

Minutes of Mundford Parish Council Meeting on Thursday 6th February 2025 at Mundford Cricket Club

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

1. Chairman's Opening Remarks:

The Chairman welcomed everyone to the February meeting and wished everyone a belated Happy New Year as the January meeting was cancelled.

2. Apologies of Absence:

None.

3. To Accept and Sign the Minutes:

The minutes were proposed by Cllr Musgrove, seconded by Cllr Locke and approved by all present with a show of hands. The minutes were signed by the Chairman as a true record of the meeting held on Thursday 5th December 2024.

4. To receive Declarations of Interest:

Cllrs Eyres and Musgrove for item 10.2 Payments

5. Public Participation:

One member of the public told the Cllrs that he had been approached by Mundford Football Club to enquire about the broken water pipe on his property and he had obtained quotes for this to be replaced. He wanted to know if there were any procedures or permissions needed from the Parish Council in regard to the proposed works to a water course, and also if there was any funding available to assist with the cost of the works. Cllr Eyres said that this would be looked into and added to the next agenda, Cllr Stubley had recently taken part in a meeting regarding flooding and intends to feed back on the findings at the next meeting, this may be of interest to the resident. County Cllr Eagle advised that this is the responsibility of the landowner but if the clerk emailed him, he would look into this and inform her of his findings. The other member of the public was a candidate for the BDC by-election and was interested in attending meetings in the relevant ward ahead of the by-elections.

6. Reports: This was moved forward so that County Cllr Eagle could leave.

6.1 District Cllr Ian Sherwood-

Resigned on 16.1.2025

6.2 County Cllr Fabian Eagle:

- County Cllr Eagle told the Parish Council that the Norfolk County Council elections planned for this year, have been deferred by the Government so that a new system can be put in place- having a Mayor of Norfolk and Suffolk to take on big strategic items. This issue be discussed for the next 2 years or so and will cause major changes to our District and County Councils; however, we will be told more about these once decisions are made.
- As we do not currently have a District Cllr, he told those present some information from Breckland District Council: they are currently holding a boundary review consultation on Breckland District Council wards with views of residents and Parish Councils being sought, this may cause changes to our ward but we will be notified of this. Breckland still has the lowest Council tax in the country.
- Norfolk County Council are setting their budget on February 24th and will be proposing to raise their part of Council tax by 4.99% this year.
The Government has removed the Rural Services Delivery and Services grants from County Councils so this has an impact on their finances. There is a little left in County Cllr Eagles members budget and he is asking Parish Councils to suggest any highways and environments issues that they would like funding toward. Flashing signs outside the school were mentioned following an email from concerned residents, also the overgrowing vegetation narrowing the footpath on the Swaffham Road. The Clerk to email him with ideas for the funding.
County Cllr Eagle left at 8.12pm

7. Planning Applications:

- The new computer system at BDC has been in use for a while and we have received several emails with planning applications. The Clerk informed BDC that the changes to their system are making accessing the applications and submitting comments more difficult than the old system and they have sent out a guide for using it.

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- The applications were sent to all Cllrs and the circular sheet was produced and sent out for signing. The approval and no comments for the garage/store application will be submitted next week

Reference no:	Description:	Address:	Outcome/Update	Comments Submitted by MPC
PL/2024/0960/HOU	Single Storey Front Extension	34 Swaffham Rd Mundford	Undecided	Approval with no comments.
PL/ 2024/1039/HOU	Erection of oak framed orangery following removal of existing conservatory	87 The Lammas Mundford	Undecided	Approval with no comments.
PL/2024/0921/HOU	Proposed garage/store for both 54 & 56 Impson Way using existing private car parking spaces	54 & 56 Impson Way Mundford	Undecided	

8. Matters Arising:

8.1 Highways:

- The sunken manhole on the Swaffham Road has been repaired.
- The road sweeper was in the village at the end of December.
- The Clerk met with our area Highways technician and one of his inspectors and they discussed the diseased tree in Impson Way, the missed road markings in the village, the continuation of the grass cutting contract and the ongoing drainage problems by the new footpath on the Swaffham Road.
- The degraded surface of the footpath in St Leonards Street was replaced this week.

8.2 Footpaths and Verges:

- The faulty streetlight on Swaffham Rd was inspected by TT Jones and it is not working. They have quoted £350 + vat to replace the light, this will be a newer model as the current one is no longer made. Cllr Musgrove to look at the specifications of the light and to report back.
- UK power Networks came out to assess the leaning pole that the faulty light is on. They replaced the electric supply to the light but it is still not working.
- The tree by the roundabout on NCC land was assessed by an internal arborist after it being reported again. Pollarding was carried out at the beginning of January.
- The ditch leading up to, and beneath the bridge in Pig Sty Lane has been cleared out by the Football Club, part of it has fallen in – the Clerk to contact them to report this.
- The Clerk could not find a faulty streetlight in Green Acre Close; it is possible that a resident reported it.
- At the beginning of January, Highways inserted a dropped kerb in the slip footpath joining The Brecklands to the footpath beside the Brandon Road.
- Following an email from a resident, the Clerk has reported the abandoned vehicle in the layby on the Brandon Road, BDC say that it does not meet their intervention criteria as it is taxed and insured. She also contacted Flagship Housing Association about the poor state of the footpath behind 31-36 Wissey View, we are awaiting a response.
- A resident has contacted the office with concerns about grass verge and footpath parking as well as questioning why the grass was cut in December this year. The Clerk has responded.

8.3 Handyman/Gardener:

- In December Bruce worked 3 hours, tidying and pruning around the WW1 bin in St Leonards Street and replacing the planks on the footbridge in Pig Sty Lane.
- In January he worked 2 hours, fixing the corner guttering on the back of the Allotment Shed and he intends to look at the other guttering issue as well as the broken post by the gate in the next couple of weeks. He also intends to finish cleaning the benches.
- It was agreed that the gate at the allotments will be moved forward when the posts are replaced, Cllr Eyres proposed that on this occasion the allowance for the handyman/Gardener to use without prior approval be increased to £75 to

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allow him to purchase all necessary materials for this job in one trip. This was seconded by Cllr Musgrove and approved by all present with a show of hands.

8.4 Allotments

- On December 19th we received a complaint about the allotment tenancy termination from an allotment tenant, as well as an FOI request. The email was sent to the Cllrs and as the January meeting had been cancelled, this issue was discussed via email. The Clerk sought advice from the Information Commissioners Office (ICO) and was told that we could only provide data which we hold, as the request was for gender data on allotment holders past and present and this information is not held by the Parish Council, we could not pass it on. The Cllrs responded to the complaint in line with the complaints procedure and the Clerk passed on the response on January 23rd. A further response was received and sent to all; the tenant would also like to go back on the waiting list for a small plot. The Clerk to look into this and feed back to the Cllrs with the findings and then respond with comments from the Cllrs once this is decided. It was agreed that the Council did not need to apologise to the complainant, proposed by Cllr Eyres, seconded by Cllr Stubbley and approved by all with a show of hands.
- The tenant from plot 1 has handed back the allotment as his family are moving out of the village.
- The person at the top of the waiting list has asked to move down the list at the moment as they have other commitments and we have received another request to join the list- making it 3.
- The tenancy agreement changes were sent to all before the meeting and were agreed by the Cllrs, with a few amendments which will be done and then sent to all Cllrs. A procedure for inspections and Tenancy Terminations will be considered at the next meeting, in preparation for sending out at the end of March.
- An annual meeting with tenants was discussed and agreed, this will take place after the tenancies are signed in April.
- The compost bays are beginning to rot and non – compostable items are frequently put in them, despite tenants being reminded of this it was agreed to keep them in place until they are emptied and then to remove most of them, keeping 2 for Parish Council use only. This was proposed by Cllr Eyres, seconded by Cllr Musgrove and approved by all present with a show of hands.
- Cllr and Mrs. Morris have previously cut the allotment grass twice a month and it takes up to 3 hours a time, they have informed the Parish Council that they wish to only do it once a month. Cllr Musgrove offered to alternating cutting the grass with them. Cllr Eyres thanked Cllr Musgrove and said that both he and the Morris' should tell the Council if they wish to stop, and something else will be arranged.
- Following the initial discussion at the December meeting to plant Christmas Trees on a future vacant plot at the allotments, potted Nordman Fir trees were purchased from Didlington Nurseries after Cllr Eyres contacted several Cllrs to obtain approval. These will be ideal for growing for future years- Proposed by Cllr Musgrove, seconded by Cllr Stubbley and approved by all present with a show of hands.
- There would be enough room for about 20 trees to be on a plot and kept for future use on the Village Green- this to be added to the next agenda.

8.5 Internal Audit-

- The Clerk has contacted Jo Raby and she is happy to carry out our internal audit again this year, for the same fee as last year- £75. Cllr Musgrove proposed that we ask her to undertake the internal audit for the Parish Council, seconded by Cllr Locke and approved by all present with a show of hands.

8.6 Donations-

- The annual donations, were discussed and it was agreed that £100 would be donated to The East Anglian Air Ambulance Charity, £50 each for the Brandon and Thetford/ Diss Citizens Advice, £100 for The Royal British Legion for the Poppy Wreath in November and the £100 for de-fib upkeep, this year for the Bowls Club.
- Cllr Musgrove asked if everyone was happy for him to re-use one of the wreaths from the War Memorial site and place it on the Lancaster Bomber Site, seconded by Cllr Eyres and approved by all present with a show of hands.
- Cllr Stubbley said that she would look into Dental Aid – a very worthwhile charity that the Cllrs might wish to consider for future donations.

8.7 War Memorial-

- The Clerk spoke to the conservation team at The War Memorials Trust for advice on the next steps of the process for obtaining a grant for the repair works. She was advised that we obtain 2 more quotes and submit these along with the grant application. It is possible that we may be charged for advice and we have 2 options: we can pay for the advice and claim that cost in the grant application or apply for a grant toward that advice cost. The second option would be more time consuming. Grant applications are considered in February and then again in July, so we will need to be ready for July. Quotes for work that are below £10,000 do not need the advice from accredited conservation but they would still

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advise that we seek it. They also provided links to 2 registers of conservation companies and the Clerk has contacted one in Norwich, one in Cambridge and another in Bury St Edmunds for initial enquiries. It was agreed to go ahead with requesting the 3 quotes.

8.8 Website Support-

- Rosemary Godfrey told us in December that she would resign from her role as website support from the end of January, the Clerk thanked her in the Mundford Messenger. She spent some time with the Clerk, going through information that will be needed going forward, the invoice for this has been received
- We need to find a replacement or decide to look further at the Norfolk ALC website packages- the Clerk sent the initial information from them to the Cllrs before the meeting.
- Rosemary provided a link to another company (Parish Online) that offer the service, this came from the Clerk at Weeting Parish Council who is considering them after the recent issues at the Norfolk ALC- the Clerk has received a quote- this was sent to all Cllrs.
- Cllr Musgrove said that he would speak to David Casson to see if he would be able to advise on website hosting. This subject to be added to the next agenda.

8.9 Christmas Trees-

- The trees on the Village Green were discussed and Cllr Musgrove proposed that these are monitored on a monthly basis and when the first tree looks unhealthy, they will all be removed at the same time. This was seconded by Cllr Locke and approved by 4 Cllrs with a show of hands.
- Worthwhile Accountancy Limited have contacted the office, offering to sponsor a permanently planted Christmas Tree in the future- the email was sent to all Cllrs ahead of the meeting. Permanent trees are not planned for the Village Green, so the Clerk will contact them and thank them for the offer, informing them of the purchase of the new trees and planting plans. They could still donate to the cost of trees in the future if they would like.

9. Correspondence:

- The resident who attended the December meeting has contacted the Clerk to say that she is interested in joining the Parish Council but would not be available until the summer, so she will get in touch at a later date.
- The SAMS2 was removed from the Swaffham Road on November 26th and the vehicle count from that time was 96,424. It was put back up on the Cranwich Road on December 23rd and taken down again on January 21st, the vehicle count was 103,347 vehicles.
- The Clerk thanked Sertan (Mundford Fish Bar) in the Messenger, for allowing the defib to be on his property and also for paying for the electricity supply.
- The EDF invoice for the Allotment Hut is for November and December- hence the larger figure (see payment sheet)
- As the January meeting was cancelled, the Clerk did not work the extra 4 hours in December or January but she intends to revert to these extra hours from February onwards.
- We have received thank you letters from The Teenage Cancer Trust and Parkinsons Research charities.
- A resident has asked if the basic SAMS2 data can be added to the Mundford Messenger each month, he also asked if the puddling by the new footpath on the Swaffham Road could be reported to Highways and if roundels could be put on the roads in the village to remind motorists of the speed limits- this to be discussed at the next meeting.
- The Clerk was asked again about the overgrowing plants in the stream by the turning to Lynford Road-it was agreed that the Clerk contact the landowner and ask them to clear it.
- The "Dealing with difficult people and conversations in our local councils" course was postponed, the Clerk will book on the next one.
- The annual invoice from Scribe Accounts has arrived and will be added to the February payments list. £414.72 inc. vat.
- The Clerk now has the name of the company possibly responsible for damaging a bollard on the village Green and will be contacting them regarding the incident.
- The 3rd quarter VAT claim was submitted and the £1,684.96 was paid into the Community Account
- Cllr Ian Sherwood resigned as District Cllr for the Bedingfeld Ward on January 16th and the by-election for his seat is to be on February 27th
- The CCS funding application from BDC has arrived, the Clerk met with Ann Shepherd and they filled it out together. We need a safeguarding policy- the Clerk has sourced one and this will be discussed and approved at the March meeting.
- The DBS checks are needed for the CCS drivers and are being submitted online, so drivers are coming to the office for the Clerk to do this, also to update the copies of their documents for our records.
- The FOMS have sent the date of their fete this year July 12th – if we would be interested in supporting the event, this to be added to the next agenda

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10. Finance

10.1 Payments for the December invoices:

- Approval for the December payments (already approved by email) was proposed by Cllr Eyres, seconded by Cllr Musgrove and approved by all present with a show of hands. The payments sheet was signed by the Chairman.
- The bank reconciliation was checked and signed by Cllr Stubbley.

December				
<u>Direct Debits</u>				
EDF	Office electrics		£	67.63
EDF	Allotment Hut electrics (Nov and Dec)		£	42.86
N-Power	Street lighting		£	323.66
BT	Office phone and broadband		£	57.50
EE	Sim only		£	7.12
Everflow	Office water		£	17.78
Cloudy IT	Cloud storage		£	12.46
		Total	£	529.01
<u>Other</u>		<u>Payment Type</u>		
A Shepherd	December report	BACS	£	200.00
L Morris	Wages	BACS	£	949.05
B McIsaac	Wages + exp+holiday	BACS	£	67.97
L Morris	Chocolate for Christmas event prize	BACS	£	2.75
Teenage Cancer Trust	Donations from Christmas event	BACS	£	62.00
Parkinsons Research	Donations from Christmas event	BACS	£	127.29
Anglia Computer Solutions	IT Support for new printer	BACS	£	14.28
CC Electrical & Renewables Ltd	PAT testing- in office + ECIR on Village Green	BACS	£	240.00
Blooming Gardens	Security fasteners for portable fencing	BACS	£	25.00
		Total	£	1,688.34
		Total money out	£	2,217.35
Money in				
Community Account				
Donations at Christmas event	Money collected for hot dogs-Yallops	Cash	£	127.29
Savings Account				
Barclays Bank	Bank interest	BACS	£	98.92
Petty Cash				
Donations at Christmas event	Money raised for Mundford Fish Bar	Petty Cash	£	66.00
		Total money in	£	292.21

Bank Reconciliation at 31/12/2024

Cash in Hand 01/04/2024	33,824.23
ADD	
Receipts 01/04/2024 - 31/12/2024	47,760.23
	81,584.46
SUBTRACT	
Payments 01/04/2024 - 31/12/2024	37,551.75

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A	Cash in Hand 31/12/2024	44,032.71
	(per Cash Book)	
	Cash in hand per Bank Statements	
	Petty Cash 31/12/2024 108.54	
	Community Account 31/12/2024 17,374.85	
	Savings Account 31/12/2024 26,549.32	
		44,032.71
	Less unrepresented payments	
		44,032.71
	Plus unrepresented receipts	
B	Adjusted Bank Balance	44,032.71
	A = B Checks out OK	

Ring fenced money: Chilzone £1592

10.2 Payments for the January invoices:

- Approval for the January payments was proposed by Cllr Locke, seconded by Cllr McLean and approved by 3 Cllrs with a show of hands.
- The bank reconciliation was checked and signed by Cllr McLean.

January				
<u>Direct Debits</u>				
EDF	Office electrics		£ 71.39	
EDF	Allotment Hut electrics		£ 18.58	
N-Power	Street lighting		£ 340.12	
BT	Office phone and broadband		£ 54.79	
EE	Sim only		£ 7.38	
Everflow	Office water		£ 23.59	
Cloudy IT	Cloud storage		£ 12.46	
		Total	£ 528.31	
<u>Other</u>		<u>Payment Type</u>		<u>Petty Cash</u>
A Shepherd	January report	BACS	£ 200.00	
L Morris	Wages	BACS	£ 899.10	
B McIsaac	Wages + exp+holiday	BACS	£ 36.63	
Rosemary Helpdesk	Website Support	BACS	£ 120.00	
Mundford Bowls Club	Venue hire for SNAP meeting	BACS	£ 30.00	
J Musgrove	Hazel sticks for Allotment hedge	Petty Cash		£ 7.50
D Goodrham	Petrol for Church grass cutting	BACS	£ 25.00	
S Eyres	Mileage for collecting christmas trees (10 miles)	Petty Cash		£ 4.50
Didlington Nurseries	13 potted Christmas trees	BACS	£ 162.50	
		Total	£ 1,473.23	£ 12.00
		Total money out	£ 2,013.54	
<u>Money in</u>				
<u>Community Account</u>				
HMRC	3rd quarter VAT refunded	BACS	£ 1,648.96	
		Total money in	£ 1,648.96	

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Bank Reconciliation at 31/01/2025

Cash in Hand 01/04/2024		33,824.23
ADD		
Receipts 01/04/2024 - 31/01/2025		49,409.19
		83,233.42
SUBTRACT		
Payments 01/04/2024 - 31/01/2025		39,795.13
A	Cash in Hand 31/01/2025	43,438.29
	(per Cash Book)	
Cash in hand per Bank Statements		
Petty Cash		108.54
Community Account	31/01/2025	16,780.43
Savings Account	31/01/2025	26,549.32
		43,438.29
Less unrepresented payments		
		43,438.29
Plus unrepresented receipts		
B	Adjusted Bank Balance	43,438.29

A = B Checks out OK

Ring fenced money: Chilzone £1592

11. Members Matters:

- Cllr Stubbley- to discuss the Flooding and Highways issues next month.
- Cllr Eyres- has been approached by the Cricket Club, asking about a grant application for them extending their car parking area, as the school uses the parking. The Clerk to pass on an application form and this to be added to the next agenda.
- Cllr Musgrove- the issue of dog fouling in Pig Sty Lane to be discussed – in the meantime the Clerk to put up some reminder signs.

12. Next Meeting- The March meeting will be on March 6th at the Cricket Club.

The members of the public left at the end of the meeting.

The meeting closed at 9.50pm