

Minutes of Mundford Parish Council Meeting on Thursday 1st May 2025 in the Large Hall at Mundford Village Hall

Those present: Cllrs S Eyres (Chairman), M Locke (Vice Chair), S Morris, G Stubley and A McLean, also 1 member of the public.

1. Election of Chairman:

Cllr Morris proposed that Cllr Eyres be elected Chairman, seconded by Cllr McLean and approved by 4 Cllrs with a show of hands.

2. Election of Vice Chair:

Cllr Morris proposed that Cllr Locke be elected Vice Chair, seconded by Cllr Stubley and approved by 4 Cllrs with a show of hands.

3. Chairman's Opening Remarks:

The Chairman welcomed everyone to the May meeting.

4. Apologies of Absence:

Cllr Musgrove, County Councillor Eagle and District Cllr Hussey

5. To Accept and Sign 3 sets of minutes: March, Annual Parish Meeting and April meeting Minutes:

The March minutes were proposed by Cllr Locke, seconded by Cllr Stubley and approved by 3 Cllrs with a show of hands.

The Annual Parish Meeting minutes were proposed by Cllr McLean, seconded by Cllr Morris and approved by 3 Cllrs with a show of hands.

The April minutes were proposed by Cllr Morris, seconded by Cllr McLean and approved by 3 Cllrs.

6. To receive Declarations of Interest:

Cllrs Morris and McLean for item 10.6 Allotments

7. Public Participation:

The member of the public asked if there was any news on the site for a new streetlight in St Leonards Street, the Chairman informed him that letters had been sent to 3 residents and one may be interested, we are awaiting further communication from them.

8. Planning Applications:

- The day before the meeting we received a "Discharge of conditions" for planning application 3PL/2023/1179/F, this was sent to all Cllrs and the Clerk will contact BDC for more information on this.

9. Reports:

• **District Cllr Scott Hussey**

Was unable to attend but informed the Parish Council that he had been contacted by Cranwich residents who echo the concerns of Mundford residents regarding the speeding on the Cranwich Road. He did contact the Norfolk Police, and was disappointed with their response, so contacted them again. He will inform us of the outcome of his further communications on the matter. Cllr Stubley asked the Clerk to request a copy of the Police response for her data collection.

• **County Cllr Fabian Eagle**

Was unable to attend but did inform the Parish Council that he had allocated £3905.61 for 20mph flashing signs by the school and asks for us to apply under the Parish Partnership scheme for these.

10. Matters Arising:

10.1 Multi Agency Flood and Drought Summit-

- Cllr Stubley reported on the possible implications for Mundford following information provided at the summit. She suggested that as there is currently no flood map for Norfolk, the Parish Council should consider making one for Mundford, highlighting areas at risk of flooding. She also stressed that prevention and maintenance were the key issues and the Cllrs agreed that the Clerk contact residents whose property backs onto streams/rivers to remind them of the

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importance of and responsibility for maintaining the banks and water passing through their property. Also, to put a piece in the next issue of the Mundford Messenger regarding this issue.

10.2 Highways Matters

- Anglian Water started the repair works to the leaking pipe on the Swaffham Road on 23rd April and finished on April 29th. This work seems to have repaired the leak.
- A resident has complained about oil spillage on the road in Wissey View- the Clerk contacted Highways for advice and was told that spillages can be reported on the Highways website, the Clerk advised the resident of this.

10.3 Footpaths and Verges:

- TTSR cut the grass on 7th April and will come again May 2nd, then not again until June. First invoice received- will be paid in June
- Following a report from a resident, the damaged footpath in Fir Close was reported to Highways and has been marked up for repair.
- The Clerk contacted BDC about the land between the Brecklands and the A1065 and was told “Serco were looking at the site and reporting back with any necessary works and I haven’t heard any further, but it is worth noting that it is now nesting season so works wouldn’t be able to happen until later in the year.” The Clerk was asked to get back to them, reminding them that this is ground level work which does not impact on nesting birds. Also, about the sunken footpath in Malsters Close and was told “My colleague is arranging a contractor to attend site on Malsters Close to discuss what repairs can be undertaken. We have noted that the other properties boarding this land are driving over the land to access their property, we may need to consider what action will be taken against this to prevent further damage and safety concerns” the Clerk was also asked to contact them, advising them that this issue was unlikely to have been caused by vehicles driving on it.
- Flagship have cut back some of the hedge in Fir Close, allowing full access to the footpath and will return to do more after the bird nesting season
- The Clerk and Cllr Morris took the SAMS2 down from the Swaffham Rd and the vehicle count from that location was 137,348. The sign was put back up on the Cranwich Rd on April 26th. Cllr Eyres thanked Cllr and Mrs Morris for carrying out this process.

10.4 Handyman/Gardener:

- This month Bruce worked 25 hours this month, carrying out work on plot 1 at the allotments, collecting more granite chippings and spreading them in Pig Sty Lane, cleaning the mobile water tank and trailer, preparing the pressure washer, cleaning, treating and installing a lead cap on the village sign, strimming and tidying around the benches and then pressure washing them. He also cleaned the office front and driveway as well as weeding, strimming and tidying the Jubilee Bed.
- Jobs for this month: 1 bench and the bus shelters left to pressure wash, more donated granite chippings to collect and then add to Pig Sty Lane- to finish off.
- Cllr Eyres thanked Bruce for his work.
- Bruce commented on how good for bio-diversity the long grass in the area opposite the entrance to Malsters Close was proving to be.

10.5 War Memorial

- The Clerk contacted The War Memorial Trust for advice regarding the process of grant application- reports and quotes in particular. We were advised to go for only one of the quotes for the service, as a report and list of contractors to quote will be provided. It was agreed to go with the price from Whitworth Chartered Architects and Building Surveyors, at a cost of £600- proposed by Cllr Eyres, seconded by Cllr Morris and approved by all present with a show of hands.
- The Clerk to contact them for next steps and permission was granted for payment to go ahead before the next meeting if needed (to speed up the process).
- Cllr Stubley offered to attend future site meetings on behalf of the Parish Council.

10.6 Allotments

- Bruce took the corner off plot 1 and put grass down to cover the soil and posts in to mark the edges. Some of the items from the plot have been taken away, Cllr Eyres agreed to take a look at the plot to see what else needs to be done to it.
- The tool store area door was left open on 3 occasions, so the Clerk emailed all tenants to request that they ensure that it is shut and padlocked before they leave the site. This does not appear to have happened again lately.

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- All except 1 Tenancy agreements and payments have been returned, unfortunately the Clerk did have to remind 5 tenants which is disappointing. 1 tenant has still not paid or returned the form, the Cllrs agreed to give a second reminder.
- An allotment tenant has asked if the water tanks will be filled soon- this was discussed and it was agreed that they would only be refilled once a year, for the following reasons: each tank takes over 2 hours to fill (and this is done by volunteers), previously the water was not used mindfully by several tenants and that tenants can have water butts on their own plots. The Clerk to notify tenants of this decision.
- The allotments were inspected on April 18th, there were no issues to report. The Clerk to advise allotment tenants of this, Cllr Locke offered to do the May inspection and the Clerk will pass on the sheets to her in preparation, Cllr Stubley will do the June inspection.
- The Councillors discussed the suggestion of holding an Annual Allotment Holder's Meeting. It was agreed to try this on Wednesday June 11th at 7.00 pm. This will be held at the allotment site with refreshments provided, Cllrs Eyres and Locke to attend (Cllr Locke to take notes), possibly joined by Cllr Musgrove or Cllr Stubley. The Clerk to notify the tenants of the event.
- Cllr McLean now has an allotment and Cllr Morris proposed that Cllr McLean is given a key to the Allotment Hut (and inner door) so that he can have access on behalf of the Parish Council as needed. This was seconded by Cllr Stubley and approved by 4 Cllrs with a show of hands. The Clerk to purchase another inner door key for this purpose.

10.7 Internal and External Audits

- The relevant documents were sent to Jo Raby, the internal auditor on April 17th and her report was returned along with the signed AGAR form and invoice (see payment sheet)
- The Clerk will now move on to the External Audit documents and procedure, this to be added to the next agenda.

10.8 Parish Council Insurance

- This will be due at the end of the month; no invoice has been received as yet.
Last year the Clerk was asked to look at alternative quotes- which came back much higher than our current provider. The Cllrs discussed staying with Zurich again, this was proposed by Cllr Locke, seconded by Cllr Stubley and approved by all present with a show of hands.

10.9 Village Planting

- What to plant in the tubs and beds this year was discussed, it was agreed that begonias would be planted in the beds as usual but to try salvia shrubs in the tubs, these will look good, take less time to plant and water and will look very good. This was proposed by Cllr Eyres, seconded by Cllr Locke and approved by all present with a show of hands. Cllr Eyres to order 250 begonias and 6 salvia shrubs from Diddington Nurseries (and collect an invoice)

10.10 FOMS Event

- The event is taking place on July 12th, Cllrs Locke and Stubley will be unable to attend. It was agreed to look into the idea of displaying photos of current and historic Parish Council events- this to be discussed in more detail at the next meeting.

10.11 Unreasonably Persistent or Vexatious Complaints Policy

- All Cllrs were sent a copy of the document before the meeting and it was agreed to adopt the document. This was proposed by Cllr Stubley, seconded by Cllr Morris and approved by all present with a show of hands.

11 Correspondence:

- The first precept payment of £19,000 has been received (see payment sheet)
- We received 2 invoices from Lawn Boy for repairs to the ride on mower and following a conversation with D Goodrham (on behalf of the Church Grass Cutting Team) there is a dispute that the mower only went in for repair once, not twice as stated by Lawn Boy, the Clerk has spoken to both sides 3 times and both state different versions. It was agreed that the Parish Council pay them both. (See payment sheet.) The Clerk to contact D Goodrham to advise him of this. This issue to be discussed at the next meeting to agree on what to do going forward.
- The Large Hall has been booked for the June July and August Parish Council meetings at a cost of £119.63 (see payment sheet) The invoice for the late booking for the meeting tonight has not yet been received- the Clerk will contact them again.
- The Clerk contacted the County Officer at the Norfolk ALC for advice on the query from the resident about the broken waterpipe on their property, the streetlight maintenance contract issue and responses to non- residents. The responses

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were sent to all Cllrs before the meeting. It was agreed that the Clerk would answer further questions from the Norfolk ALC regarding the water pipe issue and add the streetlight maintenance issue to the next agenda for discussion.

- We have received an email from a non- Mundford resident, regarding the Swaffham Rd, the Clerk has invited them to attend one of the next meetings to discuss their concerns in person, further emails were received and the Clerk sought advice from the Norfolk ALC (see previous item) these were discussed by the Cllrs and it was agreed that one further response would be sent to the non-resident, advising them to contact their own Parish Council/Parish meeting, District or County Councillor, Norfolk Constabulary, Norfolk County Council or local Member of Parliament for information on speed limits and road conditions/works.
- 3 months venue Hire (£75.00) will be paid to the Cricket Club (see payment sheet)
- The Christmas Trees were removed from the Village Green on April 4th
- The Subscription to SLCC is on the payments list.
- The clerk delivered letters to 3 homes in St Leonards Street regarding the placing of a new streetlight, no responses as yet although one has spoken to Cllr Eyres
- There was an issue with emails and Anglia Computer Solutions remotely fixed this – no invoice as yet. They have also started the process of the website domain change.
- The Clerk has completed about half of the outstanding jobs on the list and would like to continue having an extra 4 hours a month to work through the remainder. This was agreed.
- The Parish Council was approached to see if the Allotment Tenants could be invited to join in with the upcoming Open Gardens event and it was decided that as the site is for allotment tenants only, this would not be advisable.
- We have received an email of interest in becoming a Cllr- the Clerk has invited the lady to attend our meeting tonight, unfortunately she has not responded as yet.
- Still no invoices from N-Power- the Clerk to contact them again.
- We have received a call from a resident about the Mundford Fish Bar displaying a sign asking for vehicles not to be parked on the road outside the shop, and their staff speaking to drivers about doing this. The resident asks what can be done about this, The Cllrs asked the Clerk to contact the resident, suggesting that they contact Norfolk Highways for advice as this is not a Parish Council matter.
- On Saturday April 26th the Clerk was in the office for an Open Morning, from 10 o'clock until 12 o'clock, unfortunately no residents attended.
- Salary payments to HMRC have been higher the last 2 months, following recent increases in employer NICS.
- We have received a receipt for £25 for petrol for the Church grass cutting- see payment sheet.

April					
Direct Debits					
EDF	Office electrics		£	73.94	
EDF	Allotment Hut electrics		£	17.02	
N-Power	Street lighting				Still no invoices
BT	Office phone and broadband		£	60.25	
EE	Sim only		£	7.85	
Everflow	Office water		£	22.59	
Cloudy IT	Cloud storage		£	12.46	
		Total	£	194.11	
Other		Payment Type		Petty Cash	
Just Lawns	Village Green treatment	BACS	£	54.00	
Lawn Boy	Church mower repairs	BACS	£	210.00	
CBR Business Solutions	6 DBS checks	BACS	£	86.40	
SLCC	Annual Membership	BACS	£	202.00	
Viking Direct	Office supplies	BACS	£	39.78	
L Morris	Wages	BACS	£	1,052.70	
B Mclsaac	Wages+holiday+expenses	BACS	£	362.48	
Village Hall	Venue hire for 3 meetings+ deposit	BACS	£	119.63	
J Raby	Internal Auditor fee	BACS	£	75.00	
D Goodrham	Petrol for Church grass cutting	BACS	£	25.00	
A. Shepherd	CCS April Report	BACS	£	250.00	
Mundford Cricket Club	Venue Hire for 3 meetings	BACS	£	75.00	
		Total	£	2,551.99	£ -
		Total money out	£	2,746.10	

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Money in			
Community Account			
Breckland District Council	First Precept	BACS	£ 19,000.00
Allotment Tenants	Annual fees x 17	BACS	£ 255.00
		Total	£ 19,255.00

Bank Reconciliation at 30/04/2025

Cash in Hand 01/04/2025 39,034.53

ADD

Receipts 01/04/2025 - 30/04/2025 19,255.00

58,289.53

SUBTRACT

Payments 01/04/2025 - 30/04/2025 2,060.74

A Cash in Hand 30/04/2025 56,228.79
(per Cash Book)

Cash in hand per Bank Statements

Petty Cash 30/04/2025 96.54

Community Account 30/04/2025 29,489.03

Savings Account 30/04/2025 26,643.22

56,228.79

Less unrepresented payments

56,228.79

Plus unrepresented receipts

B Adjusted Bank Balance 56,228.79

A = B Checks out OK

Ringfenced money: Chillzone £1592.00

12. Finance

12.1 Payments for the April invoices:

Payments proposed by Cllr Morris, seconded by Cllr Locke and approved by all present with a show of hands.

The bank reconciliation was checked and signed by Cllr Stubbley

13 Members Matters:

- Cllr Stubbley: requested permission to contact Norfolk County Council, other local Parish Councils and our area technician for Highways on behalf of Mundford Parish Council as part of her research for the speed reduction case. This was agreed.
- Cllr Eyres: to consider opening up the offer of allotments to residents outside of the village if needed in the future- this to be discussed next month.

14. Next Meeting-

Thursday June 5th at the Large Hall, Mundford Village Hall

The meeting closed at 10.22pm