

Draft Minutes Mundford Parish Council Meeting Thursday 3rd April 2025 at Mundford Cricket Club (subject to confirmation)

Those present: Cllrs S Eyres (Chairman) J Musgrove, S Morris and A McLean, District Cllr S Hussey and 1 member of the Public.

1. Chairman’s opening Remarks:

The Chairman welcomed everyone to the April meeting and said it was good to meet our new District Cllr.

2. Apologies for Absence:

Cllrs Stubleby and Locke and County Cllr Eagle

3. To Accept and Sign the Minutes:

The minutes could not be signed as there were only 2 Cllrs in attendance that were at the previous meeting. This to be deferred to the next meeting.

4. To Receive Declarations of Interest:

Cllrs Musgrove and Morris for item 10.1 Payments and Cllr Morris for item 8.6 Allotments.

5. Public Participation:

None

6. Planning Applications:

None received this month.

Reference no:	Description:	Address:	Outcome/Update	Comments submitted by MPC
PL/2025/0134/LB	Conversion of 2 no. outbuildings to 2 no. dwellings	33 St Leonards Street Mundford	Undecided	Yes

7. Reports:

7.1 District Cllr Scott Hussey:

The District Cllr told the Parish Council that he was delighted to have been elected with the strongest winning Margin, was pleased to attend the meeting, and will attend as many as he can. He also said that Breckland District Council (BDC) had recommended 3 unitary authorities for Norfolk and that report was sent to central government last week. He advised that the Council Tax for Breckland would be likely to increase (by as much as 40%) dependent upon the final decision on the number of unitary authorities.

7.2 County Cllr Fabian Eagle

None

8. Matters Arising:

8.1 Outstanding Highway Matters

- The Clerk contacted County Cllr Eagle about his surplus funds, requesting flashing signs on St Leonards Street by the school. He has agreed to put aside funds and will get back to the Clerk when he can tell us more.
- The Clerk sent all Cllrs a timeline of reports and responses between the Parish Council office and TT Jones, highlighting the fact that they have not kept to their side of the contract.
- A quote for a streetlight maintenance contract was received from K&M Lighting and was sent to all Cllrs before the meeting.
- Amey was also contacted for a quote but stated “We are having a changeover of staff at the moment and will be able to forward you more details in a few weeks”

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- Cllr Eyres proposed that we look into terminating the contract with TT Jones and then go with the more comprehensive service with K&M. This was seconded by Cllr Musgrove and approved by all present with a show of hands. The Clerk to look into this.
- Assuming we go ahead with K&M Lighting, a quote to be requested for replacing the 6 lights on the Swaffham Rd.
- Work has commenced on the bus stops on the A134 by Bracken Rise
- Anglian water is planning to repair a water leak by the new footpath on the Swaffham Rd, no date set as yet, but hopefully later this month

8.2 Village Footpaths and Verges:

- The vehicle count for the last month from SAMS2 was: 103,656. It is now up on the Swaffham Road, recording incoming traffic. It was agreed that the Clerk will pass on a breakdown of vehicle count at peak times for Cllr Stubley.
- It was agreed that the Clerk will contact 3 residents in St Leonards Street in regard to having a streetlight in their garden.
- Cllr Eyres to contact the possible landowner of land by Bracken Rise about a grit bin for the estate. This to be added to the next agenda, also later in the year for the Clerk to add a reminder in the Mundford Messenger that anyone can use the grit bins.
- A road sign that was left by the Swaffham Road has been reported with a request for collection.

District Cllr Hussey left at 8.00pm

8.3 Handyman/Gardener:

- This month Bruce has worked 9 hours, replacing /repairing posts at the allotment, clearing rubble and removing hedging from allotment plots and repairing the guttering on the Allotment Shed.
- Jobs to be done: changes to the corner of vacant plot 1, clearing around benches, pressure washing benches, bus shelters and office front.

8.4 War Memorial:

- Pleasance Hookham & Nix Ltd have informed us "I'm afraid we have to decline to provide a quote. We are heavily committed to various college projects and feel we would let you down. I am also worried that this looks like a very specialist stone repair decision and I'm not sure we're quite expert enough in this field"
- Whitworths responded to an email with a breakdown of fees for a full service regarding carrying out an initial inspection, tendering and overseeing the work- a total of £2440. However, they realise that their fees may not give value for money for the Parish Council, therefore another option is to provide a report that includes the specification information sufficient to obtain prices- at a cost of £600. They would provide contractors details and suggest a contract for us to use. Any further involvement from them could include site visits as required at a cost of £110 an hour (probably 3 hours per visit for travel, inspection and reporting)
- The Clerk is awaiting a response from The War Memorial Trust to questions regarding grants and assuming 3 quotes are definitely needed, Cllr Eyres proposed that the Clerk contact Whitworths and Pleasance Hookham and Nix to ask them to go ahead with the quotes. This was seconded by Cllr Musgrove and approved by all present with a show of hands.

8.5 Christmas Trees:

- It was agreed that the trees need to be removed as there are signs of them dying, proposed by Cllr Eyres, seconded by Cllr McLean and approved by all present with a show of hands. Cllrs Eyres, Musgrove and McLean to remove them.
- It was also agreed that from next year they will all be removed by March 1st, this was proposed by Cllr Eyres, seconded by Cllr McLean and approved by 3 Cllrs with a show of hands.

8.6 Allotments:

- Cllrs Musgrove and Morris will switch on the water to the Allotment Hut on Good Friday.
- The hedging has been removed from the corner of Plot 1 but some more work may need to be on it- this to be added to the next agenda.
- Plot 6 has been handed back to the Parish Council and has been accepted by the next on the waiting list.
- It was agreed to have a site meeting at the allotments on Good Friday to discuss the Christmas tree plot arrangements. The Clerk to inform Cllrs Stubley and Locke.
- Cllr Eyres thanked Cllr and Mrs. Musgrove for watering the Christmas trees.

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- The Tenancy Agreement and invoices were hand delivered to all tenants this week, payment and signed agreements are to be returned by April 15th.
- The Clerk has drafted new allotment inspection forms and these will be used this year. The first inspection will be done on Good Friday at the site meeting.

8.7 Village Events

- It was agreed that further thought is needed for what to do the FOMS Village Fete on July 12th this to be added to the next agenda. It was also agreed not to have another competition this year.

8.8 Clerk's Requests

- The Clerk has 7 days of holiday unused and her contract states that she can request to carry over 5 days. She has not wanted to lose 6 hours at this stage in the financial year and with the amount of extra work in the last few months (allotment tenancy issues, etc) does not want to fall behind on regular duties, therefore she requested that she carries over the 7 days on the proviso that she takes the extra 2 days in April. Cllr Eyres proposed to agree to this, seconded by Cllr McLean and approved by 3 Cllrs with a show of hands
- Responses from the Norfolk ALC are slow lately and while their website is helpful for some items, the Clerk requests that we consider her becoming a member of the Society of Local Council Clerks again, so that there are 2 support options rather than just the 1 that we have currently. The cost will be £12 joining fee and £190 for the membership. This was proposed by Cllr Musgrove, seconded by Cllr McLean and approved by all present with a show of hands
- The option for Instant Inks looks cost effective, the Clerk will calculate the amount of copies needed per month, a bank card may be needed for initial set up. It was agreed that the Clerk would look into this further and Cllr Eyres proposed to go ahead, seconded by Cllr Musgrove and approved by all present with a show of hands.
- As we currently have no IT support, it was agreed that the Clerk could contact Anglia Computer Solution for support for the office.
- It was agreed that the Clerk contact the Village Hall for venue hire for our June, July and August meetings again this year.
- The Clerk has only worked 2 extra hours this month, completing the CCS spreadsheet and the final adjustments to the Asset Register, but will review the job list and re-calculate the time needed.

8.9 Internal and External Audits-

- The end of year figures and reconciliation have been completed and the Clerk is preparing all the documentation for the internal audit. This will be sent to our internal Auditor, Jo Raby on April 17th.
- The Risk Management Scheme needs reviewing and was sent to all Cllrs before the meeting, the only change is the removal of "Driver's medicals for CCs drivers" as this is no longer necessary. Cllr Eyres proposed to accept this, seconded by Cllr McLean and approved by all present with a show of hands.
- The figures for the AGAR form have been collated and variance explanations will be sent with the forms after the internal audit is completed.

8.10 Website Hosting:

- Rosemary Godfrey is not able to consult for us on this subject.
- Information on all 3 options was previously sent to all Cllrs.
- Anglia Computer Solutions have confirmed that they will be able to change the domain whilst keeping the website as it is, retaining the archives and this option would involve very little change for the Clerk.
- The cost would be: one off 2 hours for migrating the current website, setting up hosting and registering the domain name- £140 + vat, and also the yearly hosting and SSL certificate £120 + vat.
- Cllr Eyres proposed to go ahead with the Anglia Computer Solutions package, seconded by Cllr McLean and approved by all present with a show of hands.
- The hourly support charge is £70 (but this is broken up so if it only takes 15 mins the charge would be charge 1/4 etc) And an everything included support is £20 per month. It was agreed to go with the first option.

8.11 Asset Register:

- The Clerk updated the asset register in line with the Fixed Asset Valuation Policy, adding purchase dates and locations of the assets. The document was sent to all Cllrs before the meeting and all Cllrs were happy with the figures.

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9. Correspondence;

- The Parish Council were sad to hear that Baroness Valerie Howarth OBE had passed away, their condolences go to her family. Cllr Musgrove will represent the Parish Council at the funeral.
- The Church ride on mower is being collected by Lawn Boy for fault diagnosis and repair, we will receive an invoice for the cost. It was advised to budget for a replacement mower next year as this one is about 8 years old.
- The VAT for January and February was claimed - £138.90 there is another £97.52 to be collected for March – the Clerk will do this next week.
- The Cuppa Care Bus will be coming to the Village Hall car park on the first Thursday of each month, starting at the beginning of May.
- The Norfolk and National ALC annual fees invoice was received (see payment sheet)
- The Clerk took part in the “Dealing with difficult people and difficult conversations” course which was interesting. The invoice was received (see payment sheet)
- The Norfolk ALC have contacted us informing us:” As part of the restructuring of Norfolk ALC I have attached two forms regarding the nomination of board members for Norfolk ALC. These forms are for your councils to put forward applicants to sit on what will be the newly formed board of Norfolk ALC.” None of the Cllrs wanted to be put forward at this time.
- The resident from St Leonards Street has contacted the Clerk, asking for an update on his questions regarding permissions and possibility of financial assistance with replacing a pipe on his property. The Clerk advised him that Cllr Stubley would be informing the Parish Council of the Multi Agency Flood and Drought Summit findings at the May meeting and in the meantime, she has contacted the Norfolk ALC for advice.
- The DBS checks and other paperwork for the 2 new CCS drivers have been completed.
- Following the recent request for information relating to accidents on local roads, a resident has sent in an email with details, this was forwarded onto Cllr Stubley to add to her data.
- An email has been received, asking if the Parish Council’s case for lowering the speed limit would extend to Cranwich, it was agreed to respond, saying that the case would be for Mundford only.

10. FINANCE

10.1 Payments and Receipts for March

- The N-Power invoice has not been generated due to issues their end, therefore there is no amount on the payment sheet this month.
- The invoice for the CCS funding has been sent to BDC.

March									
Direct Debits									
EDF	Office electrics		£	77.99					
EDF	Allotment Hut electrics		£	20.48					
N-Power	Street lighting				Billing issues- no invoice as yet				
BT	Office phone and broadband		£	54.79	Deducted in April- therefore in 25-26 Financial year				
EE	Sim only		£	7.38	Deducted in April- therefore in 25-26 Financial year				
Everflow	Office water		£	22.01					
Cloudy IT	Cloud storage		£	12.46	Deducted in April- therefore in 25-26 Financial year				
			Total	£	195.11				

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Other		Payment Type		Petty Cash
A Shepherd	March report	BACS	£ 200.00	
L Morris	Wages	BACS	£ 940.73	
B McIsaac	Wages + holiday	BACS	£ 121.70	
The Mundford Messenger	Annual Parish Meeting advertising	BACS	£ 44.00	
CBR Business Solutions	4 DBS checks for CCS drivers	BACS	£ 57.60	
TT Jones	Maintenance: April, May ,June	BACS	£ 98.57	
Norfolk ALC	Course for the Clerk	BACS	£ 29.28	
J Mugrove	VE Day Flag	BACS	£ 12.98	
Norfolk ALC	Annual Subscription	BACS	£ 347.17	
S Morris	Office supplies	BACS	£ 20.53	
		Total	£ 1,872.56	£ -
		Total money out	£ 2,067.67	

Money in				
Community Account				
HMRC	Jan and Feb VAT returns	BACS	£ 138.90	
Savings account				
Barclays Bank	Bank interest		£ 93.90	
		Total	£ 232.80	£ -
		Total money in	£ 232.80	

- Payments other than Cllr Musgrove's were proposed by Cllr Musgrove, seconded by Cllr McLean and approved by 3 Cllrs with a show of hands
- Cllr Musgrove's payment was proposed by Cllr Morris, seconded by Cllr McLean and approved by 3 Cllrs with a show of hands.
- The bank reconciliation was checked and signed by Cllr McLean

Bank Reconciliation at 31/03/2025

Cash in Hand 01/04/2024		33,824.23
ADD		
Receipts 01/04/2024 - 31/03/2025		49,641.99
		83,466.22
SUBTRACT		
Payments 01/04/2024 - 31/03/2025		44,431.69
A Cash in Hand 31/03/2025		39,034.53
(per Cash Book)		
Cash in hand per Bank Statements		
Petty Cash	31/03/2025	96.54
Community Account	31/03/2025	12,294.77
Savings Account	31/03/2025	26,643.22
		39,034.53
Less unrepresented payments		
		39,034.53
Plus unrepresented receipts		
B Adjusted Bank Balance		39,034.53
A = B Checks out OK		

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Ringfenced money: Chillzone £1592

10.2 End of year report:

- The document was sent to all Cllrs before the meeting.

11. Member's Matters:

Cllr Musgrove:

- He will put up the VE day flag up on April 23rd and take it down on May 31st

Cllr Eyres:

- Reminded everyone that the next litter picking session is next Wednesday, 9th April.
- Blooming Gardens grass cutting fees will be increasing next month, subject to approval.
- Just Lawns treated the Village Green today- invoice to be sent to the office
- Cllr Mclean has been video recording the flowers in the village, this is very good.

12. Next Meeting- The May meeting is on the 1st at the Cricket Club

The meeting closed at 9.45pm