

# Draft Minutes Parish Council Meeting on Thursday 3<sup>rd</sup> July 2025 in the Large Hall at Mundford Village Hall (subject to confirmation)

Those present: Cllrs S Eyres (Chairman) J Musgrove, S Morris, G Stubley and A McLean and 2 members of the public.

## 1. Chairman's Opening Remarks:

The Chairman welcomed everyone to the July meeting, he thanked Cllr and Mrs Musgrove for the considerable amount of time they have spent this month on watering the beds and planters around the village, Cllr Musgrove for grass cutting at the Allotment Site, filling the water tanks and for assisting with the allotment fencing. Also, to Cllr Stubley for her time and continued research for the speed limit reduction case. He thanked Cllr and Mrs Morris for cutting the grass at the Allotment Site and Cllr McLean for assisting with the fencing. Also, one of the members of the public (in attendance) and his son and daughter for removing bushes from plot 14 at the Allotment Site. Cllr Musgrove thanked Cllr Eyres on behalf of all Cllrs for his time spent on watering and also erecting the fencing.

The Chairman also congratulated Mundford Cricket Club for their recent victory – winning the Mundford Cup, for the first time in about 30 years.

## 2. Apologies of Absence:

District Cllr S Hussey and Cllr M Locke

## 3. To Accept and Sign the Minutes:

The minutes were proposed by Cllr Musgrove, seconded by Cllr Morris and approved by all 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 for item 8.4 Allotments

## 5. Public Participation:

No participation.

One member of the public had attended with a view to becoming a Cllr in the near future and the other was the Gardener Handyman

## 6. Planning Applications:

None received this month.

Reference no:	Description:	Address:	Outcome/Update	Comments Submitted by MPC
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	Support with no comments
PL/2025/0718/FMIN	Demolition of existing garage and development of 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.	Farthingworth, 4 Lynford Road, Mundford	Undecided	Support with no comments

## 7. Reports:

### 7.1 District Cllr Scott Hussey

Report submitted to the Clerk:

1. There has been no response from Norfolk Police to two emails regarding speeding around Mundford.
2. At the full Breckland Council meeting on July 10<sup>th</sup>, Reform Councillors will raise a motion to request that the Council write to the energy secretary to state the council's opposition to building solar farms on agricultural land.

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3. We will also raise questions about performance on dealing with fly tipping.

## **7.2 County Cllr Fabian Eagle**

None

## **8. Matters Arising:**

### **8.1 Highways, Footpaths and Verges:**

- The footpath outside 1 Fir Close has been repaired
- Branches on the verge of the Swaffham Rd have been collected by NCC
- FP1 and FP2 have both received their first cut of the year, the Clerk has been informed that FP2 will get 3 cuts this year
- NCC contractors sprayed the weeds on the footpaths and road verges on July 1st
- There are several hedges encroaching onto the public footpaths around the village- letters to be sent to one residence in St Leonards Street, one in Bracken Rise and another in Malsters Close this month and others to be sent in September.
- Changing the Jubilee Bed to a terraced bed were discussed with Cllr Eyres proposing to purchase 6 concrete gravel boards and 6 bags of postcrete at an approximate cost of £ 120 + vat, this was seconded by Cllr Musgrove and approved by all Cllrs present with a show of hands.
- The SAMS2 was put up on the Swaffham Rd by Green Lane on June 17<sup>th</sup>.
- TTSR cut the village grass on June 25<sup>th</sup> and 26<sup>th</sup>. The Clerk has asked them to carry out the first cut to the stretch of grass alongside the Cranwich Rd as soon as possible and for the second cut in October.
- Overgrowing trees at the roundabout, blocking the streetlights have been reported to NCC, as well as a damaged BT manhole in The Brecklands and a damaged water hydrant sign in Adeane Meadow.

### **8.2 Handyman/Gardener:**

- This month Bruce worked 8.5 hours, watering and weeding, trimming and cleaning the water tank.
- Bruce resigned on Monday 30<sup>th</sup> June – giving a months’ notice. Cllr Eyres thanked him on behalf of the Parish Council for his 11 years of service.
- As Bruce will not be doing the watering after the end of July Cllrs Eyres and Musgrove agreed to take on the responsibility for doing this between them as the other Cllrs do not have tow bars on their vehicles.
- Purchasing a cover for the water tank to prevent it needing to be regularly cleaned was discussed and Cllr Musgrove will look into this. Cllr Eyres proposed a spend of £55 for this, seconded by Cllr Musgrove and approved by all present with a show of hands.

### **8.3 War Memorial:**

- The Clerk received the inspection report and contractor’s details from Whitworth Chartered Architects & Building Surveyors. Their invoice is for £ £720.00 inc. vat (see payment sheet).
- The report was sent to 3 contractors and we have received one quote- from Abbeygate Masonry (£7289.00 plus vat)– this was sent to all Cllrs before the meeting and we are awaiting the responses of others
- The Clerk contacted The War Memorial’s Trust and the closing date for applications was not the end of July – as we were previously informed, it was June 30<sup>th</sup>. The Clerk worked an extra hour that day to complete the submission.

### **8.4 Allotments:**

- Cllr Eyres purchased the fencing materials (see payment sheet)
- The tenants of 6 plots attended the first Annual Allotment Tenant’s Meeting this month and the following issues were discussed: grass cutting, watering and a “put and take” table- for tenants to share produce. This will be looked into
- Allotment inspections carried out by Cllr Locke in May and Cllr Stubley in June, most plots were reasonably well tended but a couple are being kept an eye on. The Clerk has emailed one tenant whose plot was very weedy and he weeded the plot that evening.
- Due to the hot and dry weather Cllr Musgrove has refilled the water tanks. Unfortunately, some plots appear to be using excessive amounts of water and someone may have used the hose to water their plots.
- July inspection to be carried out by Cllr Musgrove
- Documents were provided to next on allotment waiting list and we are awaiting their return.
- The guttering at the site will need checking before the winter to ensure the filling of the tanks when it rains.

**One member of the public left at 8.30pm**

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## **8.5 Tree Works by the A134 Cranwich Road:**

- The Clerk has contacted James at Anglian Tree Solutions who confirmed that the works will be taking place on the 8<sup>th</sup> and 9<sup>th</sup> of October
- The Clerk will send a letter to the office neighbour about the tree works by the office and another to the Cricket Club asking them to contribute to the cost as the trees are on their boundary.

## **8.6 FOMS Event:**

- We have 3 Cllrs available on the day to attend the event, Cllr Eyres has photos to display and Cllr Musgrove has contacted Barry Ellis to borrow some historic Mundford documents to display. Arrangements were made for the day.
- The Clerk to return the relevant paperwork to the FOMS.

## **8.7 Streetlighting:**

- TT Jones sent the solar lighting information- this was sent to all before the meeting. It was agreed to speak to a resident of St Leonards Street about placing a light in their land and to keep this subject on the agenda for the August meeting.
- The Clerk has contacted K&M Lighting for info on solar streetlighting- no response as yet, so she will contact him again.
- Cllr Musgrove has passed on the previously issued solar streetlighting information to Cllr Eyres

## **8.8 Meeting Times**

- Cllr Eyres proposed starting meetings at 7.00 pm instead of 7.30 pm, this was seconded by Cllr Musgrove and approved by all present with a show of hands. It was agreed that this would start from the September meeting, to allow for advertising the alteration.

## **8.9 Case for Request for Lowering the Speed Limit on Roads through Mundford:**

- Cllr Stubley presented the case in brief to the Cllrs, as Cllr Locke was absent it was agreed to add this to the next agenda for final discussion before submission. Cllr Eyres thanked Cllr Stubley again for her continued work on the project.
- Cllr Stubley proposed that the Parish Council go ahead with the case, this was seconded by Cllr Eyres and approved by all present with a show of hands.

## **9 Correspondence:**

- Anglia Computer Solutions have migrated and set up our website, the invoice is £216.72 this is for the migration and remote support. (see payment sheet)
- The Clerk ordered inks and wallets from Viking Direct (see payment sheet) and has set up an account with Compleat Office- a local company which should be cheaper.
- We are now finished with 123Reg- our previous website hosts, however they took £71.99 from the card linked to our account (belonging to Cllr Musgrove) – a refund is in progress
- The Clerk took A3 historical documents to be copied (see payment sheet) these documents were loaned and copying permission granted for Parish Council records.
- We have received the updated model Standing Orders- this will be added to the next agenda.
- The object fixed to the streetlight by the roundabout was for communication between the streetlights and the NCC system- according to NCC.
- Cllr Musgrove purchased the new flags – retrospectively proposed by Cllr Eyres, seconded by Cllr Morris and approved by all present with a show of hands.
- Richard Oughton the mole contractor has handed in his annual invoice (see payment sheet) the cost is still £600.00. Cllr Morris proposed that we continue with his services, seconded by Cllr McLean and approved by all with a show of hands.
- The defib may have been accessed on June 19<sup>th</sup>.
- We received a letter via BDC for nominations for the King's birthday 2026 Honor's list.
- A resident has emailed regarding their concern over the volume and speeds of vehicles on the Swaffham Rd and asking if the Parish Council would be bringing this up at the next SNAP meeting.
- The next SNAP meeting is at Oxborough Village Hall on July 9<sup>th</sup> at 6.30pm. Cllrs Musgrove and Stubley intend to attend.

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## 10 Finance

June				
<b>Direct Debits</b>				
EDF	Office electrics		£	29.74
EDF	Allotment Hut electrics			In credit
N-Power	Street lighting			Still no invoices
BT	Office phone and broadband		£	58.69
EE	Sim only		£	7.85
Everflow	Office water		£	22.59
Cloudy IT	Cloud storage		£	12.46
		<b>Total</b>	£	131.33
<b>Other</b>		<b>Payment Type</b>		
TT Jones	Jul, Aug, Sept Streetlight maintenance	BACS	£	98.57
Whitworth Chartered Architects	Inspection report for War Memorial	BACS	£	720.00
J Musgrove	2 Norfolk Flags	BACS	£	19.55
Anglia Computer Solutions	Website migration and support	BACS	£	216.72
L Morris	Wages	BACS	£	994.84
B Mclsaac	Wages+holiday+expenses	BACS	£	131.65
S Eyres	Fencing materials + Mileage to collect	BACS	£	204.51
S Eyres	Strimmer line	BACS	£	29.90
S Eyres	Post driver	BACS	£	38.98
A. Shepherd	CCS June Report	BACS	£	150.00
Viking Direct	Office stationery	BACS	£	96.77
R Oughton	Annual Mole contract fees	BACS	£	600.00
L. Morris	photocopying + mileage	BACS	£	6.90
L. Morris	Signed For AGAR postage	BACS	£	8.75
Blooming Gardens	Village Green grass cutting	BACS	£	216.00
		<b>Total</b>	£	3,533.14
		<b>Total money out</b>	£	3,664.47
<b>Money in:</b>				
<b>Savings Account</b>				
Barclays Bank	Bank interest	BACS	£	88.51
		<b>Total</b>	£	88.51

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## Bank Reconciliation at 30/06/2025

Cash in Hand 01/04/2025			39,034.53
<b>ADD</b>			
Receipts 01/04/2025 - 30/06/2025			24,423.97
			63,458.50
<b>SUBTRACT</b>			
Payments 01/04/2025 - 30/06/2025			10,962.84
<b>A</b>	<b>Cash in Hand 30/06/2025</b>		<b>52,495.66</b>
	(per Cash Book)		
Cash in hand per Bank Statements			
Petty Cash	30/06/2025	85.06	
Community Account	30/06/2025	25,678.87	
Savings Account	30/06/2025	26,731.73	
			<b>52,495.66</b>
Less unrepresented payments			
			52,495.66
Plus unrepresented receipts			
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>52,495.66</b>

## A = B Checks out OK

### 10.1 Payments for the June invoices:

- 2 Cllrs have submitted expenses forms so the payments were done in 2 stages.  
Cllr Musgrove proposed all payments except his own, seconded by Cllr Morris and approved by 4 Cllrs with a show of hands  
Cllr Eyres proposed Cllr Musgrove's payment, seconded by Cllr Stubley and approved by 4 Cllrs with a show of hands

### 11. Members Matters

Cllr Stubley: Needs historic emails for her research and will meet with the Clerk for this.  
Cllr Musgrove: Suggested we could consider taking on a self-employed person as the next handyperson/gardener.  
Cllr Morris: Does the trailer need servicing? To be discussed next month.  
Cllr Eyres: Reminded everyone that there is a litter picking session next week.

### 12. Next Meeting- Thursday 7<sup>th</sup> August in the Large Hall, Mundford Village Hall.

The meeting closed at 9.24pm