

Minutes of Mundford Parish Council Meeting on Thursday 6th June 2024 at The Small Hall in Mundford Village Hall

Those present: Cllrs S Eyres (Chairman), M Locke (Vice Chair), J Musgrove, S Morris and G Stuble, County Cllr F Eagle and 5 members of the public.

1. Chairman's opening remarks:

The Chairman welcomed everyone to the June meeting and thanked Cllr and Mrs Morris for continuing to cut the grass at the allotments.

2. Apologies for absence:

None

3. Acceptance and signing of the previous minutes:

The minutes of the meeting on May 2nd were proposed by Cllr Morris, seconded by Cllr Locke and approved by 4 Cllrs.

4. Declarations of interest;

None.

5. Public participation:

A member of the public asked if the Parish Council was responsible for the park and toilets at the Village Hall, they were informed that they are not, the Village Hall Committee are responsible.

Item 7.1 was brought forward as County Cllr Eagle could only stay for a brief time.

7.2 County Cllr Fabian Eagle

County Cllr Eagle told those present that last month, Norfolk County Council signed a memorandum of understanding with the Liviv region of the Ukraine, the region closest to the Polish and Czech borders. This is to start trade, commerce and education exchange., once the war is over. Norfolk is the first region to establish this link with the Ukraine. He was pleased to inform the Parish Council that the Norfolk Rural Business Awards received a fantastic range of entries, there are 9 categories and now 2 finalists for each category, with the winner being announced at The Royal Norfolk Show. Finally, subject to ratification by Norfolk County Council on 23rd July the governance will be changing to a directly elected leader of Norfolk County Council. This will offer two opportunities for voting, first for a County Councillor and then for a directly elected leader. This will mean that the County Councillors will no longer be electing their leader. The government will then allocate £20,000,000 per annum for Norfolk County Council for economic growth and this will allow control which was not previously an option. County Cllr Eagle has been working hard to make sure rural communities such as Mundford will benefit from this funding.

County Cllr Eagle left at 7.45pm

Item 8.8 was brought forward

8.8 Village competition

- Barry Gray's 2 suggestions were sent to all Cllrs before the meeting, he explained the 2 options, and it was agreed to go ahead with the competition, proposed by Cllr Eyres and seconded by Cllr Morris and approved by all present with a show of hands. One was chosen, this was proposed by Cllr Eyres, seconded by Cllr Stuble and approved by all present with a show of hands. It was agreed that a working party meet to discuss further details, Cllr Locke, the Clerk and Barry to meet next week. It was agreed that the Parish Council will underpin the costs if necessary.

2 residents left at 8.05pm

Returned to the agenda

6. Planning applications:

Reference no:	Description:	Address:	Outcome/Update	Comments Submitted by
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				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	Approved by Breckland District Council	Yes
3PL/2024/0271/HOU	Remove old garage and rebuild, also conversion of outbuilding	St Leonards Street	Approved by Breckland District Council	Yes
3PL/2024/0320/F	Residential development of 1 self-build dwellinghouse	Land adjacent to 49 Swaffham Road	Undecided	Yes
3PL/2024/0443/PIP	Proposed single self-build dwelling (Permission in principle)	18 The Brecklands Mundford	Undecided	Discussed but not yet submitted
3PL/2024/0466/HOU	Single storey front porch extension	56 Impson Way Mundford	Undecided	Discussed but not yet submitted

- The planning sheet for the 49 Swaffham Road application was hand delivered to the Councillors before the meeting and their comments submitted to BDC. This application was approved with no comments.
- Comments on the Cranswick Foods poultry farm application were submitted by the Clerk.;
- BDC are currently awaiting a Great Crested Newts Survey from the agents on the Football Club's planning application.
- The last 2 applications on the table were discussed, with agreement that approval and no comments were to be submitted for the porch extension and objection and concerns over parking for the Brecklands application

7. Reports:

7.1 District Cllr Ian Sherwood

None

8. MATTERS ARISING.

8.1 Outstanding Highway Matters

- The Clerk has spoken to Darren Walmsley several times recently over the grass cutting contract and is hoping to meet with him in June to discuss village issues (including the Swaffham Road outfall issue). A suggestion for discussion was the large puddle on the Swaffham Road by the new footpath.
- A sunken gully in the Lammas and the GRIPS and potholes on the West Tofts Road have been reported- awaiting response on the West Tofts Road ones and the gully will be repaired.
- Cllr Eyres requested that the blocked gullies on the A134 at the roundabout were reported.

8.2 Footpaths and Verges

- The grass has been cut by TTSR and this was done very well. (see more in item 8.12 Grass Cutting)
- In the last issue of the Mundford Messenger, the Clerk invited residents to contact the office with their views on our taking part in No Mow May. Two residents have contacted the office saying that they thought the verges looked untidy when left uncut and also thought the large amount of grass left after the first cut is unsightly. Cllr Eyres said that the last cut last year was in September and the weather has been very wet, so the grass has grown a lot this year, we will be having a late cut in November and this should help kept the length down if we do this again next year.
- Two residents contacted the office concerning the long grass on the 2 public right of way paths in the village- the Clerk reported their concerns to NCC.
- BDC have said that they are not looking to register the land between the A1065 and The Brecklands but they have agreed with their environmental services team to add the trees to their tree survey schedule.

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- The Clerk has contacted District Cllr I Sherwood, BDC, Norfolk Police and Highways at NCC concerning the issues around the business and long vehicle in Wissey View. There are no length limits for vehicles in residential areas and dangerous parking should be reported to the police. All of those contacted explained that this is a very common and difficult issue to address.

8.3 Handyman/Gardener

- The begonias and red cordylines were delivered but the invoice was not, so it has been requested.
- Bruce has worked 12 hours this month, removing hyacinths, preparing the beds for the begonias, collecting the compost, trimming the laurel hedge and cutting down a falling branch in Pig Sty Lane. He also strimmed and tidied around the benches as well as around the grit bin in the Brecklands and feeding/watering the Christmas trees.
- Bruce is possibly having more treatment this month, if he is unable to work, Cllr Musgrove proposed that Blooming Gardens take over the watering (at the same price as last year, £30 per session) until he is able to return to work. This was seconded by Cllr Morris and approved by 4 Cllrs with a show of hands

8.4 War Memorial

- Abbeygate Masonry have not yet been out to look at the War Memorial to assess the damage and provide quotes.
- Cllr Stubble asked if Cllr Eyres could help her measure the column to look for Portland stone in re-claim for a back-up option.

8.5 Removal of Christmas Trees from the Village Green

- One tree has been removed, and another looks unhealthy, Cllr Eyres to remove it and the 3rd tree to be monitored.

8.6 Litter Picking

- 6 people attended the last session on May 29th (arranged between meetings to ensure that the litter was collected before the grass verges were cut)
- Dates for the next 2 sessions were agreed, Wednesday July 10th – open session between 12.30 and 3pm and Saturday 24th August at 10.00 am. The Clerk to contact the litter picking volunteers and advertise the dates.

8.7 External Audit

- The asset register for 23/24 included the re-build cost for the office but we were advised that the original purchase price should have been needed, so the Clerk amended the figures for the AGAR. This was explained in the relevant section, along with the explanation of other variances. The Cllrs approved the AGAR documents and the Clerk will post them tomorrow.

8.9 “20 is Plenty” Campaign

- Cllr Stubble informed the Cllrs of her research findings and suggested that a limit of 20 mph was unlikely to be granted, therefore she asked them to consider that we try for 30 mph. (Many Suffolk village roads are 30 mph.)
- She suggested that we contact local village Parish Councils to see if we can approach this together.
- The Clerk to look through historic conversations with Highways on speed limits/issues for reference and to contact Norfolk Police about sharing our SAMS 2 data.

8.10 Christmas light switch on

- The Clerk looked at trestle tables, 6ft folding tables from Argos and B&Q and are between £50 and £60. Similar tables from Viking are twice the price, so Cllr Eyres will look on Amazon when looking at the signs
- Cllr Musgrove proposed spending up to £50 per table, 2 required, seconded by Cllr Eyres and approved by all present with a show of hands.
- Cllr Eyres proposed spending up to £50 for the road sign, seconded by Cllr Locke and approved by all present with a show of hands.
- The Clerk to contact Allan Emery about being Father Christmas.

8.11 Neighbourhood plan (NP)

- The Cllrs were sent information before the meeting and Cllr Stubble told the Cllrs about the course she attended. The Neighbourhood plan is a legally binding document that is created by the whole community, though is Parish council led. It is a lengthy process (taking up to 4 years to complete). Funding is available and there is a set process to follow. This to be added to the next agenda for further discussion, in the meantime the Clerk will contact Stoke Ferry Parish

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Council (they have completed their NP) and Gooderstone (they are a similar stage to us.) Cllr Stubbley to look into this further

- Cllr Eyres thanked Cllr Stubbley for her work on the Cranswick response as well as input on “20 is plenty” and the Neighbourhood plan.

8.12 Grass Cutting

- The signed agreement has finally been received from NCC and we are still awaiting information on invoicing them.
- Following the first cut by TTSR, three areas were missed, one by the roundabout on the Brandon Road, another in The Lammas and a 3rd on Crown Rd, the Clerk will notify them. There was damage caused to the trunk of a maple tree on the area opposite the entrance to Malsters Close and the hollyhocks were cut down by the Bowls Club. It was agreed to ask TTSR to leave the grass around the trees to grow, and a meter around them so ensure that this does not happen again. Cllr Musgrove will treat the damage.
- Amending the original quote of 15 cuts to 12 cuts and cutting the verge opposite Impson Way twice instead of 4 times will bring the total grass cutting figure closer to our budget figures.
- TTSR employees asked the Clerk about a narrow strip of land by the office that isn't on their maps- Cllrs Eyres and Musgrove will look at this area and we will get back to them.
- The Clerk to feed back the issues to TTSR and arrange to meet up with Will after the second cut.
- A tree surgeon has asked permission to put equipment on the grass area opposite Malsters Close to work on adjoining land and has offered to remove branches that are overhanging the bench there. All Cllrs agreed for this to go ahead.

8.13 Co-Option Policy

- Two policies were sent to all ahead of the meeting. The second option was agreed as it was clearer and more concise. This was proposed by Cllr Eyres, seconded by Cllr Musgrove and approved by all present with a show of hands.
- The Clerk to add this to the website and also to advertise co-option. This to be added to the next agenda and the Clerk to contact interested parties with the relevant documents.

8.14 Parish Council Office Open Morning

- The Clerk has suggested the idea of having an open morning at the office, once every two or three months on a Saturday morning- making it accessible for those who work during the week. It was agreed that this was a good idea and that she should choose the date and then advertise the open morning.

9. Correspondence

- The last 2 Cordylines have been mentioned again in the Mundford Messenger and someone has asked for them both.
- TSOHOST will not accept direct debits, Cllr Musgrove has previously paid this by card for us and he is happy to do this again. Cllr Eyres thanked him.
- Charlotte Pryke sent the Clerk the Display Screen Equipment Procedure (DSE) information.
- Since the last meeting, Cllr Casson has stood down from the Parish Council, the chairman thanked him for his time and contributions in the time he a Cllr. The Clerk has reported his departure to BDC.
- The Clerk was contacted by a resident requesting “No cold callers” signs. There are plenty of signs left.
- 2 people have contacted the Parish Council, expressing an interest in becoming a Councillor, they were sent more information and the Clerk will send them the relevant documents.
- The Clerk emailed the Church Warden to inform the Church that the Parish Council agreement in relation to the upkeep of grass cutting equipment was for the financial year: April to March. Also to confirm that the Parish Council purchased the equipment but it belongs to the Church, not the Parish Council.
- As we have only 3 members with a bank mandate, Cllr Stubbley offered to complete the paperwork for this- the Clerk to organise this.
- Cllr Eyres has suggested considering a voucher for drinks and cake at Brown's for the church grass cutting volunteers- to discuss. This was agreed, Cllr Musgrove proposed a £50 voucher, this was seconded by Cllr Eyres and approved by all present with a show of hands. The Clerk to buy this with petty cash.
- An allotment holder asked if he could add another compost bay at the allotments, providing the materials himself. The Clerk spoke to Cllr Eyres and Cllr Morris and they both said that 5 bays were enough at the present time, and that as Cllr Morris is the only person to work on the bays, extra work isn't needed. Two allotments had been left untended and when work was done on one there was a large number of weeds added to the bays, hence the request. It was decided that Cllrs would inspect the allotments individually and feed back to the Clerk. It was also agreed that the compost bays need to be added to be added to the allotment tenancy agreement.
- The Clerk contacted other Parish Clerks and NCC's streetlight contractor Amey in relation to the streetlight inspection streetlight inspection and testing suggested by TT Jones. Many Parish Councils do not have this done but it is a

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Bank Reconciliation at 30/05/2024

Cash in Hand 01/04/2024		33,824.23
ADD		
Receipts 01/04/2024 - 30/05/2024		21,482.50
		55,306.73
SUBTRACT		
Payments 01/04/2024 - 30/05/2024		5,892.62
Cash in Hand 30/05/2024 (per Cash Book)		49,414.11
Cash in hand per Bank Statements		
Petty Cash	30/05/2024	74.54
Community Account	30/05/2024	23,085.90
Savings Account	30/05/2024	26,253.67
		49,414.11
Less unrepresented payments		
		49,414.11
Plus unrepresented receipts		
Adjusted Bank Balance		49,414.11

A = B Checks out OK

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

11. Member's matters

- Cllr Morris: the fence posts at the allotments need checking- some are rotting. It was agreed to ask Bruce to do this. Also, Cllrs Morris and Musgrove attended the SNAP meeting at Gooderstone and reported back that the 3 points chosen to focus on were: speeding vehicles from Cranwich through to Santon Downham and drinking and setting fires in Thetford town centre.
- Cllr Musgrove: The Church are having a fete and have asked to borrow the 25 plastic chairs that are stored in the Allotment Hut. This was agreed. Cllr Musgrove and his wife cut the hedge at the allotments and Cllr Eyres thanked them both.
- Cllr Stubbley: asked if she could contact a Cllr from Methwold Parish Council re the Cranswick planning application, on behalf of Mundford Parish Council. This was agreed.
- Cllr Eyres: the wife of former Cllr Leonard Pratt has died, so condolences to him and his family.

12. Next Meeting- The next meeting is 4th July in the Large Hall at the Village Hall.

The meeting closed at 9.55pm