

# **Draft Minutes of Mundford Parish Council Meeting on Thursday 5<sup>th</sup> June 2025 in the Large Hall at Mundford Village Hall (subject to confirmation)**

**Those present:** Cllrs S Eyres (Chair), J Musgrove, S Morris, G Stubley and A McLean and 4 members of the public.

**1. Chairman's Opening Remarks:**

The Chairman welcomed everyone to the June meeting, thanked Cllr and Mrs Musgrove for their time in assisting with preparing beds, planting begonias and Christmas trees and grass cutting over the last month. He also thanked Cllr and Mrs Morris for grass cutting at the allotment site. He was thanked by the Cllrs for his time in carrying out planting and watering in the past month too.

**2. Apologies for Absence:**

Cllr Locke, County Cllr Eagle

**3. To Accept and Sign the Minutes:**

The minutes were proposed by Cllr Stubley, seconded by Cllr Morris and approved by 4 Cllrs with a show of hands.

**4. To receive Declarations of Interest:**

Cllrs Eyres and Musgrove for item 10.1 Payments and Cllrs Morris and McLean item 10.1 Payments and 8.4 Allotments.

**5. Public Participation:**

One member of the public expressed their concerns over the poor state of a lot of the footways in The Brecklands, the Clerk advised that two areas were reported that day and communication with Highways on this issue was ongoing. Another was interested to find out when the new bus stop by Bracken Rise would be operational and was told that the Clerk had contacted NCC and had been told that the bus company would soon be installing the bus stop signs and then the residents could use the stop.

**6. Planning Applications:**

- Support with no comments on the amendments to the West Hall Road application were submitted online.
- The discharge of conditions information did not need to be discussed but it was sent to all Cllrs before the meeting.
- The application for Farthingworth came through this week and the circular document was handed to the Cllrs.
- It appears that we did not receive the notification of a planning application: PL/2025/0332/HOU in The Brecklands back in March, therefore this was not discussed. The Clerk contacted BDC and was told that the notification had been sent, but we did not receive it. This to be looked into further

Reference no:	Description:	Address:	Outcome/Update	Comments Submitted by MPC
3PL/2023/1179/F	Discharge of conditions 11, 12 and 16	Land North of Bracken Rise, Mundford	For information only	Not needed
PL/2025/0604/HOU	Amended scheme for 3PL/2024/0165/HOU Change from approved plans to combine 2 dormers into 1	3 West Hall Rd, Mundford	Undecided	Support with no comments.
PL/2025/0706/HOU	Removal of rear conservatory and construction of a single storey rear and part two storey rear extension	18 Impson Way, Mundford	Undecided	Not yet
PL/2025/0718/FMIN	Demolition of existing garage and development of	Farthingworth, 4 Lynford Road, Mundford	Undecided	Not yet

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Signed by The Chairman \_\_\_\_\_ on Thursday July 3<sup>rd</sup> 2025

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	one and a half storey building, with vehicle storage on the ground floor, and commercial office use on the first floor, with single storey link to existing house.			
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## 7. Reports:

### 7.1 District Cllr Scott Hussey

None

### 7.2 County Cllr Fabian Eagle

Sent this information to the Clerk; to be read at the meeting “The County Council is giving each member £5k for a community fund to help prevent loneliness and isolation and foster community spirit.

It is my intention to use a large part of my fund to purchase Village fete necessities which all village groups across the Brecks division will have access to. The items will be stored in one location, I do hope Mundford will support my decision”

It was agreed that this was a good use of the funds and it was possible that the FOMS could make use of the equipment for their Annual Fete in the future, along with other village groups.

## 8. Matters Arising:

### 8.1 Highways, Footpaths and Verges:

- The Clerk contacted NCC about the new bus stop – asking when it would be operational, once the bus company have put up the bus stop signs (hopefully soon) the stops can be used.
- The Clerk contacted BDC with the responses from the last meeting. SERCO would be asked to look again at the trees and bushes and they intend to repair the Malsters footpath soon.
- Cllr and Mrs Morris took down the SAMS2 from site 1- Westbound on the A134 Cranwich Road and the vehicle count for the month it was in place was 124,693.
- The road sweeper was in the village on May 15<sup>th</sup> and 16<sup>th</sup>.
- 2 sunken gullies and a faded sign in Fir Close were reported again, as well as 2 more degraded footway surfaces in The Brecklands – awaiting responses.
- The Clerk will contact BDC about the weed spraying on the footpaths.

### 8.2 Handyman/Gardener:

- This month Bruce worked 18 hours, pressure washing 4 benches and both bus shelters, weeding then collecting and adding compost to beds and tubs. Also, collecting and spreading more gravel in Pig Sty Lane
- The members of the public were asked to leave the room at 7.55pm so that the Cllrs could discuss Bruce’s upcoming job chat/ appraisal. Points to mention were noted and the date for this to be arranged next week. The members of the public returned to the room at 8.05pm.

### 8.3 War Memorial:

- The Clerk has been told that the site has been inspected and we will receive the report next week.
- A submission date is needed for the grant application- the Clerk to contact The War Memorials Trust again.

### 8.4 Allotments:

- It was agreed that plot 1 be offered to the next on the waiting list in its current condition, the Clerk to contact them.
- Plot 14 was discussed; the trees have been planted and Cllr Eyres suggested that fencing was purchased to cordon off the plot to protect the trees from deer. He suggested a 4-foot picket fence with gravel boards to bring it up to 5 feet, round posts would be needed, at an estimated cost of £200.00. This was proposed by Cllr Musgrove, seconded by Cllr Stubbley and approved by all present with a show of hands.
- Cllr Morris purchased petrol for the allotment mower £7.65, 3 bolt keys and a better-quality padlock for the Allotment Hut £39.00 (see payment sheet)
- Sid Sayer rotavated plot 14 at a cost of £50.00 for 1.5 hrs. work (see payment sheet)
- Cllr Musgrove purchased a hose attachment for the water pump, treatment for the Allotment hedge and feed for the potted Christmas trees as well as weed control fabric (see payment sheet) Cllr Eyres thanked Cllr Musgrove for treating the hedge to prevent any damage.

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- Cllr McLean purchased a new fitting for one of the water tank taps - £6.98(see payment sheet) He also fitted the part.
- Cllr Stubbley will be carrying out the June allotment inspection.
- The first Allotment Tenant's meeting is next Wednesday evening- the Clerk to remind tenants. Cllrs Eyres, Locke, McLean and Morris as well as the Clerk to attend.

## **8.5 External Audit:**

- The Clerk explained the forms and the signing of them was proposed by Cllr Musgrove, seconded by Cllr McLean and approved by all present with a show of hands.
- They will be signed by the Chairman and the Clerk then submitted to PKF Littlejohn, the external auditors

## **8.6 Grass Cutting:**

- Blooming Garden's current price for cutting the Village Green is £35.00 per cut, this has increased to £38.00. This was discussed and agreed. Proposed by Cllr Musgrove, seconded by Cllr Stubbley and approved by 4 Cllrs with a show of hands.
- NCC funds have been received- £5065.46 (see payment sheet)
- Next Village Green treatment due on June 5<sup>th</sup>
- The first TTSR invoice will be paid tomorrow (see payment sheet)

## **8.7 FOMS Event**

- It was agreed to look for photos to display at the event – to discuss further at the next meeting
- Cllr Stubbley offered the use of her table and chairs again.

## **8.8 Streetlighting:**

- The advice from The Norfolk ALC on the possibility of a breach of contract was discussed and it was agreed not to pursue this at this time.
- The non-working light on the Swaffham Rd was discussed and it was agreed that the Clerk would contact TT Jones for updated info on options.
- This week the Clerk has contacted TT Jones for information on solar lighting- so no response as yet.
- It was also agreed that the Clerk contact K&M Lighting for costing and options for solar lighting, that Cllr Musgrove would look at lighting options more readily available and also, to add the possibility of replacing the Swaffham Rd lights to next year's budget.

## **8.9 Safeguarding Policy:**

- Our insurers Zurich have advised that we have a Safeguarding Policy in place, so a draft copy was sent to all Cllrs before the meeting. It was agreed to adopt the policy, proposed by Cllr Eyres, seconded by Cllr McLean and approved by all present with a show of hands.

## **9.0 Correspondence:**

- The next SNAP (Norfolk Police) meeting will be at 6.30pm in Oxborough Village Hall on Wednesday 9<sup>th</sup> of July
- Anglia Computer Solutions have sent an invoice for £140.28 for remote support for the recent email issues. (see payment sheet)
- A resident has contacted us as well as BDC and Forestry England regarding concerns over serious and ongoing issues affecting the Lynford Water and River Wissey area, the Clerk passed on the email to the Cllrs and thanked him for the inclusion, asking to be informed of any developments.
- Following an email from S Fricker, the Clerk has ordered a poppy wreath for November.
- EDF estimated the usage at the Allotment Hut, so we are now £39.33 in credit (See payment sheet)
- The new printer and pull along trolley were added to our insurance policy (at no extra cost) and the payment of £584.68 was made on May 28<sup>th</sup> ahead of the starting date of June 1<sup>st</sup>.
- 7 people attended the litter picking session and 8 sacks of litter were collected.
- The piece about river responsibility will be put in the next issue of the Mundford Messenger, and letters will be sent to residents about this matter then too.
- We have been contacted by a company setting up a website offering free advertising for Norfolk events, this information was passed on to The Mundford Messenger.
- A resident has included the Parish Council in emails requesting information on pavement parking.

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- We are due an invoice from our Mole contractor, it was agreed that we would continue with his services as long as the price was similar to last year's.
- The Clerk monitored the ink usage for a month and in that time, around 400 sheets were used (the allotment tenancies were printed- 100 sheets) so not a usual month. The costs for instant ink are: £6.49 per month for 100 sheets and £13.49 a month for 300 sheets., so not necessarily a great saving, this to be monitored.
- A resident emailed to ask what the object is on a streetlight column by the roundabout; the Clerk has contacted Highways to ask about this and was advised to ask the streetlight company Amey, this to be done next week.
- We have received a further email from a non -resident regarding their previous questions, this was discussed and another response was agreed- the Clerk to draft this and send to all Cllrs first for approval.
- The dates of 2 BDC in-person sessions to share the latest updates on Local Government Re-organisation (LGR) have been received- Cllrs were asked to notify the Clerk if they wish to attend so that places can be booked.
- Cllrs Eyres and Musgrove re-attached the defib cabinet to the wall this month as it had become loose.

## 10. Finance

### 10.1 Payments for the May invoices:

- 4 Cllrs were on the payments list this month, so the approval was done in stages.
- All payments except those to the Cllrs were proposed by Cllr Musgrove, seconded by Cllr McLean and approved by all with a show of hands.
- Cllr Musgrove's payment was proposed by Cllr Eyres, seconded by Cllr Stubley and approved by 4 Cllrs with a show of hands
- Cllr Eyres' payment was proposed by Cllr Morris, seconded by Cllr Stubley and approved by 4 Cllrs with a show of hands.
- Cllr Morris' payment was proposed by Cllr McLean, seconded by Cllr Musgrove and approved by 4 Cllrs with a show of hands.
- Cllr McLean's payment was proposed by Cllr Eyres, seconded by Cllr Musgrove and approved by a 4 Cllrs with a show of hands.
- The bank reconciliation was checked and signed by Cllr Stubley.

May					
<b>Direct Debits</b>					
EDF	Office electrics		£	52.73	
EDF	Allotment Hut electrics		£	58.55	Estimated
N-Power	Street lighting				Still no invoices
BT	Office phone and broadband		£	58.69	
EE	Sim only		£	7.85	
Everflow	Office water		£	17.51	
Cloudy IT	Cloud storage		£	12.46	
			<b>Total</b>	£	207.79

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<u>Other</u>		<u>Payment Type</u>		<u>Petty Cash</u>
TTSR	Village Grass Cutting	BACS	£ 2,604.61	
S Morris	Fuel, keys and padlock for allotments	BACS	£ 46.65	
Anglia Computer Solutions	Remote IT support	BACS	£ 140.28	
Zurich	Annual Parish Council Insurance	BACS	£ 584.68	
L Morris	Wages	BACS	£ 982.35	
B McIsaac	Wages+holiday+expenses	BACS	£ 318.09	
Village Hall	Venue hire for 1 meeting	BACS	£ 56.88	
Didlington Nurseries	Begonias, Salvias and Cannas	BACS	£ 431.40	
S. Sayer	Rotavating at the Allotment Site	BACS	£ 50.00	
A. Shepherd	CCS May Report	BACS	£ 250.00	
J. Musgrove	Hose fitting and plant treatment x2	BACS	£ 35.48	
J. Musgrove	Weed control fabric	BACS	£ 52.92	
A. McLean	Tap fitting for allotment site	Petty Cash		£ 6.98
L. Morris	A3 printing for accounts	BACS	£ 9.00	
HMRC	Owed for employee's contributions	BACS	£ 435.61	
S. Eyres	10 miles mileage for collecting plants	Petty Cash		£ 4.50
		<b>Total</b>	£ 5,997.95	£ 11.48
		<b>Total money out</b>	£ 6,217.22	
<b>Money in</b>				
<b>Community Account</b>				
Allotment Tenant	Annual fees	BACS	£ 15.00	
Norfolk County Council	Grass Cutting Funds	BACS	£ 5,065.46	
		<b>Total</b>	£ 5,080.46	

Ringfenced money £1592.00

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## **Bank Reconciliation at 31/05/2025**

Cash in Hand 01/04/2025	39,034.53
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### **ADD**

Receipts 01/04/2025 - 31/05/2025	24,335.46
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63,369.99

### **SUBTRACT**

Payments 01/04/2025 - 31/05/2025	5,406.76
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<b>A</b>	<b>Cash in Hand 31/05/2025</b>	<b>57,963.23</b>
	(per Cash Book)	

Cash in hand per Bank Statements

Petty Cash	31/05/2025	96.54
Community Account	31/05/2025	31,223.47
Savings Account	31/05/2025	26,643.22

**57,963.23**

Less unrepresented payments

57,963.23

Plus unrepresented receipts

<b>B</b>	<b>Adjusted Bank Balance</b>	<b>57,963.23</b>
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**A = B Checks out OK**

**Ringfenced money: Chilzone £1592**

One member of the public left at 9.10pm

## **11. Members Matters;**

- Cllr Stubbley: hopes to have the case for speeding ready for discussion at the next meeting.
- Cllr Musgrove: has purchased 2 new Norfolk Flags £ 19.55 inc vat, to be discussed next month.
- Cllr Morris; trees obstructing the streetlights on the Brandon Rd, also he intends to attend the SNAP meeting
- Cllr Eyres: suggested discussing a 7pm start for Prish Council meetings- to be added to the next agenda.

## **12. Next Meeting- Thursday 3<sup>rd</sup> July 2025**

**The meeting closed at 9.22pm**