

Minutes of Mundford Annual Parish Council Meeting on Thursday 2nd May 2024 at Mundford Cricket Club

Those present: Cllrs J Musgrove (Chairman) S Eyres, S Morris, D Casson and M Locke and 5 members of the public.

1. Election of Chairman

Cllr Musgrove stood down and proposed that Cllr Eyres stand as Chairman, seconded by Cllr Casson and approved by 4 Cllrs with a show of hands. Cllr Eyres signed the Acceptance of Office form.
Cllr Musgrove left at 7.33pm.

2. Election of Vice Chair

Cllr Eyres proposed that Cllr Locke stand as Vice-Chair, seconded by Cllr Morris and approved by 3 Cllrs with a show of hands.

3. Chairman's opening remarks:

Cllr Eyres welcomed everyone to the Annual Parish Council Meeting and explained the procedure of the elections to the members of the public present.

4. Apologies for absence:

County Cllr Eagle, District Cllr Sherwood and Cllr Stubbley. Accepted

5. Acceptance and signing of previous minutes:

The Annual Parish Meeting minutes were proposed by Cllr Eyres, seconded by Cllr Locke and approved by 2 Cllrs with a show of hands.

The minutes of the April Parish Council meeting were proposed by Cllr Locke, seconded by Cllr Eyres and approved by 2 Cllrs. Cllrs Morris and Casson were not present at the 2 meetings.

Both sets of minutes were signed by the Chairman as a true record of the meetings held on 4th April 2024.

6. To accept declarations of interest:

Cllr Morris for item 10.7 Allotments.

7. Public participation:

Cllr Eyres explained the public participation item in the meeting. Two residents had attended to thank the Parish Council and wanted to show support, another was interested to see what happens at the meetings.

8. Planning Applications

No new applications to discuss, but the Clerk was asked to check the progress of the Football Club's application.

Reference no:	Description:	Address:	Outcome/Update	Comments Submitted by MPC
3PL/2023/0161/F	2 Storey sports facility	Village Hall	Undecided	Yes
3PL/2023/1179/F	9 Dwellinghouses	Land North of Bracken Rise	Undecided	Yes
3PL/2024/0100/HOU	Rear and Side Extension	Cherry Tree Close	Undecided	Yes
3PL/2024/0165/HOU	Internal alterations	West Hall Rd	Approved by Breckland District Council	Yes

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9. Reports

9.1 District Cllr Ian Sherwood:

A report detailing Breckland Corporate Plan achievements was sent to all Councillors before the meeting and a copy of this is available from the office if anyone would like one.

9.2 County Cllr Fabian Eagle:

None

10. Matters arising:

10.1 Outstanding Highway Matters

- The sunken gully in St Leonards Street has supposedly been fixed but has not, so has been reported again.
- TT Jones has notified us that Streetlights need to be inspected every 5 years with certification, they cannot find this for our lights, so the Clerk contacted Westcotec, they did not carry out the inspections. TT Jones will inspect the lights for £15 each exc. VAT. Email sent to all Cllrs. The Clerk to look into this further.

10.2 Footpaths and Verges

- The Clerk has submitted the application for the dog waste bin in Fir Close.
- A resident has complained about the footpaths in the Brecklands, the Clerk has reported this again.
- 4 more residents have made positive comments about a noticeboard in the Brecklands /Fir Close, the Clerk did tell them that this was not going forward due to a previous lack of response. It had been previously agreed that this would not go ahead at this time.
- Cllr and Mrs Morris put the SAMS 2 up on the Swaffham Rd on the 25th of April
- A resident asked the Clerk to look into the fact that the grass on FP1 had not been cut so the Clerk contacted NCC, the cutting starts on 7th May and should be done within 6 weeks. There will be 2 cuts carried out this year.
- Two residents contacted the Clerk raising concerns over the parking issues now that the Cricket Club are closing their gates. One asked for contact details for the police, which were given. The Clerk contacted the school and they understood the choice by the Cricket Club as parking requests from the club were not adhered to despite requests to families from the school.
- Flagship have tidied the footpath and beds in Billy Emms Court.
- We have received an email complaint about a long vehicle being left in Wissey View – email forwarded to all Cllrs before the meeting. It was agreed that the Clerk contact Breckland Council and Norfolk County Council to look into this
- Land ownership information was received from Norfolk County Council– for the land where the post box is in Fir Close, the email was sent to all Cllrs ahead of the meeting. The majority of the land is owned by them which means we should be able to have a dog waste bin there.

10.3 Handyman/Gardener

- Bruce has worked 5.5 hours this month, removing the cages from the hyacinths, fixing the Allotment Hut floor, adding feed to the Christmas trees and putting gravel on the Pig Sty Lane footpath.
- Bruce used wood from his own stock for the Allotment Hut floor so does not have an invoice and he signed a document stating this.
- Bruce will be needing some more treatment in the near future and will likely be unable to work for a month afterwards, he will notify the Clerk of the treatment date when he receives an appointment.
- NALC have provided an update on holiday calculations for staff working variable hours, this means that Bruce's holiday will be calculated each month going forward, starting this month.
- He also received the last 3 months holiday pay.
- 4 Cordylines were taken by residents and one of the residents donated £10.00 to the Parish Council. 1 of the remaining Cordylines was in poor health and has been removed. The 2 that are left are at Cllr Musgrove's house until a place is found for them.
- More compost will be needed to top up the planters and beds ready for the begonia planting. Cllr Eyres proposed that the gardener Handyman purchases 20 bags, seconded by Cllr Locke and approved by all present with a show of hands..
- It was agreed to purchase 350 begonias and 9 cordylines from Diddlington Nurseries for the planters and beds, some of the bequeathed funds would be used. Proposed by Cllr Casson, seconded by Cllr Morris and approved by all present with a show of hands. It was agreed that the Clerk would order them, asking for them to be delivered to the Gardner/handyman's home and for an invoice to be sent with the delivery.

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- It was also agreed that the Clerk contact D Goodrham to ask for the trailer/water tank to taken out of storage toward the end of the month.

10.4 War Memorial

- The Clerk emailed H Brett and Son, requesting information on what work they undertook on the memorial and a breakdown of costs. They apologised that the Memorial had been steam cleaned without our requesting it and no further works were carried out. They gave us a full refund of £420.00
- The Clerk contacted Abbeygate Masonry and they are coming out to look at the War Memorial to assess the damage and provide quotes. Awaiting a response.

10.5 Grass Cutting

- The Clerk has contacted D Walmsley at Highways again in relation to the grass cutting contract, we have now received and sent back bank details for the payments and should receive the signed agreement this week. The Clerk to contact him again if this does not arrive.
- It was suggested that wildflowers be planted in parts of the grass verge- this to be looked into further and added to the next agenda.
- TTSR have been asked not cut in May and then to do two close cuts in June to get the grass short again and we will notify them when we receive funds from NCC so that they can start cutting the extra areas.
- It was agreed that Blooming Gardens would continue to cut the Village Green throughout May, despite the village taking part in No Mow May.

10.6 Removal of Christmas Trees from the Village Green

- The trees have been fed; they still look healthy, so it was agreed to review again next month. This to be added to the next agenda.

10.7 Allotments

- The tenant of plot 1 has surrendered her allotment and the next on the waiting list has taken it on.
- All fees were paid and all agreements were signed and returned to the office
- One tenant has paid for a key to the Allotment Hut.

10.8 Internal and external audits

- The internal audit was sent to Jo Raby on April 15th and has been completed. The report was sent to all.
- We can now progress with the external audit.

10.9 Village Competition

- A member of the public suggested a Treasure Hunt as the annual competition and agreed to draw up some suggestions for the event. It was agreed to add this to the next agenda.

10.10 Tree/hedge planting

- It was agreed that this was not necessary at present. Proposed by Cllr Eyres, seconded by Cllr Casson and approved by all present with a show of hands

10.11 Christmas Lights Switch on

- Cllr Eyres proposed that 3 trestle tables are bought so that we do not need to borrow them from the Cricket Club in the future, seconded by Cllr Morris and approved by all present with a show of hands. The Clerk to look for prices.
- Cllr Eyres also proposed the purchasing of 1 more road sign for the event, seconded by Cllr Locke and approved by all present with a show of hands. Cllr Eyres to look for prices for the sign.
- Cllr Casson suggested lighting ideas for buildings around the village, he will look into this.
- The Clerk to contact Charlotte Pryke about Father Christmas.
- This event to be added to the next agenda.

10.12 Cranswick Planning Applications

- The Cllrs were sent a link to the applications before the meeting, it was agreed to send the Planning application document around to all Cllrs for comments to recorded and then be added to the website. Proposed by Cllr Locke, seconded by Cllr Morris and approved by all present with a show of hands.

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10.13 Parish Council Insurance

- Cllr Locke suggested that other quotes were sought for the insurance and proposed to go ahead with the £655.13 fee to Zurich unless a cheaper same cover option is found. This was seconded by Cllr Casson and approved by all present with a show of hands

11 Correspondence

- The Clerk has reported pavement parking at the Bowls Club to the Football and Bowls Clubs, requesting that visitors park on the road instead of the footpaths.
- There will be no STANTA tour again this year- the Clerk added this to the Mundford messenger article this month.
- The portrait of King Charles has arrived and the Clerk contacted Clerk Support at Norfolk ALC to check that it was ok to offer the portrait within the village where it would be seen rather than hanging it in the office, they agreed. It was agreed to offer the portrait to the school- the Clerk to deliver it.
- TSOHOST will no longer be accepting BACS payments, Cllr Musgrove has previously paid this by card for us but it was decided that the Clerk look into direct debit for the payment.
- The Clerk has been contacted by a resident that is interested in finding out more about becoming a Councillor. He is unable to attend the meeting tonight and the Clerk will contact him with further information.
- Cllr Stubbley and Charlotte Pryke took part in the Norfolk ALC course “An introduction to the neighbourhood plan “Cllr Stubbley will feed back at the next meeting and Charlotte sent the Clerk the handout/workbook, which will be sent to the Cllrs next week and the subject will be on the next agenda.
- A resident contacted the Clerk, asking for clarification on information concerning the planning application: 3PL/2023/1179/F (Land off Bracken Rise) following consultation with the Councillors a response was sent.
- The Clerk contacted Breckland District Council to inform them that Charlotte Pryke had stepped down from the Parish Council and was told that a Notification of Vacancy would be sent for us to display on the website and noticeboard. The Clerk has emailed and called them to ask for this to be sent, they are apparently very busy and this will be sent as soon as possible.

12. Finance

12.1 Payments and Receipts for April

The payments were proposed by Cllr Morris, seconded by Cllr Casson and approved by 4 Cllrs with a show of hands
The bank reconciliation was checked and signed by Cllr Casson.

April			
Direct Debits			
EDF	Office electrics	£	60.52
EDF	Allotment Hut electrics	£	26.44
N-Power	Street lighting	£	309.81
BT	Office phone and broadband	£	54.97
EE	Sim only	£	7.38
Everflow	Office water	£	0.50
Cloudy IT	Cloud storage	£	12.46
		Total	£ 472.08

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<u>Other</u>		<u>Payment Type</u>		<u>Petty Cash</u>
L Morris	Signed for postage	Petty Cash		£ 3.80
A Shepherd	April report	BACS	£ 250.00	
L Morris	Wages	BACS	£ 933.17	
B Mclsaac	Wages + expenses+holiday	BACS	£ 160.34	
Mundford Village Hall	Venue hire: June, July & August	BACS	£ 42.75	
Viking Direct	Office Supplies	BACS	£ 77.65	
Mundford Cricket Club	Venue hire: Jan- May	BACS	£ 125.00	
Jo Raby	Internal Audit Fee	BACS	£ 75.00	
D Goodrham	Petrol for church mower	BACS	£ 25.00	
Norfolk ALC	Courses for Neighbourhood plan	BACS	£ 82.08	
TTSR	Grass cutting invoice 1	BACS	£ 1,360.72	
		Total	£ 3,131.71	£ 3.80
		Total money out	£ 3,607.59	
Money in				
Community Account				
H Brett & Son	Refund for invoice previously paid	BACS	£ 420.00	
Breckland D. Council	First precept	BACS	£ 19,162.50	
Breckland D. Council	Community Car Scheme annual grant	BACS	£ 2,000.00	
19 Allotment Holders	Tenancy fees + 1 Allotment Hut key	BACS	£ 295.00	
		Total	£ 21,877.50	£ -
		Total money in	£ 21,877.50	
Petty Cash				
Mr R Billen	Donation for Cordyline plants	Petty Cash		£ 10.00

Bank Reconciliation at 30/04/2024

Cash in Hand 01/04/2024 33,824.23

ADD

Receipts 01/04/2024 - 30/04/2024 21,467.50

55,291.73

SUBTRACT

Payments 01/04/2024 - 30/04/2024 1,654.32

Cash in Hand 30/04/2024 **53,637.41**
(per Cash Book)

Cash in hand per Bank Statements

Petty Cash 30/04/2024 74.54

Community Account 30/04/2024 27,309.20

Savings Account 30/04/2024 26,253.67

53,637.41

Less unrepresented payments

53,637.41

Plus unrepresented receipts

Adjusted Bank Balance **53,637.41**

A = B Checks out OK

Ring fenced monies: Chilzone £1592.96 and Outdoor Sport and Play £996.5

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12 Member's matters:

- Cllr Morris: The hedge in Pigsty Lane could do with being cut back- the gardener /handyman said that he would do this.
- Cllr Eyres: The next 3 meetings will be in the Village Hall.
The possibility of the Forestry Commission attending a future meeting to tell the Parish Council about what they do in our area.

13 Next meeting: The next meeting is on June 6th in the Small Hall at the Village Hall

The meeting closed at 9.35pm