

Draft Minutes of Mundford Parish Council Meeting on Thursday 6th March 2025 at Mundford Cricket Club (subject to confirmation)

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

1. Chairman's Opening Remarks:

The Chairman welcomed everyone to the March meeting.

2. Apologies of Absence:

Cllr A McLean and Cllr S Morris

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 February 6th 2025.

4. To receive Declarations of Interest:

None

5. Public Participation:

One resident asked if it was possible for a grit bin to be located on the grass area near the entrance to Bracken Rise, as mentioned as an option at a previous meeting. It was agreed that the Clerk would contact the landowner first, then Highways if the land is theirs. Another concern of this resident was the cobbled area that is between the Cranwich Road and the public footpath, this is becoming overgrown again, so the Clerk to look into this issue.

The other resident was concerned about the darkness at night in St Leonards Street and asked if there was any update on having another streetlight in the street. It was agreed that the clerk would contact 2 residents on the street to ask if either would consider having a light in their front garden.

6. Reports: This was brought forward so that County Cllr Eagle could get away sooner.

6.1 District Cllr – no official notification from BDC on who was elected

6.2 County Cllr Fabian Eagle:

County Cllr Eagle informed the Cllrs of the following: that his “dangerous junction cut” has been adopted by NCC and this will be done across the county, there will also be an extra weed kill within built up areas (he expects Mundford to be included in this). There will also be a spring hazardous waste weekend at the county’s recycling centres, this one in the spring. As part of his role as Cabinet member for Economic Growth he has been working closely with independent high street retailers in our 5 market towns and has a budget of £250,000., this will be branded as “High Streets Matter”. He also spoke about the Governments ongoing plans for devolution and how this may affect our Parish Council and village.

County Cllr Eagle left at 8.05pm

7. Planning Applications:

- The St Leonards Street application had been circulated to all Cllrs before the meeting and it was agreed that approval with no comments to be submitted by the Clerk.

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.

Draft Minutes of Mundford Parish Council Meeting on Thursday 6th March 2025 at Mundford Cricket Club (subject to confirmation)

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	Approval with no comments
PL/2025/0134LB	Conversion of 2 no. outbuildings to 2 no dwellings	33 St Leonards Street Mundford		Not yet

8. Matters Arising:

8.1 Highways:

- Flashing signs at the school was agreed as a request for County Cllr Eagle's leftover funds requests. The Clerk to submit this request.
- A resident has requested that we publish the SAMS2 data in the Mundford Messenger, it was agreed that this be introduced as a regular feature
- The same resident has asked about the new smaller roundels being marked on the roads into the village for speed awareness. It was agreed that we could consider this for the Parish Partnership Bid later in the year.
- Highways have said the following after an email enquiring about the puddling on the Swaffham Road and the ongoing issue with the blocked outfall by the bridge on the Swaffham Road "these issues will take a lot more investigating, and will most likely result in larger type schemes related to any works to remedy the issues. This will require a bit more planning and looking into feasibility to each issue, therefore there are no further updates at this time" It was agreed that a further response to them be submitted, stating the frustration of the Parish Council on the length of time this is taking.
- It was agreed that the Clerk contact Norfolk Police for figures for speeding camera attendance in Mundford and to ask if they could attend again soon.
- The Clerk to report the overgrowth of vegetation on the footpath along Swaffham Rd to Highways again.
- Cllr Stubble updated the Cllrs on the progress of her research into speeding issues in the village: she has looked at historic attempts to have the speed limit into the village lowered and why they have failed. She will report further at the May meeting. Cllr Eyres thanked Cllr Stubble for all her hard work on this issue.

8.2 Footpaths and Verges:

- The diseased tree in Impson Way has not yet been removed, NCC are now saying that it has been inspected and branches will be removed to see if this encourages healthy growth- the Clerk to monitor this.
- Trees along the Thetford and Brandon Roads were trimmed in early February.
- Another streetlight on Swaffham Road is not working, this was reported at the end of February and we are awaiting a report from TT Jones. It appears that they have had issues with their email, so the Clerk to report this again. It was agreed that Cllr Eyres would contact K&M lighting to enquire about replacement parts for lights as it seems that TT Jones wish to replace lights at a greater cost rather than providing replacement parts.
- Flagship have confirmed that they will be attending the footpath area behind the bungalows in Wissey View this month.

8.3 Handyman/Gardener:

- This month Bruce worked 11 hours, replacing the gate posts at the allotments and putting granite chippings down in Pig Sty Lane, making it safer underfoot. The chippings were from Four Ways Car Wash in the village, the Clerk to write them a thank you letter and thank him in the Mundford Messenger.
- Jobs that he still has to do are: fixing the guttering to the allotment shed water tank, re-enforce the posts of the allotment site fence, clean the portable water tank and pressure wash the benches and bus shelters.

8.4 Allotments

- Minor amendments were made to the Tenancy Agreement and were sent to all before the meeting, this finalised document was approved. This was proposed by Cllr Eyres, seconded by Cllr Musgrove and approved by all present with a show of hands
- An Allotments Inspection, Termination and Appeal Process document was sent to all before the meeting, this was approved. We are still awaiting advice from the National ALC on waiting list procedure. This was proposed by Cllr Eyres, seconded by Cllr Musgrove and approved by all present with a show of hands.
- The Allotment Tenancy document and Invoices will be hand delivered to all Tenants at the end of the month.
- The previous tenant of plot 14 has donated her £10 key deposit to flowers or seeds for the allotments. The Clerk thanked her on behalf of the Parish Council. Cllr Musgrove to purchase and submit invoices for plants for the site as and when needed.

Draft Minutes of Mundford Parish Council Meeting on Thursday 6th March 2025 at Mundford Cricket Club (subject to confirmation)

- It was agreed that the response to the tenant whose tenancy was terminated should follow the Complaints procedure.

8.5 No Mow May

- This matter was discussed and it was agreed to go ahead with this again this year. This was proposed by Cllr Musgrove, seconded by Cllr Stubley and approved by all present with a show of hands

8.6 Community Car Scheme Safeguarding and Risk Assessment Policy

- A draft document was sent to the scheme Co-Ordinator for her to check and once confirmed was sent to all Cllrs before the meeting. This was discussed and adopted. Proposed by Cllr Stubley, seconded by Cllr Locke and approved by all present with a show of hands.
- Once adopted, a copy of this document is needed for the BDC funding application.
- The Clerk has adapted the Parish Council Complaints Procedure for the Community Car Service.
- All of the DBS checks for current drivers have been submitted
- 2 people are interested in joining the scheme and the Clerk will be in touch with them next week to do their DBS applications

8.7 War Memorial

- The Clerk sent photos to the 3 agreed contractors and have received one response and quote so far, this was sent to all Cllr before the meeting. No decisions can be made until we hear back from at least one more. The clerk to contact the other 2 companies for an update.
- It was agreed to not put the cages over the hyacinths at the War Memorial site at this time, but to monitor it for deer.

8.8 Website Support-

- The Clerk contacted Anglia Computer Solutions about web hosting and their package information and pricing was sent to all Cllrs before the meeting. They can offer word Press which will allow us to keep the website exactly as it is, including all the archive materials. They also offer options for ongoing support packages.
- The Clerk does not feel equipped to advise on which is the best option: the Norfolk ALC option is still the same as the Clerk has contacted the new IT Officer- the email was sent to all before the meeting. The Parish Online is more expensive and would mean more training for the Clerk. It was agreed that we ask Rosemary Godfrey if she would consider looking at the options and advise us on the best fit for our requirements.

8.9 Christmas Trees-

- The trees on the Village Green are still looking healthy- to add this to the next agenda for review next month.
- It was agreed to go ahead with turning the vacant plot into a Christmas Tree plot and further arrangements for preparing it to be added to the next agenda.

8.10 Fixed Asset Valuation Policy

- The adoption of this policy was suggested by PFK Littlejohn (our external Auditors) last year. The document was sent to all Cllrs before the meeting. It was discussed and agreed for adoption. This was proposed by Cllr Musgrove, seconded by Cllr Locke and approved by all present with a show of hands. The Clerk to prepare the document for the website.
- The Clerk has been updating the Asset Register in line with the policy: adding purchase dates and locations.

8.11 Litter Picking

- These are the dates for the next litter 5 picking sessions: Wednesday 9th April, Saturday 24th May, Wednesday 9th July, Wednesday 20th August and Saturday 27th September. Dates to be sent to all volunteers and advertised on the village noticeboard and website.

8.12 Village Events

- The school fete is taking place on July 12th, it was agreed that the Clerk contact the FOMS to accept their offer to attend. This to be added to the next agenda for discussion of what to do at the event.

8.13 Grant Application

- The application was not received from the Cricket Club, this to be added to the next agenda.

Draft Minutes of Mundford Parish Council Meeting on Thursday 6th March 2025 at Mundford Cricket Club (subject to confirmation)

8.14 Multi agency Flood and Drought Summit

- Cllr Stubley will feedback on the event and how it affects Mundford at the May meeting as time was short this evening.

8.15 Advertising for Annual Parish Meeting

- The 4-page spread in the Mundford Messenger will cost £44.00. Cllr Eyres proposed that we go ahead with this again this year, seconded by Cllr Musgrove and approved by all present with a show of hands.

9.0 Correspondence:

- We have heard from BDC about The Cuppa Care Bus Service- a project run by Hear for Norfolk and aims to help reduce isolation and signpost people to local support services. They do this via a bus which goes to different locations and are linked in with other organisations such as Age UK, but it varies who will be at each location/stop depending on staff availability. They have facilities for people to sit and have a drink when they go to the bus, they also operate other services such as maintenance and assistance with NHS issued hearing aids including batteries, retubing, cleaning and maintenance. The Clerk has asked to be put in touch with them to look into the service coming to Mundford.
- Cllr Musgrove will research flags for the 80th year celebration of VE day- May 8th
- Norfolk ALC vote- The Councillors agreed on the special resolution: That the Norfolk Association of Local Councils converts from a co-operative society to a company limited by guarantee. AND that the services of legal expert Roger Taylor will be employed to carry out the conversion, ensuring all assets are transferred to the new company limited by guarantee. This vote to be submitted by the Clerk tomorrow.
- The Clerk has re-booked a place on the Dealing with difficult people and situations course for March 20th.
- The final contributions to HMRC for the financial year were added to the payments list.
- The Clerk worked the agreed 4 extra hours this month, on CCS driver's information collation and Asset Register amendments in line with the Fixed Asset Valuation Policy.
- This week the Clerk passed on a letter to the landowner of property by the stream at the Lynford Road and is awaiting a response.
- We have received an update on the Flexi Bus+ service from NCC: it is entering the final year of its 3-year funding and continues to be well used. The previous booking app had proved to be difficult to use and expensive, so they have a new app which allows booking in advance on mobile phones directly through the service provider which should be much better. Payments will need to be made on the bus but both card and cash are accepted.
- BDC are looking to increase the number of Rest Centres to be used in the event of an emergency and have asked if we have any buildings that we would like added to their list. A rest centre is "a building designated for the temporary accommodation of local evacuees displaced by a local incident. For many people, the rest centre accommodation will be their last resort and indeed many will seek lodging with family and friends"- It was agreed that the Clerk would forward this to the Village Hall Secretary
- Cllr Morris has returned to his role as Parish Clerk after a leave of absence.

10. Finance

10.1 Payments for the February invoices:

- The payments were proposed by Cllr Musgrove, seconded by Cllr Locke and approved by all present with a show of hands
- The bank reconciliations were checked and signed by Cllr Locke.

February			
Direct Debits			
EDF	Office electrics	£	91.70
EDF	Allotment Hut electrics	£	18.58
N-Power	Street lighting	£	362.56
BT	Office phone and broadband	£	54.79
EE	Sim only	£	7.38
Everflow	Office water	£	17.96
Cloudy IT	Cloud storage	£	12.46
		Total	£ 565.43

Draft Minutes of Mundford Parish Council Meeting on Thursday 6th March 2025 at Mundford Cricket Club (subject to confirmation)

Other		Payment Type		Petty Cash
A Shepherd	February report	BACS	£ 350.00	
L Morris	Wages	BACS	£ 940.73	
B McIsaac	Wages + exp+holiday	BACS	£ 192.69	
Scribe Accounts	Annual fees	BACS	£ 414.72	
Viking Direct	Office supplies	BACS	£ 67.60	
East Anglian Air Ambulance	Donation	BACS	£ 100.00	
Diss and Thetford CAB	Donation	BACS	£ 50.00	
Brandon CAB	Donation	BACS	£ 50.00	
Mundford Bowls Club	Donation for de-fib upkeep	BACS	£ 100.00	
HMRC	4th quarter	BACS	£ 125.05	
		Total	£ 2,390.79	£ -
		Total money out	£ 2,956.22	
Money in				
Community Account				
Savings Account				
Petty Cash				
		Petty Cash		
		Total money in	£ -	

Bank Reconciliation at 28/02/2025

Cash in Hand 01/04/2024 33,824.23

ADD

Receipts 01/04/2024 - 28/02/2025 49,409.19

83,233.42

SUBTRACT

Payments 01/04/2024 - 28/02/2025 41,845.79

Cash in Hand 28/02/2025

41,387.63

(per Cash Book)

Cash in hand per Bank Statements

Petty Cash 28/02/2025 96.54

Community Account 28/02/2025 14,741.77

Savings Account 28/02/2025 26,549.32

41,387.63

Less unrepresented payments

41,387.63

Plus unrepresented receipts

Adjusted Bank Balance

41,387.63

A = B Checks out OK

Ring fenced money: Chillzone £1592

Draft Minutes of Mundford Parish Council Meeting on Thursday 6th March 2025 at Mundford Cricket Club (subject to confirmation)

11. Members Matters

- Cllr Musgrove- is concerned what effect devolution may have on the Parish Council- particularly land which is owned by it.
- Cllr Stubbley will not be able to attend the next meeting.

12. Next Meeting-

Annual Parish Meeting on Thursday 3rd April at 7.10 pm at Mundford Cricket Club followed by the Ordinary Parish Council meeting at 7.30pm.

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

The meeting closed at 9.47 pm

DRAFT