

# Minutes Mundford Parish Council Meeting on Thursday 4<sup>th</sup> April 2024 at Mundford Cricket Club

**Those Present:** Cllr J Musgrove (Chairman) Cllr C Pryke (Vice Chair) and Cllrs S Eyres, M Locke and G Stuble. Also 4 Members of the public.

**1. Chairman’s opening remarks:**

The Chairman thanked everyone for coming to what would be his last meeting as Chairman as he will be standing down next month.

**2. Apologies for absence:**

District Cllr Sherwood, County Councillor Eagle and Cllrs Casson and Morris.

**3. Acceptance and signing of the previous minutes:**

The minutes were proposed by Cllr Eyres and seconded by Cllr Pryke 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 March 7<sup>th</sup> 2024.

**4. To accept declarations of interest:**

Cllr Eyres for item 8.5 Grass Cutting

**5. Public participation:**

Two representatives of Clayland Architects were present, a resident asked questions about the changes to the planning application, which were explained. There have been amendments made to the internal layout of plots 4 and 5 to ease the overlooking issue, moving en-suite bathrooms to the rear. The parking spaces and garages for each plot, as well as the road finishes on the site were explained. The ownership of the unadopted road is likely to be held by the developers and Biodiversity Net Gain (BNG) is not necessary on a plot this size, but the developers will be installing owl and bat boxes, green corridors and holes in fences for hedgehog runs.

It was confirmed that as Mundford is not currently reaching the government’s housing targets, this site has been considered for planning, despite it being outside the settlement boundary. Also, that the developers have worked closely with an ecologist throughout the process of the application. It was also suggested that comments were added to the Parish Council’s response to the planning application.

Two members of the public left at 8.20pm.

**6 Planning applications**

- The application for the development of land off Bracken Rise was re-submitted with amendments. The planning application document was sent to all Cllrs and it was agreed to approve the application with added comments.
- The planning application for Barton Hay came in on the day of the meeting, it was emailed to all Councillors and the planning document was passed on at the meeting.

	Description:	Date:	Address:	Outcome/Update
3PL/2023/0161/F	Development of new 2 storey sports facility. Ground floor club room & changing rooms, members room on the first floor and new overflow car parking area.	15/02/2023	Mundford village Hall, St Leonards Street Mundford	Undecided
3PL/2023/1179/F	Residential development of 9 dwellinghouses <b>Revised Plans and Change in red line.</b>	20/03/2024	Land North of Bracken Rise	Undecided
3PL/2024/0100/HOU	Two Storey Rear and Side Extension Build Over Existing Garage (Householder)	02/02/2024	15 Cherry Tree Close Mundford	Undecided

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3PL/2024/0097/HOU	Removal of existing single storey extension and construction of new single storey extension (partially on the same footprint) and erection of timber frame garden room.	01/02/2024	7 Crown Road Mundford	Approved by Breckland District Council.
3PL/2024/0165/HOU	Internal alterations and 2 new dormers, 1 dormer enlargement and 2 new roof windows, changes to some windows & doors.	27/02/2024	3 West Hall Road Mundford	Undecided

## 7. Reports:

### 7.1 District Cllr Ian Sherwood

None.

### 7.2 County Cllr Fabian Eagle

None

## 8. Matters arising.

### 8.1 Outstanding Highway Matters

- Highways response to the request for a speed reduction on the West Tofts Road was “West Tofts Road is a rural road that does not meet any criteria for speed reduction. The road is straight, with no bends or humps to impede visibility. My advice to residents concerned about exiting their properties would be to ensure that all vegetation in the vicinity of their accesses is kept as trimmed back as possible. The criteria that we apply to set speed limits is based on physical factors and the surrounding features in the vicinity of the carriageway and not the volume traffic.
- The Clerk reported sunken gullies in Fir Close, faded signs on Bracken Rise and Fir Close and an unfinished stretch of road on Lynford Road.
- The Clerk to report the Swaffham Rd potholes again.
- More sunken gullies on the Swaffham Road were brought to the attention of the Clerk- these to be photographed and reported.

### 8.2 Footpaths and Verges

- Damage to verges was tidied by the Gardener /Handyman. (see item 8.3)
- The Clerk sent photos of the untidy beds and footpaths in Billy Emms Court to Flagship, requesting that they are tidied- they will look into this.

### 8.3 Handyman/Gardener

- Bruce has worked 5 hours this month, putting the netting on the beds at the War Memorial and tidying the damage caused by heavy vehicles to grassed verges in the village.
- It was agreed to ask him to carry out repairs to the post by the allotment gate and the Allotment Hut floor.
- We have had 2 requests for Cordylines from the mention in the Messenger. The Clerk will let them know that they can remove them from the planters themselves.

### 8.4 War Memorial

- The Clerk emailed H Brett and Son, with an update and asked if they provided this type of repair. Their email response was sent to all before the meeting. This type of work is too big for them to undertake.
- It was agreed to look for Portland Stone Masons, the Clerk will do this, as well as Cllr Stubbley.
- The Clerk to contact H Brett and Son to ask about the fee already paid.

### 8.5 Grass Cutting

- TOP Garden services asked for feedback on their quote, which the Clerk provided.
- NCC have carried out a cut in the village, despite the Parish Council taking over the contract, the Clerk has contacted Highways to ask them to look into this on our behalf, and TTSR to inform them of NCC’s cutting.
- No response as yet from NCC on the grass cutting contract- the Clerk has contacted D Walmsley at Highways.

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- TTSR have been asked to begin cutting last year's areas and we will notify them when we receive funds from NCC so that they can start cutting the extra areas.

## **8.6 Removal of Christmas Trees from the Village Green**

- The trees are looking healthy still and will stay in place, to be reviewed next month.
- The Handyman/Gardener to be asked to add liquid feed to them.

## **8.7 Allotments**

- One tenant has surrendered their allotment and the next on the waiting list has been notified.
- A tenant has asked if she could surrender 1/3 of her plot, this was discussed and it was agreed to not split the larger plots. Proposed by Cllr Musgrove, seconded by Cllr Eyres and approved by all present with a show of hands.
- Cllr Musgrove has installed the water tank at the allotments.
- The tenancy agreements and invoices were hand delivered on 2<sup>nd</sup> April.
- The water will be switched back on at the beginning of May., to allow for late frosts.
- Setting a date for the removal of the wood will be added to the next agenda.
- It was agreed that Councillors would take a look at the allotments when passing to see the plots before the growing season starts.
- The walnut sapling that was donated will soon need planting, it was previously agreed to plant this behind the allotment shed near the boundary, Cllr Musgrove volunteered to plant it.

## **8.8 Church mowers**

- We previously had a 3-year agreement for the upkeep of the mowers but this has not been renewed. It was decided to have an annual agreement for £400 for the upkeep of the two mowers and the strimmer. Also, that the Parish Council are told in advance of work being carried out on the equipment. Proposed by Cllr Eyres, seconded by Cllr Musgrove and approved by all present with a show of hands. The Clerk to inform the Church.

## **8.9 Internal and external audits**

- The information will be sent to our internal auditor Jo Raby in the week commencing April 15<sup>th</sup>.
- We have had our first contact from PKF Littlejohn, our external auditor.

## **8.10 Scarecrow Competition**

- There are plans for an Open Gardens event in the village in July, so it was decided to consider other options rather than Scarecrows this year, a competition to be held later in the year, this to be added to the next agenda. The Clerk to include this in the next item for the Mundford Messenger.

## **8.11 "20 is plenty"**

- Cllr Stublely sent information on the project (to lower speed limits) to all Councillors before the meeting and will meet with the Clerk to research further. This to be added to the next agenda.
- The Clerk to contact Swaffham Town Council to enquire about the 20 mph there.
- We have not had a response to the request for the speed team to come to the village, the Clerk to contact them again.

## **8.12 Tree/hedge planting**

- This to be added to the next agenda.

## **8.13 Tsohost- proposed website and email changes**

- Information on the proposed upgrade of the website and emails was received and the Clerk asked Rosemary Godfrey for advice. Her email was sent to all Councillors before the meeting.
- The options were discussed and the costs of moving to another host were considered and it was decided to go ahead with the upgrade of the current package. We currently pay £45.48 per year which includes a free SSL certificate. The new cost will be £86.26 per year, with the certificate free for the first year, then will be £59.99 per year. This was proposed by Cllr Musgrove, seconded by Cllr Stublely and approved by all present with a show of hands.

## **9. Correspondence:**

- The Clerk has sent off the claim for VAT from January and February £289.96, this has been received.

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- We received a thank you from Bone Cancer Research and another from the resident who is fundraising for the charity. Also, we received a thank you from Suffolk West CAB, thanking us for the donation and a card from the Circle of Friends ladies, thanking the Parish Council for the voucher, they have just been to Browns.
- The Clerk has contacted Ian Sherwood for the next steps for starting the neighbourhood plan so that this can be discussed. He sent a link to the BDC website. The Norfolk ALC have a zoom course “An Introduction to the Neighbourhood Plan”, Cllrs Stublely and Pryke asked to attend. This was proposed by Cllr Musgrove, seconded by Cllr Eyres and approved by all present with a show of hands
- The lantern in Church Lane was replaced last week.
- The Clerk has contacted STANTA about tours this year- awaiting a response
- A letter was delivered to the house on St Leonards Street, asking about installing a streetlight in their front garden.
- The Village Hall are hoping to have their playground works done in the last week of April.
- Cllr Musgrove has prepared the findings of the Annual Asset Condition Survey- this was sent to all Councillors.
- One more resident has emailed with a positive response to the noticeboard suggestion for the Breck ands/Fir Close.
- The Everflow contract has been signed.
- The Norfolk/National ALC annual subscription is due £342.37 (see payment sheet).
- The Village Hall have notified us that they are changing the charity from an unregistered charity to a charitable incorporated organisation.
- Cloudy IT have asked that we change our monthly payments to direct debit, this was proposed by Cllr Musgrove, seconded by Cllr Pryke and approved by all present with a show of hands.
- The Clerk has aligned her annual leave with the financial year.

## 10. Finance:

### 10.1 Payments and Receipts for March

- Some payments will be in the 2024/2025 financial year on SCRIBE as they will be paid on April 5<sup>th</sup> 2024.
- The payments were proposed by Cllr Eyres, seconded by Cllr Pryke and approved by all present with a show of hands
- The bank reconciliation was checked and signed by Cllr Pryke

March			
<b>Direct Debits</b>			
EDF	Office electrics	£	143.36
EDF	Allotment Hut electrics	£	26.44 23/3/24 to 2/4/24
N-Power	Street lighting	£	301.70
BT	Office phone and broadband	£	50.34
EE	Sim only	£	6.84
Everflow	Office water	£	10.84
	<b>Total</b>	£	539.52

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<u>Other</u>		<u>Payment Type</u>		<u>Petty Cash</u>
A Shepherd	March report	BACS	£ 300.00	
Cloudy Group	Cloud storage	BACS	£ 12.46	
L Morris	Wages	BACS	£ 817.02	
B McIsaac	Wages	BACS	£ 72.70	
D Goodrham	Church mower repair and petrol	BACS	£ 60.00	
NALC	Annual subscription	BACS	£ 342.37	
		<b>Total</b>	£ 1,604.55	
		<b>Total money out</b>	£ 2,144.07	
<b>Money in</b>				
<b>Community Account</b>				
HMRC	Jan and Feb vat return	BACS	£ 289.96	
<b>Savings Account</b>				
Barclays Bank	Interest	BACS	£ 97.82	

## Bank Reconciliation at 31/03/2024

Cash in Hand 01/04/2023 39,357.33

### ADD

Receipts 01/04/2023 - 31/03/2024 45,974.07

85,331.40

### SUBTRACT

Payments 01/04/2023 - 31/03/2024 51,507.17

**Cash in Hand 31/03/2024** **33,824.23**  
(per Cash Book)

Cash in hand per Bank Statements

Petty Cash 31/03/2024 68.34

Savings Account 31/03/2024 26,253.67

Community Account 31/03/2024 7,502.22

**33,824.23**

Less unrepresented payments

33,824.23

Plus unrepresented receipts

**Adjusted Bank Balance** **33,824.23**

## A = B Checks out OK

Ring fenced monies: Chilzone £1592.96 and Outdoor Sport and Play £996.50

### 10.2 End of year report

- The Clerk provided an end of year report, comparing budgeted and actual income and expenditure for the financial year and provided explanations for the variances.

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## 11. Member's matters

- Cllr Locke asked for more information on the subject of meeting with Liz Truss
- Cllr Pryke told the Parish Council that she was standing down from the Parish Council. The Chairman said that he was sorry that she was leaving and thanked her for her contributions, also thanking her for supporting the Clerk with admin and HR issues. She said that she would like to continue to support the Clerk.
- Cllr Eyres asked about a location for a dog waste bin in Fir Close- The Clerk will look into this.

## 12. Next Meeting

The next meeting will be on May 2<sup>nd</sup> at the Cricket Club.

The meeting ended at 9.30pm