

Draft Minutes Mundford Parish Council Meeting on Thursday 7th August 2025 in the Large Hall at Mundford Village Hall (subject to confirmation)

Those present: Cllrs S Eyres (chairman) M Locke (Vice Chair), J Musgrove, S Morris, G Stubley and A McLean, County Cllr F Eagle and 1 member of the public.

1. Chairman's Opening Remarks:

The Chairman welcomed everyone to the August meeting and thanked the Cllrs for all that they had done in the last month, Cllr Stubley for her continued research and Cllr and Mrs Morris for assisting him with cutting back branches on the Cranwich Road to aid visibility from the Bracken Rise entry point. Also, to Cllr and Mrs Musgrove for work on the Christmas tree plot.

2. Apologies of Absence:

None

3. To Accept and Sign the Minutes:

The signing of the minutes was proposed by Cllr Musgrove, seconded by Cllr Stubley and approved by 5 Cllrs. The minutes were signed by the Chairman as a true record of the meeting held on Thursday July 3rd.

4. To receive Declarations of Interest:

Cllrs Morris and McLean for item 8.5 Allotments.

5. Public Participation:

The member of the public attended the meeting to find out about co-option.

6. Planning Applications:

- We received a planning application for 15 The Brecklands, this was emailed to all Cllrs before the meeting and was circulated by hand and "Supported with no comments" was submitted to BDC.

Reference no: PL/2025/0946/HOU

Proposal: Alterations to conservatory- re roof and some walls. Enlargement of first floor bedroom with replacement of flat dormer roof with hipped roof so that a legal egress window can be inserted. Bricking up part of a window in South West corner of building Off white render to complete building.

Site: 15 Brecklands, Mundford

Outcome/update: Undecided

Comments Submitted by MPC: Supported with no comments

7. Reports:

7.1 District Cllr Scott Hussey

None. The Chairman expressed his disappointment that the District Councillor had not attended or sent his apologies.

7.2 County Cllr Fabian Eagle

County Cllr Eagle told the Parish Council:

- That Norwich Castle had re-opened after major redevelopment
- That he had been contacted about parking on the Lynford Road causing obstruction
- The Clerk told him that a resident had concerns over the River Wissey/Lynford Water area- he asked for the emails to be sent to him- the Clerk to contact the resident for permission.
- That the Clerk could contact him for further information about the Parish partnership bid and also to contact Westcotec about the signs
- Some items have been purchased from the Norfolk Community Fund for village fetes- contact information and list of equipment to follow
- More about Devolution and Local Government Reform and the possible outcomes for residents of Mundford
- Cllr Stubley asked County Cllr Eagle for information about Mundford's previous attempts at lowering the speed limit on local roads, he told the Cllrs of what he had done to assist Mundford and other villages locally with signage and advice and asked the Clerk to advise him of the date of the next SNAP meeting so that he could attend if he was free. He also offered to attend our meeting if we invited Norfolk Police to discuss the issue.

County Cllr Eagle left at 8.35pm

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8. Matters Arising:

8.1 Case for request to lower the speed limits on roads through Mundford-

- Cllr Stubbley would like to carry out more research before presenting her completed case to the other Cllrs so has asked for it to be put on the November Agenda.

8.2 Highways, Footpaths and Verges:

- One of the sunken drains in Fir Close has been fixed, the Clerk reported the other one again. Also, the BT manhole cover in The Brecklands has been replaced.
- Letters were sent to 3 residents about overgrowing hedges and all responded by cutting them back, thank you letters were sent. One more letter was sent the day before the meeting.
- The Clerk complained to Highways about the poor standard of the weed spraying on village footpaths, they attended on July 18th and re-sprayed. The Clerk to check with County Cllr Eagle about the extra spray he mentioned previously.
- In July, Bracken Rise and Impson Way roads were resurfaced and the lines re-painted. The heave on the A134 by Bracken Rise and West Hall Drive was repaired.
- Forestry England are responsible for the trees by the roundabout and are currently in the process of re-tendering their tree safety contract and once this is complete, they will look to begin the process of raising the canopy around the streetlights on the Brandon Road.
- Following complaints and concerns of residents of The Brecklands, the Clerk contacted BDC about the overgrowing trees and bushes at 16 The Breckland, (an empty bungalow). They said they could not carry out the works, our Area Technician at Highways has, on this occasion agreed to programme the works. However, the Clerk has contacted BDC again, to ask for an update on their ongoing communications regarding this unoccupied building, in preparation for this happening again in the future.
- Cllr and Mrs Morris took down the SAMS2 on July 15th and the vehicle count for 4 weeks was: 143,643. They put it up on the Cranwich Rd on July 29th.
- The signs were put up at the new bus stops, however they stated "Cranwick Road" instead of Cranwich Road, the Clerk reported this to NCC.
- TTSR cut the grass on July 14th and 30th and have sent in an invoice (see payment sheet). Next year we may consider extending the area of cutting on the Bracken Rise side of the Cranwich Road- this to be added to a future agenda.
- Following the agreement to make changes to the Jubilee Bed, Cllr Eyres told the Cllrs that residents had offered to donate some timber posts for this and that they have 6 unused, new gravel boards which they will sell to the Parish Council for the amount that they paid for them. The Clerk checked this with the Norfolk ALC and this will go ahead in the autumn.
- The Clerk contacted Forestry England, requesting the removal of the tree on the A1065 by the roundabout and was told that when they have the equipment in the area this will be removed.
- The overhanging branches of the willow tree in Fir Close has been reported to Flagship.
- The fallen branch by the sign to Crown Street was reported to Highways and was removed
- SERCO cleared the pine needle build up on Lynford Rd following a request from the Clerk.
- Letters were sent to the office neighbour and the Cricket Club about the tree works- no response from either as yet, Cllr Eyres will speak to the Cricket Club and the clerk to send another letter to the office neighbour. This to be added to the next agenda.
- A police officer was parked on the A134 by Impson way with a speed gun on August 3rd

8.3 Handyman/Gardener:

- This month Bruce worked 10.5 hours, watering and weeding.
- Between meetings it was agreed to give Bruce a £50 Brown's Café voucher as a leaving gift, retrospective vote; Proposed by Cllr Eyres, seconded by Cllr Locke and approved by all present with a show of hands.
- It was agreed to discuss any changes to the contract and job description for the next Handyperson/Gardener at the next meeting.
- Cllr Musgrove has looked into a cover for the trailer and will make a lightweight frame for it in the autumn, he will look into finding somewhere to get the trailer serviced. It was agreed to get the mower serviced at the end of the season, but not to get the strimmer serviced again.
- Cllrs Eyres and Musgrove are happy to carry on with the village watering while we have no Gardener/Handyman but Cllr Stubbley proposed that Blooming Gardens take over the watering at the previously agreed cost of £30 per time, and

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that Cllr Musgrove also be paid the same fee. This was seconded by Cllr Locke and approved by 4 Cllrs with a show of hands. This should only be until September. Cllr Musgrove to look into buying a number plate for the trailer for when he is watering.

- It was agreed to have the mower serviced at the end of the season, proposed by Cllr Musgrove, seconded by Cllr Locke and approved by all Cllrs present with a show of hands. It was also decided that next year a new mower may be needed.

8.4 War Memorial:

- Unfortunately, we did not have the final 2 quotes in time for the application to be considered, however, The War Memorials Trust have made an offer in principle for up to £4,000, subject to receiving at least 1 more quote (preferably 2) and further information on the number of site inspections considered necessary. The Clerk has sent the information and one more quote.
- Brown and Ralph sent their quote for a provisional cost of £6,229.20 with the suggestion of adding 30% contingency (this was sent to all Cllrs before the meeting) 30% is £1868.76
- The Clerk has contacted the 3rd contractor again and also 2 others, supplied by Whitworths

8.5 Allotments:

- The tenant of plot 13 has handed back the rear half of the plot and put his bench on the new half.
- Next steps for the Christmas tree plot were discussed: more membrane and pegs are needed, an approximate cost of £75.00 proposed by Cllr Musgrove, seconded by Cllr Eyres and approved by all with a show of hands. Another weed spray is needed and wood chippings need to be purchased. A site meeting to be organized to discuss the fencing and the water tank- this to be arranged in the coming weeks.
- Lights were left on in the Allotment Hut and the padlock and door were not securely fastened- email sent to all tenants. Also, there was waste in the last compost bay, despite signage, so Cllr Morris dismantled it. Tenants were told to either take home compostable waste or leave it within their plot.
- It was agreed that an email be sent to all tenants advising them that if the Allotment Hut doors are continually not secured, the keys will have to be returned to the Parish Council and the tool store area will be closed. This to be discussed at the next meeting.
- Cllr Musgrove carried out the July Inspections very late in the month, so the next one will be in September- Cllr Eyres to do this.
- It was agreed that the doors on the Allotment Hut will need replacing- this to be on the next agenda.

Cllr Locke left at 9.19pm

8.6 Streetlighting:

- K&M Lighting sent a solar lighting quote – this was sent to all Cllrs ahead of the meeting
- Cllrs Eyres and Musgrove visited a resident of St Leonards Street to discuss them having a streetlight in their garden,
- Cllr Musgrove is looking into this and more information to be sought.
- The Clerk has contacted BT to ask about placing a streetlight on a column of theirs- no response as yet.
- A streetlight on Swaffham Road has been on continually, so has been reported to TT Jones.
- The non-working streetlight on Swaffham Road to be added to the next Agenda

8.7 Data Protection Policy-

- The Norfolk ALC model template document was adapted by the Clerk and sent to all Cllrs before the meeting, the document was discussed and adopted, proposed by Cllr Musgrove, seconded by Cllr Morris and approved by all present with a show of hands.

8.8 Privacy Notice

- A draft of the document was sent to all Cllrs before the meeting; this was discussed and adopted, proposed by Cllr Stubbley, seconded by Cllr McLean and approved by all present with a show of hands.

8.9 Christmas Event;

- The event was briefly discussed and at this stage no purchases were decided, but this to be added to the next agenda.
- The Clerk to look into who might be FC this year and signage and volunteers to be discussed next month.

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8.10 FOMS Event:

- It was agreed that the small number of Cllrs available to assist at the event meant that those present had to stay for the duration of the event, and that in future another attraction may be needed to generate more interest.

8.11 Co-Option

- It was agreed to begin the process, the Clerk will advertise the two-week dates, starting from Monday 11th August. Applicants to be discussed at the September meeting. Add this to the next agenda.

9. Correspondence:

- We have received a 3rd email from a concerned resident regarding the Lynford Water/ river Wissey / Arboretum area, County Cllr Eagle has asked for the emails to be passed on to him. The emails were sent to all Cllrs before the meeting.
- We had 7 volunteers for the last litter picking session and 9 bags of rubbish were collected
- Section 106 funds from the construction of 8 houses in Ickburgh is available - £15,472.11. This is to be split: £6630.90 for Children's play and £8841.20 for Outdoor Sport. The funds are available to the villages of Weeting, Lynford, Stamford, Mundford, Cranwich, Didlington and Ickburgh, with Ickburgh having priority. It was agreed to forward this information to the Village Hall, and village sporting groups.
- We have received the Parish Partnership bid application form. The Clerk will liaise with County Councillor Eagle over the information needed as he is funding our half for the flashing speed signs at the school.
- The VAT claim from March to June this year was submitted on July 15th - £936.30
- One DBS check for a CCS driver was done this month, (see payment sheet)
- Just Lawns have sent the receipt for the last treatment on the Village Green (see payment sheet)
- The new Local Government Services Pay Agreement for 2025/2026 has been announced. The Gardener/Handyman has an increase of 48p per hour, backdated for April, May and June, he is owed £24.72 for 51.5 hours and this will be paid to his July pay. The Clerk has an increase of 53p per hour and backdated amount for her is £96.46 for 182 hours, also to be added to July pay.
- A resident contacted the Clerk to ask for advice on the very tall poplar trees in the Lammas. These trees are under a preservation order but their increasing height has health and Safety concerns for nearby residents
- Cllr Stubley drafted an email to Norfolk Police after attending the SNAP meeting at Oxborough-this was sent and in response an email and phone call were received. PC Paula Gilluley has offered to attend a Parish Council meeting to speak to the Councillors about the issues raised. She will hopefully attend the September meeting.
- The Clerk's appraisal is due this month, a new performance management scheme has been suggested for discussion.

10. Finance

10.1 Payments for the July invoices:

- The payments were proposed by Cllr Musgrove, seconded by Cllr Morris and approved by all present with a show of hands.
- The bank reconciliation was checked and signed by Cllr Stubley.

July				
Direct Debits				
EDF	Office electrics		£	19.55
EDF	Allotment Hut electrics		£	5.41
N-Power	Street lighting			No invoice
BT	Office phone and broadband		£	58.69
EE	Sim only		£	7.85
Everflow	Office water		£	18.09
Cloudy IT	Cloud storage		£	12.46
		Total	£	122.05

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Other		Payment Type		Petty Cash
CBR	1 DBS check for CCS driver	BACS	£ 15.60	
TTSR	Grass cutting	BACS	£ 2,604.61	
Just Lawns	Village Green grass treatment	BACS	£ 54.00	
L Morris	Office cleaning supplies	BACS	£ 5.76	
L Morris	Wages, back pay	BACS	£ 1,184.14	
B Mclsaac	Wages+backpay+ holiday+expenses	BACS	£ 168.94	
A Shepherd	CCS July report	BACS	£ 450.00	
		Total	£ 4,483.05	£ -
		Total money out	£ 4,605.10	
Money in:				
Community Account				
Mrs J Jones	Allotment tenancy and key deposit	BACS	£ 25.00	
HMRC	March-June VAT return	BACS	£ 936.30	
		Total	£ 961.30	

Bank Reconciliation at 31/07/2025

Cash in Hand 01/04/2025		39,034.53
ADD		
Receipts 01/04/2025 - 31/07/2025		25,385.27
		64,419.80
SUBTRACT		
Payments 01/04/2025 - 31/07/2025		14,627.92
A Cash in Hand 31/07/2025		49,791.88
(per Cash Book)		
Cash in hand per Bank Statements		
Petty Cash	31/07/2025	85.06
Community Account	31/07/2025	22,984.98
Savings Account	31/07/2025	26,731.73
		49,801.77
Less unrepresented payments		9.89
		49,791.88
Plus unrepresented receipts		
B Adjusted Bank Balance		49,791.88

A = B Checks out OK

Ringfenced money: Chillzone £1592.00

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11. Members Matters:

- Cllr Musgrove- can we put a piece in the Mundford Messenger about taking down advertising posters after the event please.
- Cllr Morris- can we add the Remembrance event to the next agenda please.
- Cllr Eyres- can we add bulb planting to the next agenda please.

12. Next Meeting- The next meeting is on Thursday September 4th at 7.00pm at Mundford Cricket Club.

The meeting closed at 9.55pm

DRAFT