

Draft Minutes Mundford Parish Council Meeting on Thursday 2nd October 2025 at Mundford Cricket Club (subject to confirmation)

Those present: Cllr S Eyres (Chairman), Cllr M Locke (Vice Chair) and Cllrs J Musgrove, S Morris, A McLean and J Clifford as well as 2 members of the public.

1. Chairman's Opening Remarks:

The Chairman welcomed everyone to the October meeting and thanked them for attending. He thanked the Cllrs for cutting the grass at the allotments and the Clerk for the extra time that she spends at the office most mornings.

2. Apologies of Absence:

County Cllr F Eagle and District Cllr S Hussey and Cllr G Stubbley

3. To Accept and Sign the Minutes:

The signing of the minutes was proposed by Cllr Musgrove, seconded by Cllr Morris and approved by 3 Cllrs with a show of hands. The minutes were signed by the Chairman as a true record of the meeting held on Thursday September 4th 2025.

4. To receive Declarations of Interest: Cllrs Eyres and Musgrove for item 10.1 Finances

Cllr Locke arrived at 7.10 pm

5. Public Participation:

One member of the public expressed concerns over the safety of residents crossing the road when getting off the bus at the new bus stop on the Cranwich Road, due to the volume and speed of traffic passing through on that road. She was also concerned about the driving of lorries around the buses waiting at the stops. It was decided that the Clerk would contact NCC Highways and County Cllr Eagle to report these concerns.

The other member of the public expressed the same concerns, from herself and fellow residents of Cherry Tree Close. She also thanked the Cllrs on behalf of the FOMS for inviting them to support the Christmas event, they have decided to have a raffle stall.

6. Planning Applications:

- We received notification of amendments to planning application PL/2025/0718/FMIN at Farthingworth, 4 Lynford Road, Mundford, these were changes to the parking. The Circular was sent to all Cllrs and "supported with no comments" was submitted to the BDC website for this application. The circular will be completed and questions about the tanks are likely to be asked.

7. Reports:

7.1 District Cllr Scott Hussey

Breckland Council has recently submitted its preference to central government for three unitary authorities in Norfolk (the options were 1, 2, or 3) under local government reorganisation. I voted in favour of three authorities (as did all four Breckland Reform councillors) as we believe this will provide the best balance between financial efficiency and local democracy.

7.2 County Cllr Fabian Eagle

None

8. Matters Arising:

8.1 Highways, Footpaths and Verges:

- It was agreed to discuss the Jubilee Bed at the next meeting.
- The sunken gully in Fir Close has been repaired.
- A resident had asked the Parish Council to consider installing another bus shelter for High School students by the existing one near Fir Close, this was discussed and it was agreed not to add at this time a second shelter as there are no shelters at the other school bus stopping areas.
- Mole activity in the War Memorial area was reported to the contractor
- A resident emailed the office with concerns of several vehicles parking close to the T junction of West Hall Road / Wissey View, the Clerk contacted the Police and Highways for advice. They Police will send an officer out to look and we are awaiting a response from Highways.

Draft Minutes Mundford Parish Council Meeting on Thursday 2nd October 2025 at Mundford Cricket Club (subject to confirmation)

- A lorry has damaged the pavement in Fir Close, this was reported to NCC
- A fallen branch by the sign for Crown Rd was reported

8.2 Handyman/Gardener:

- 2 draft contracts for the role were sent to all Cllrs before the meeting, one was decided to be too simple and the other too complex, so the Clerk will look at other options- this to be added to the next agenda.
- The current job description to be reviewed at the next meeting.
- It was agreed that the role can be added to the Parish Council pages of the Mundford Messenger and the Parish Council noticeboard- asking for anyone interested to contact the Clerk for further information.
- Buying battery powered tools was discussed and it was agreed that Cllr Musgrove would look into the cost of Stihl and this to be added to the next agenda.

8.3 War Memorial:

- The grant offer has been received; it is for £3,610, they only fund contingencies if there were exceptional circumstances. If our contractor finds that they need to complete additional works which increase the cost of the project there is an option to increase the size of the grant. We must ensure that if additional works are required, we must discuss this with the WMT prior to starting them. Failure to do so could invalidate our grant.
- The Clerk is following the set procedure, for the next steps, obtaining contractor's declarations and providing further information to the WMT.
- It was agreed to add this update to the Mundford Messenger.

8.4 Allotment Site:

- It was agreed that a carpenter be asked to look at the main front door of the Allotment Hut, to decide on its condition and to quote for any necessary works.
- Cllr Locke proposed buying a solar powered outdoor light to fit above the door, for no more than £40.00, this was seconded by Cllr Clifford and approved by all present with a show of hands.
- The recent fly tipping incidents and possible water usage issues were discussed and it was decided to monitor the situation. The water will be switched off on November 1st, the Clerk to notify the key holding tenants closer to the time.
- Cllr Eyres suggested using the old defib cabinet as a put and take place for allotment produce- this to be looked at on Saturday at the allotment site working party.
- The tenants of plot 20 have terminated their tenancy- allotment vacancies to be mentioned in the Mundford Messenger.
- Cllr Eyres will do the Allotment Site inspections this weekend. He also proposed that the inspections are held in April, June, August and October next year. This was seconded by Cllr Morris and approved by all present with a show of hands. The Clerk to amend this part of the Allotment Tenancy document for next year to reflect this decision.
- Cllr Eyres has sprayed the half of plot 13 and at the working party, the next fencing requirements for the Parish Council plot will be discussed.

8.5 The Remembrance Event:

- Anthony Smith from STANTA is able to attend and will meet with the Clerk in October to discuss the event. It was agreed that the Clerk would get a £10 voucher from Browns for Anthony as a thank you.
- Simon Booth can attend to carry out flag duties, Cllr Morris will attend to the speakers and Cllr Musgrove will lay the wreath on behalf of the Parish Council, and the timing for the flag changeover was organized, Cllr Musgrove will do this.
- The Rev. Michael Cheshier will be at Ickburgh for the 2-minute silence this year.

8.6 Christmas Event:

- To discuss any changes for the event and any purchases needed:
- The Crown, Yallops Leonards Court, and the FOMS will be joining us this year.
- The Village Voices Community Choir, Crown Hairdressing, the school choir and the Brownies are unable to attend
- We are waiting to hear from The Mundford Fish Bar and the Clerk has been told about a choir who may be interested in performing – it was agreed that this would be done next week
- We still need a Father Christmas, the Clerk to contact a resident.
- This year the Christmas trees cost £196.00 each + vat + delivery. Their purchase was proposed by Cllr Musgrove, seconded by Cllr Locke and approved by all present with a show of hands. The Clerk to order them next week and ask for delivery the week before the event.

Draft Minutes Mundford Parish Council Meeting on Thursday 2nd October 2025 at Mundford Cricket Club (subject to confirmation)

- Two signs in the Allotment Hut can be altered to use at the event, Cllr Eyres to speak to Apex Signs for prices and will inform Cllrs by email to ensure they will be ready in time for the event.
- Cllr Musgrove will look into replacing some of the tree decorations and the Clerk to contact local businesses about tree sponsorship.

The Clerk's Appraisal item was moved to later in the meeting.

8.8 Policies:

- Minor amendments were made to the Co-option policy- sent to all before the meeting. The amendment was proposed by Cllr Musgrove, seconded by Cllr McLean and approved by all present with a show of hands
- Other policies to review in the coming months: Allotment, Electronic Communications, Equality and Diversity, Planning Protocol

8.9 Streetlighting:

- TT Jones has sent an updated quote for the replacement light on Swaffham Rd- £350 +vat, this was sent to all Cllrs before the meeting. Cllr Eyres proposed to go ahead with the replacement, seconded by Cllr Musgrove and approved by all present with a show of hands, the Clerk to do this next week.
- Openreach gave permission for one of their poles to be used for a streetlight in St Leonards Street and advised us to contact UK Power Networks for next steps.
- They advised us "Sadly UK Power Networks do not install new services to pole brackets on poles and will only ever maintain any that are currently up as working at height can be extremely dangerous so it was decided several years ago to write this out of our policy. We wouldn't be able to connect to a BT Openreach pole in any case it would need to be one of our own. (unless this is a shared pole between the 2 companies) The 2 options you could explore are either installing a free-standing lamp column or installing a feeder pillar UKPN connecting into that and privately feeding the bracket yourself.
It was agreed to look into the feeder pillar, Cllr Musgrove to visit the resident again to confirm their permission for installing the pole in their garden. and then the Clerk to contact UKPN for next steps. Cllr Eyres proposed this, seconded by Cllr Musgrove and approved by all present with a show of hands.

8.10 Bulb Planting:

- The bulbs have not been ordered yet, Cllr Eyres to speak to Cllr Stubbley about the final decisions and there may be a delivery charge- the Cllrs will be advised of this by email.
- The sites for the planting were decided. The Clerk to remind the volunteers of the date.

9 Correspondence:

- We had 14 litter pickers at the session on September 27th and 6 sacks of rubbish were collected, considerably less than last time.
- The £2,000 for the CCS has arrived from BDC- see payment sheet
- We have received an invoice from Anglia Computer solutions for £184.80 (inc VAT) This includes £28.40 for the annual anti-virus protection for the office laptop. The remaining £156.40 is for: website hosting, SSL certificate and domain hosting
- A Swaffham Road resident has emailed with his concerns over the speed of traffic on that road and also a comment made by PC Paula Gilluley at the last meeting- this was sent to all Cllrs before the meeting.
- The AGAR has been returned; the Clerk has published all the relevant documents. Their fee of £252 is on the payment sheet.
- The 6 monthly water meter read was taken, the invoice is for £62.39, we are now up to date.
- The N-Power invoices are now being generated again, our last payment was in January, we are due to pay £1657.85
- The Clerk ordered ink and paper from Compleat Office Solutions and paid (£27.58) with her card (as it was our first order), subsequent orders will be invoiced to the Parish Council
- The Clerk has booked the Bowls Club for Wednesday January 7th for the Police SNAP meeting. The hire cost will be £30.00
- The next SNAP meeting is on Wednesday 7th October at The Guildhall in Thetford
- It was agreed to have the coffee and cake at Browns for the litter picking volunteers and CCS drivers in December and to obtain a voucher for the Church grass cutters too. This was proposed by Cllr Locke, seconded by Cllr McLean and approved by all present with a show of hands
- It was agreed to hold a litter picking session on Saturday 8th of November at 10.00am and the last of the year- a short session on Wednesday December 10th, with the drinks at Browns after that at 3pm. The Clerk to organise this.

Draft Minutes Mundford Parish Council Meeting on Thursday 2nd October 2025 at Mundford Cricket Club (subject to confirmation)

- Anglia Computer Solutions have sent an invoice for £184.80. This is £28 for the annual anti-virus for the laptop and the remainder for website hosting, domain and certificate.
- TTSR have sent their 3rd invoice (see payment sheet)

10. Finance

10.1 Payments for the September invoices:

- The payments were proposed by Cllr Morris, seconded by Cllr Clifford and approved by 4 Cllrs with a show of hands.
- The bank reconciliation was checked and signed by Cllr Clifford.

September				
Direct Debits				
EDF	Office electrics		£ 15.03	
EDF	Allotment Hut electrics		£ 19.22	
N-Power	Street lighting		£ 1,657.85	8 months
BT	Office phone and broadband		£ 58.69	
EE	Sim only		£ 7.85	
Everflow	Office water		£ 62.39	
Cloudy IT	Cloud storage		£ 12.46	
Cloudy IT	.gov email domain		£ 24.00	one off
		Total	£ 1,857.49	
Other		Payment Type		Petty Cash
TTSR	Grass cutting	BACS	£ 2,604.61	
Post Office Ltd	4x signed for postage for WMT docs	Petty Cash		£ 20.20
Anglia Computer Solutions	Website hosting costs and annual antivirus	BACS	£ 184.80	
Just Lawns	Village Green grass treatment	BACS	£ 54.00	
L Morris	Wages	BACS	£ 1,043.69	
TT Jones	Oct, Nov, Dec streetlight maintenance	BACS	£ 102.20	
A Shepherd	CCS September report	BACS	£ 200.00	
PKF Littlejohn	External Audit fee	BACS	£ 252.00	
D Goodrham	Petrol for Church mower	BACS	£ 25.00	
Blooming Gardens	Village watering	BACS	£ 60.00	
J Musgrove	Village watering	BACS	£ 30.00	
L Morris	Office supplies	BACS	£ 27.58	
		Total	£ 4,583.88	£ 20.20
		Total money out	£ 6,461.57	
Money in:				
Community Account				
Breckland District Council	Community Car Scheme Grant	BACS	£ 2,000.00	
Breckland District Council	2nd Precept	BACS	£ 19,000.00	
Savings Account				
Barclays Bank	Bank interest	BACS	£ 88.73	
		Total	£ 21,088.73	

Draft Minutes Mundford Parish Council Meeting on Thursday 2nd October 2025 at Mundford Cricket Club (subject to confirmation)

Bank Reconciliation at 30/09/2025

Cash in Hand 01/04/2025		39,034.53
ADD		
Receipts 01/04/2025 - 30/09/2025		46,474.00
		85,508.53
SUBTRACT		
Payments 01/04/2025 - 30/09/2025		23,075.78
A	Cash in Hand 30/09/2025	62,432.75
	(per Cash Book)	
Cash in hand per Bank Statements		
Petty Cash	30/09/2025	14.86
Community Account	30/09/2025	35,597.43
Savings Account	30/09/2025	26,820.46
		62,432.75
Less unrepresented payments		
		62,432.75
Plus unrepresented receipts		
B	Adjusted Bank Balance	62,432.75

A = B Checks out OK

Ringfenced money: Chillzone £1592.00

10.2 6-month budget review:

- The Clerk sent a copy of the comparison to all Cllrs before the meeting, and explained the findings. Deductions to the figures for Council insurance and external auditors can be made next year m, but the figure for website support will need to be increased.

The members of the public left at 9.05pm

11. Members Matters

- Cllr Musgrove: suggested that we thank Highways for cleaning the road signs on the A134 to Thetford. Also posts for the Thetford Road to be added to the next agenda. The salvias in the tubs by the bus stop are not looking good, - it was agreed to remove them and offer them to the FOMS for the school.

8.7 Clerk's Appraisal:

- The Clerk and Cllr Morris left the building while the remaining Cllrs discussed the Clerk's appraisal document. Next steps: Cllr Eyres to meet with another Cllr to complete the other part of the document and then arrange a time to discuss this with the Clerk.

- 12. Next Meeting-** The next meeting is at 7.00pm on Thursday 6th November at Mundford Cricket Club
Cllr Eyres will not be present at the next meeting; Cllr Locke will chair in his absence.

The meeting closed at 9.30pm