

Minutes Mundford Parish Council Meeting on Thursday 4th September 2025 at Mundford Cricket Club

Those present: Cllrs S Eyres (Chairman), M Locke (Vice Chair), J Musgrove, S Morris and G Stubley. County Cllr F Eagle, PC 898 Paula Gilluley and 6 members of the public.

1. Chairman's Opening Remarks:

The Chairman welcomed everyone to the September meeting and said it was good to see members of the public in attendance.

2. Apologies of Absence:

Cllr McLean.

3. To Accept and Sign the Minutes:

The signing of the minutes was proposed by Cllr Musgrove, seconded by Cllr Stubley and approved by all present with a show of hands. The minutes were signed by the Chairman as a true record of the meeting held on Thursday August 7th 2025.

4. Co-option- To consider any applications (deferred until later in the meeting)

- One application received from Jonathan Clifford.

5. To receive Declarations of Interest:

Cllrs Eyres and Musgrove for item 11.1 payments and Cllr Morris for item 9.7 Allotments.

6. Public Participation:

The residents had attended the meeting to voice their ongoing frustration with the speed of vehicles on the Swaffham Road and what they see as the police failing to assist, they were keen to hear from PC Gilluley.

Cllr Eyres thanked them for their comments.

7. Planning Applications:

- One received on 02.09.25:
Amendments to planning application for 15 The Brecklands were sent to all Cllrs before the meeting.
Changes to the front elevation. It was agreed to support the application with no comments. The Clerk to submit this next week.

8. Reports:

8.1 District Cllr Scott Hussey

None, again disappointment from the Cllrs that the District Councillor has not attended, sent his apologies or sent a report.

8.2 County Cllr Fabian Eagle

Told the Parish Council that other parishes in his area had formed speed-watch groups and that the data they generated had allowed the police to co-ordinate the timing for their monitoring visits.

He also spoke of flashing signs that may deter speeding and suggested contacting Westcotec to discuss options.

Cllr Eyres asked County Cllr Eagle about sign cleaning as this has not been done for a long time and the local signs are very dirty; he suggested that the Clerk report this to highways and CC him. Cllr Eyres also asked about the weed spraying, the last spray was poor and had to be re-done, but weeds are appearing again already. County Cllr Eagle said that he would look into this.

9. Matters Arising:

9.1 Norfolk Police Visit:

PC Gilluley explained that the volume of traffic and the setting of speed limits fall outside of the authority of the Police and are the remit of Norfolk County Council Highways.

She told the Cllrs that setting up a Community Speed Watch team has been proven in other villages to be effective in reducing speed on local roads and leads to positive partnership working between police and local communities.

A Speed Data Recorder (SDR) had been set up on the Swaffham Road between July 25th and August 2nd, recording the traffic speed and volume on both sides of the road. The data showed that the combined percentage of vehicles travelling

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above National Police Chief's Council for enforcement stood at 2.5%. While this is good news for the village, it is below the guideline of 20% needed for enforcement by the Camera Safety Partnership team. (A detailed breakdown of the data has been received by the Clerk).

PC Gilluley informed the Cllrs that there are mandated sites across the county where the Camera Safety Partnership enforcement team attend to carry out speed enforcement. These sites are where data has shown there to be high (above 20%) levels of non-compliance of the speed limit and where there have been serious road traffic collisions resulting in fatalities or serious injuries. These sites are regularly reviewed to ensure that the team are attending locations where the need is greatest.

The Thetford Safer Neighbourhood Team (SNT) covers 16 Parishes, (including Mundford) as well as Thetford and is a team of approximately 3 Community Officers. They are supported by colleagues on the Response Teams, Roads Policing Teams and other specialised teams. They have had a difficult summer, with staff being pulled away from their regular duties to assist colleagues in other parts of the country. That said, they remain committed to supporting their communities and encourage Councillors and the public to attend their Safer Neighbourhood Action Panel (SNAP) meetings. PC Gilluley advised the Parish Council that SNAP Priorities and updates are regularly advertised on the Norfolk Police Website.

9.2 Highways, Footpaths and Verges:

- 2 blocked gullies in Fir Close have been reported and are programmed for jetting, and a sunken gulley is due to be repaired too.
- The SAMS2 was taken down from the A134 Cranwich Road (East bound) on 26th August and the vehicle count was 126,816
- The spelling errors on the new bus stop signs were reported again to NCC
- The fallen tree was removed from the verge by the roundabout by Forestry England.
- The willow tree in Fir Close has been reported to Flagship again.
- Blooming Gardens and Cllr and Mrs Musgrove have carried out the watering of the village planting, every 3 to 4 days in the absence of a handyman/gardener as agreed at the last meeting. (see payment sheet) Cllr Eyres has purchased the feed for the begonias £5.99 and will add it next time he carries out the watering. (see payment sheet)
- To add the Jubilee Bed to the next agenda.

9.3 Handyman/Gardener:

- It was agreed that the Clerk would email the current contract and another kindly provided by Feltwell Parish Council to all Cllrs for further discussion at the next meeting; This to be added to the next agenda.

9.4 War Memorial:

- The third quote was received but then requested to be withdrawn, so the War Memorials Trust (WMT) advised that they would consider the 2 quotes. We are awaiting their decision.
- Two new marks have been seen on the column of the War memorial and the Clerk submitted photos of them to the WMT and Whitworths (the company that inspected the Memorial) we are awaiting advice on the cause and suggested repairs.

9.5 Policies: Both sent to Cllrs before the meeting.

- Document Retention Policy- this was discussed and agreed. Proposed by Cllr Musgrove, seconded by Cllr Locke and approved by all present with a show of hands
- Traditional and Social Media Policy- this was discussed and agreed. Proposed by Cllr Locke, seconded by Cllr Stubbley and approved by all present with a show of hands.

9.6 Standing Orders:

- This was sent to the Cllrs before the meeting, it was discussed and agreed. Proposed by Cllr Musgrove, seconded by Cllr Morris and approved by all present with a show of hands.

9.7 Allotments:

- The Christmas Tree plot next steps were discussed: Cllr and Mrs. Musgrove have put down more of the weed control fabric and he has bought more as agreed previously (see payment sheet) 49 square meters now need covering with bark chippings Cllr Eyres proposed that up to £210.00 was spent on this, seconded by Cllr Locke and approved by all present with a show of hands. Cllr Musgrove to go ahead with this and a working party to be arranged to put down the bark. Cllr Eyres to spray the weeds on the remainder of the plot.

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- Cllr Eyres to carry out the inspections.

9.8 Streetlighting:

- TT Jones did their annual inspection and reported a slightly dented column door in Impson Way which did not currently need mending/replacing and mentioned the 6 non-LED lights on Swaffham Rd. The Clerk to point out a couple of things they appear to have missed. Also to ask for updated prices and materials to be offered for the Swaffham Road light that is not working.
- Openreach have given permission for a pole in St Leonards Street to be used for streetlighting, the next step is to contact UK Power Networks for their permission.
- It was agreed to hold off discussing the replacing of the Swaffham Rd lights at the moment.

9.9 Bulb Planting:

- Cllrs Eyres, Musgrove and Stubley will continue looking at bulb prices and a date for the planting was agreed – Saturday 25th October at 10.00am, this to be advertised by the Clerk and discussed again at the next meeting.
- A budget of no more than £250.00 was proposed by Cllr Eyres, seconded by Cllr Stubley and approved by all present with a show of hands.

9.10 The Remembrance Event:

- The event was discussed and the date is Sunday 9th November.
- The Clerk to contact Anthony at STANTA, the Rev. Michael Chesher and Simon Booth.

9.11 Christmas Event;

- Cllr Eyres to look at signage for the event and Cllr Musgrove to look at Christmas tree prices, the Clerk to contact a resident about Father Christmas.
- We may need to advertise for volunteers for the event.
- The Clerk will contact the usual participants in the next couple of weeks to check they are happy to contribute again and also the FOMS.
- It was agreed to contact local businesses about tree sponsorship again this year

9.12 Allotment Hut Security:

- It was agreed to defer this to next month.

9.13 Government Domain:

- After receiving 2 quotes for providing a gov. domain and seeking advice from Anglia Computer Solutions (ACS) on the services offered, it was decided that Cloudy IT (our current cloud storage providers) quote would be the better of the 2.
They will provide the domain and re-route our emails to the new address for £20 + vat. There is a grant of £100.00 from the Society of Local Council Clerks for the first year. Anglia Computer Solutions will be point of contact on our behalf for this. Cllr Locke proposed that we go ahead with this, seconded by Cllr Morris and approved by all present with a show of hands.
- The next issue to address is secure email addresses for all Cllrs- in line with government requirements (and for GDPR purposes). ACS will supply these at £1 per Cllr per month. Cllr Musgrove proposed that we go ahead with this once the domain is in place, seconded by Cllr Locke and approved by all present with a show of hands.

10. Correspondence:

- We will soon need to order the poppy wreath for Remembrance Day- It was agreed that raise the donation to £100.00, proposed by Cllr Musgrove, seconded by Cllr Locke and approved by all present with a show of hands
- It was agreed that we offer to host a SNAP meeting again next year.
- We had 11 volunteers attend the litter picking session and they collected 11 sacks. The next session is Saturday 27th September at 10.00 am.
- The office neighbours wish to cut back their trees themselves, so the work has been removed from the proposed plans, Anglia Tree Solutions have been advised. Mundford Cricket Club have told Cllr Eyres that they will contribute £200.00 to toward the cost of the work.
- D Goodrham has submitted an invoice for petrol for the Church grass cutting- see payment sheet.
- The sim only and phone and broadband contracts for the office are due to end on October 22nd. The renewal cost for the sim only will be £9 (it is currently £7.85). The phone and broadband quoted price cannot be held for long but the last

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quoted price was £39.95 and (it is currently £58.69) It was agreed to continue with the current providers, proposed by Cllr Eyres, seconded by Cllr Musgrove and approved by all present with a show of hands.

- The Clerk's appraisal will take place in September, using a new performance management scheme- this will be sent to all Cllrs before it takes place
- Just Lawns will be attending to treat the Village Green on September 12th (weather allowing)
- The S106 information was sent to the agreed sporting groups, no responses have been received as yet.
- The 2nd quarter owed to HMR is on the payment list- £367.53
- Following receipt of the next invoice from TTSR, the Clerk contacted them to check information on the invoice and the terms of the 3-year fixed price contract that we had agreed with them last year, it appears that they made an error with the pricing but are happy to honour the price initially quoted.
- The Parish Council are pleased to hear that the Environment Agency will not grant a permit for the Cranswick Mega farm.

11. Finance

11.1 Payments for the August invoices:

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

August				
<u>Direct Debits</u>				
EDF	Office electrics		£ 16.17	
EDF	Allotment Hut electrics		£ 19.22	
N-Power	Street lighting			No invoice
BT	Office phone and broadband		£ 58.69	
EE	Sim only		£ 7.85	
Everflow	Office water		£ 22.01	
Cloudy IT	Cloud storage		£ 12.46	
		Total	£ 136.40	
<u>Other</u>		<u>Payment Type</u>		<u>Petty Cash</u>
L Morris	Card for Bruce	BACS	£ 2.55	
Browns Kitchen	Voucher for Bruce	Petty Cash		£ 50.00
D Goodrham	Petrol for Church grass cutting	BACS	£ 25.00	
S Eyres	Feed for begonias	BACS	£ 5.99	
L Morris	Wages	BACS	£ 962.08	
J Musgrove	Village watering	BACS	£ 120.00	
A Shepherd	CCS August report	BACS	£ 250.00	
Blooming Gardens	Village watering	BACS	£ 120.00	
HMRC	2nd quarter	BACS	£ 367.53	
J Musgrove	Weed control fabric	BACS	£ 57.46	
		Total	£ 1,910.61	£ 50.00
		Total money out	£ 2,097.01	

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Bank Reconciliation at 31/08/2025

Cash in Hand 01/04/2025			39,034.53
ADD			
Receipts 01/04/2025 - 31/08/2025			25,385.27
			64,419.80
SUBTRACT			
Payments 01/04/2025 - 31/08/2025			19,287.48
A	Cash in Hand 31/08/2025		45,132.32
	(per Cash Book)		
Cash in hand per Bank Statements			
Petty Cash	31/08/2025	35.06	
Community Account	31/08/2025	18,365.53	
Savings Account	31/08/2025	26,731.73	
			45,132.32
Less unrepresented payments			
			45,132.32
Plus unrepresented receipts			
B	Adjusted Bank Balance		45,132.32

A = B Checks out OK

Ring fenced money: Chillzone £1592.00

4. Co-option

- Jonathan Clifford's application was discussed and proposed by Cllr Eyres, seconded by Cllr Musgrove and approved by all present with a show of hands.

12. Members Matters

Cllr Eyres- To discuss coffee and cake for the litter pickers and grass cutters at the next meeting.

Cllr Morris- To discuss buying battery operated tools for the Parish Council at the next meeting.

13. Next Meeting- The next meeting is at 7.00pm on Thursday 2nd October at Mundford Cricket Club

The meeting closed at 9.42pm