BDC deny responsibility and suggest that NCC will too.
- The tree by the roundabout on NCC land is being assessed by an internal arborist, after it being reported again.
- The ditch leading up to, and beneath the bridge in Pig Sty Lane has been cleared out.
- The Clerk could not find a faulty streetlight in Green Acre Close; it is possible that a resident reported it.
- A faulty streetlight on the Swaffham Rd was reported to TT Jones.
- Cllr Eyres thanked Cllr and Mrs Musgrove for putting the lights on the tree by the Jubilee Bed.

8.3 Handyman/Gardener:

- The Clerk advised him of the agreed timing for him to hand in his timesheet at the end of the week before the meeting.
- Bruce worked 15.5 hours this month: removing begonias, clearing leaves, cleaning signs and benches and cleaning and tidying the War Memorial area in preparation for the remembrance event.
- It was agreed to ask Bruce to tidy the area around the WW1 bin in St Leonards Street again, also to ask him to replace the post by the allotment gate.

8.4 2025/2026 Budget

- The suggested figures were sent to all before the meeting and paper copies are available to aid the discussion
- PAT testing and future tree works costings were added to the document, some figures were slightly increased and a few were decreased.
- Cllr Musgrove proposed to accept the document, seconded by Cllr Locke and approved by all present with a show of hands.
- The Clerk to complete the 2025/2026 document and then send a copy to everyone.

8.4 2025 Precept

- Following the discussion and approval of the budget, the precept was discussed and it was decided to raise the figure by £1,500 (just over 4%) to £38,000. This was proposed by Cllr Eyres, seconded by Cllr Musgrove and approved by 4 Cllrs with a show of hands.
- The Clerk to submit the relevant form to BDC.

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8.5 Allotments

- The tenant whose tenancy is being terminated requested a copy of the Mundford Parish Council Complaints Procedure and the Clerk hand delivered a paper copy.
- The new padlock has been put on the front door.
- The tenant who is swapping plots has cleared his plot in preparation.
- The possibility of turning a vacant plot into a Christmas tree plot was discussed, this to be discussed next month.

8.6 Christmas Lights Switch On

- It was decided that a circuit breaker wasn't needed for the choir's use on the village Green, as there is one already in the green cabinet.
- The urn was PAT tested and delivered to Crown Hairdressing, along with the loaned table, and returned after the event.
- The Crown raised £202.60
- Crown Hairdressing raised £103.03 on the night and will continue to collect until Christmas.
- The £127.29 from the hotdogs will be banked and then a payment made to Parkinsons Research and the £66 will be put into petty cash and a payment made to The Teenage Cancer Trust in recognition of the time and assistance with the Mundford Meander by Sarah Allen.
- Yallops raised £127.29
- The Mundford Fish Bar raised £32 on the night and the owner added £30 to the total.
- Integra Veterinary Services donated £20.00 toward the Christmas trees; we have now received £90 toward the trees.
- Suggestions for next year: 2 more "pedestrians in the road" signs and flashing lights also, the possibility of a raffle.

8.7 TTSR Grass Cutting Contract

- We have received a quote for next year's cutting, with 2 options: a 1-year contract at £8,682.04 + VAT or a 3-year option of the same fixed price for each year. The options were discussed and Cllr Eyres proposed that we go with the 3-year contract, seconded by Cllr Locke and approved by all with a show of hands. The Clerk to inform TTSR.

9. Correspondence:

- Cllr Morris has requested a leave of absence for December and January, so he has not received emails on Parish Council matters since his request.
- The grass cutting report was submitted to NCC on the 26th of November- an explanation of how the funds were spent, there was a surplus of £44.16- which was explained as being used to cut a larger visual display on the West Tofts Rd/ A134 entry.
- We received a thank you email from the Village Hall Trustees for the £2,000 donation to their new play area fencing, this was sent to all Cllrs.
- We have received an email from a concerned resident of the Lammas – reporting pavement parking which is causing pedestrians to walk in the road.
- CC Electricals & Renewables carried out the PAT testing at the office and the testing on the box and sockets at the Village Green on November 28th- no invoice as yet.
- We have been donated a brass bell, which was used at the Christmas Lights switch on.
- The defib was accessed but not used on the 24th of November
- Cllrs Stubley and McLean met Terry Jermy at Browns.
- The clerk added the new Financial Regulations and Website Accessibility Statement to the website, Rosemary Godfrey removed the previous one and updated the link.
- We were donated some bags of sweets for the Christmas event, but as previously discussed, due to concerns over food labelling and allergy issues it was agreed not to offer them at the event but they were donated to The Harvest Centre in Brandon instead. They were very grateful for the donation, the Clerk to inform him.
- The Clerk contacted BDC to see if District Cllr Ian Sherwood had returned to work and was told that he had.
- We have received an invoice from Blooming Gardens for the Village Green grass cutting (see payment sheet)
- Cllr Morris purchased the child's gloves and Hi -viz for the litter picking volunteer (see payment sheet)
- The 3rd quarter contributions to HMRC are due (see payment sheet)
- The new printer only had set up cartridges, so new inks were purchased, as well as stationery supplies- (see payment sheet) There is an option to subscribe to an instant ink detection and delivery, the Clerk will look into this.
- The £35 ICO payment was made and the new certificate is on display in the office.
- 11 volunteers attended the litter picking session and 9 sacks were collected. 12 people went to Browns for scones and a drink, Cllr Eyres paid (see payment sheet) and Mark gave a discount of £9.10 as a thank you to the litter pickers.

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- The hire of the Cricket Club for the meetings September – December is due this month (see payment sheet)

10. Finance

10.1 Payments for the November invoices:

- Cllrs Eyres and Musgrove both had declared interests in this item, therefore the payments were split into 2:
All payments except Cllr Eyres were proposed by Cllr Locke, seconded by Cllr Stubley and approved by 4 Cllrs with a show of hands. Cllr Eyres payment was proposed by Cllr Musgrove, seconded by Cllr McLean and approved by 4 Cllrs with a show of hands.
- The bank reconciliation was checked and signed by Cllr Locke.
- Cllr Eyres thanked Cllr Musgrove for his part in making the payments.
- Cllr Stubley's bank mandate is now sorted and she can do the payments if needed.

November				
<u>Direct Debits</u>				
EDF	Office electrics		£	39.21
EDF	Allotment Hut electrics		£	20.48
N-Power	Street lighting		£	281.31
BT	Office phone and broadband		£	54.79
EE	Sim only		£	7.64
Everflow	Office water		£	17.78
Cloudy IT	Cloud storage		£	12.46
Information Commissioners Office	Annual Data Protection fee		£	35.00
		Total	£	468.67
<u>Other</u>		<u>Payment Type</u>		<u>Petty Cash</u>
A Shepherd	November report	BACS	£	300.00
L Morris	Wages	BACS	£	949.05
B McIsaac	Wages + exp+holiday	BACS	£	222.88
S Eyres	Hot chocolate, cups + cable ties	BACS	£	38.19
J Musgrove	Padlock for Allotment Hut + bungee cords	BACS	£	28.50
S Eyres	Markers- grass cutting areas+ para cord	BACS	£	18.67
Mundford Cricket Club	Venue hire Sept- Dec	BACS	£	100.00
S Morris	2 x XS High Viz vests + gloves for litter picking	BACS	£	13.97
L Morris	Mileage for collecting printer +SAMS2 repair	BACS	£	19.80
Viking Direct	Office supplies	BACS	£	112.62
Blooming Gardens	Village Green grass cutting	BACS	£	315.00
TT Jones	Jan, Feb + Mar	BACS	£	98.57
HMRC	3rd quarter	BACS	£	255.58
S Eyres	Browns Café refreshments for volunteers	BACS	£	72.00
		Total	£	2,544.83
				£ -
		Total money out	£	3,013.50
<u>Money in</u>				
<u>Community Account</u>				
Mr. T Whiting	Donation to Christmas trees	CHQ	£	50.00
		Total money in	£	50.00

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Bank Reconciliation at 30/11/2024

Cash in Hand 01/04/2024	33,824.23
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ADD

Receipts 01/04/2024 - 30/11/2024	47,452.02
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81,276.25

SUBTRACT

Payments 01/04/2024 - 30/11/2024	34,487.95
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Cash in Hand 30/11/2024 (per Cash Book)	46,788.30
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Cash in hand per Bank Statements

Petty Cash	30/11/2024	26.54
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Community Account	30/11/2024	20,311.36
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Savings Account	30/11/2024	26,450.40
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46,788.30

Less unrepresented payments

46,788.30

Plus unrepresented receipts

Adjusted Bank Balance	46,788.30
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A = B Checks out OK

Ring fenced money: Chilzone £1592

11. Members Matters:

- **Cllrs Stubbley and McLean:** told the Cllrs about their meeting with Terry Jermy MP, they discussed, speeding vehicles through the village, the Cranswick mega-farm planning application and how he will support carers in the area. He said he would like to be contacted by the Parish Council with any village issues and concerns and he would like to attend village events if he is able to.
- **Cllr Stubbley:** spoke about speed restrictions in the county- information that she would be using to strengthen our case in the project she is currently working on,
- **Cllr Eyres:** at a future meeting would like to discuss having an annual meeting with the allotment tenants, also an update of the Tenancy Agreement.

12. Next Meeting- The January meeting will be on 9th at Mundford Cricket Club.

The meeting closed at 9.26 pm