

Draft Minutes Mundford Parish Council Meeting Thursday 6th November 2025 at Mundford Cricket Club (subject to confirmation)

Those present: Cllrs M Locke (Vice Chair), J Musgrove, A McLean and J Clifford. District Cllr S Hussey and 4 members of the public.

1. Vice Chair's Opening Remarks:

Cllr Locke welcomed everyone to the November meeting.

2. Apologies of Absence:

Cllrs S Eyres, G Stubbley and S Morris and County Councillor F Eagle

3. To Accept and Sign the Minutes:

The signing of the minutes was proposed by Cllr Musgrove, seconded by Cllr Clifford and approved by all present with a show of hands. The minutes were signed by the Vice Chair as a true record of the meeting held on Thursday 2nd October 2025.

4. To receive Declarations of Interest:

Cllr Musgrove for item 11.1 Payments

5. Public Participation:

One resident was in attendance for the co-option and another was observing the meeting. A third resident was representing the Church grasscutters and asked if the Clerk could liaise with Lawn Boy rather than the grasscutters themselves when repairs or services need carrying out. It was agreed that this would be done going forward. He will contact the Clerk soon about services for the mowers and strimmer. Another resident wished to thank the Parish Councillors, on behalf of the FOMS, for the salvias, also for Cllr Musgrove lighting Pig Sty Lane with the Parish Council's lights for Halloween and finally expressing concern over the continuing speed of vehicles on the A134. Another resident expressed concerns over the smooth surface of the new footpath by the new bus stops and also asked about a grit bin for Bracken Rise. The Clerk told her that this was being looked into.
1 member of the public left at 7.11 pm.

6. Co-option:

The Councillors had been sent Glenys Mitchell's application form and had met her at a previous meeting; they had no questions for her. They voted on her application and she was accepted onto the Parish Council, so joined the other Cllrs at the table.

7. Planning Applications:

This retrospective application was received and sent to all Cllrs. It was approved but not by a majority, comments from a Cllr were submitted, following approval from 4 Cllrs.

- **REFERENCE:** PL/2025/1458/HSC

PROPOSAL: Hazardous substances Consent in connection with the installation of 24x 4,000 litre LPG storage tanks.

LOCATION: Rattlerow farm, Cranwich Road, Mundford, Thetford, Norfolk, IP26 5JJ

8. Reports:

8.1 District Cllr Scott Hussey:

- Informed the Cllrs that Reform now has 5 Cllrs on Breckland District Council, represented on all of the sub-committees.
- He has heard no more from the Norfolk Police regarding speeding concerns and will be happy to contact them again on behalf of the Parish Council- it was agreed that he would do so.
- He mentioned the probability of an increase to Council Tax following local government reform- dependent upon the decision made in the future.
- He also told the Cllrs that reform had raised 2 motions at full council; to repeal the Climate Emergency Bill (this was voted against) and to ask for information on asylum seekers in the Breckland area, the number of them and where they are living. No answers were offered at the time but they must be sent in writing within a month.

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8.2 County Cllr Fabian Eagle

None

9. Matters Arising:

9.1 Highways, Footpaths and Verges:

- It was agreed to buy a larger dog bin to be installed in place of the small one at the Crown Rd end of Pig Sty Lane. The cost of this will be £334.00 inc vat and delivery. Proposed by Cllr Musgrove, seconded by Cllr Locke, approved by all present with a show of hands.
- Rusty signpost and overgrowing hedge/bushes by the bridge on Swaffham Rd were reported and are programmed for work.
- Anglian Tree Solutions carried out the work to the trees and hedges beside the Cricket Club at the beginning of October and we have received their invoice (see payment sheet) Mundford Cricket Club have contributed £200.00 toward the cost of the works, this will appear in the December payments.
- The Clerk took down the SAMS2 from the Swaffham Rd and the vehicle count was 111,044. There is a fault with the SAMS2 – the Clerk has spoken to Westcotec and will take it over to be looked at. It was agreed that work up to the cost of £150.00 would be accepted and carried out, anything costing more will mean that the unit will be left there while a decision is made. Proposed by Cllr Musgrove, seconded by Cllr McLean and approved by all present with a show of hands.
- We have received 2 quotes from Westcotec for the 20 mph flashing signs by the school, they are: for a mains operated sign £4,204.80 and for a solar sign £8328.00. This is for the Parish Partnership Bid and the cost would be split between NCC and County Cllr Eagle's budget. The information was sent to all Cllrs before the meeting. It was agreed to go for the solar option, proposed by Cllr Musgrove, seconded by Cllr Locke and approved by all Cllrs present with a show of hands.
- The Clerk contacted 2 departments at NCC regarding the worsening condition of the footpaths on The Brecklands and Fir Close. She was told "This estate has been added to our forward programme, however there is no timescale on when this would be delivered, so routine maintenance will be required in the interim to maintain"
- Cllr Eyres and Musgrove and Mrs Musgrove removed the salvias, refilled the planters by the bus shelters and re-planted with pansies. The salvias were donated to the FOMS who planted them at the school. They thanked the Parish Council for the plants.
- Cllr Musgrove suggested that the large number of leaves building up on the footpath along the Cranwich Road could be a job for the Rangers as we do not have a Gardener/handyperson at the moment.

District Cllr Hussey left at 8.00pm

9.2 Handyman/Gardener:

- The Clerk is continuing to look at contracts and will add this to the next agenda:
- An informal notification of the position was mentioned in the Mundford Messenger and has been put on the noticeboard and website- no interest as yet.
- Cllr Musgrove will feed back on the prices of battery powered tools at the next meeting.
- One of the drill batteries is no longer working, it was agreed by all Cllrs by email to purchase a replacement, Cllr Musgrove purchased it (see payment sheet)

9.3 War Memorial:

- The signed contract, contractors' declarations and bank details have been sent to the War Memorial Trust, following their set procedure and we are awaiting confirmation of the next steps from them. The Clerk is waiting for more information from Whitworths Chartered Architects and Chartered Building Surveyors regarding a contract for the contractors and the Parish Council.
- The contractor Brown and Ralph currently have a lead time of 6 weeks.

9.4 Allotment Site

- Cllr Musgrove has purchased and fitted the solar light for the Allotment Hut (see payment sheet)
- Kevin Chapman met Cllrs Eyres and Musgrove at the Hut and will send a quote for replacing the lock and repairing the threshold.
- It was agreed to discuss the Allotment Tenants continuing to hold keys at the next meeting.
- The Clerk to contact Didlington Nurseries to request an invoice for the sacks of bark chippings.

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9.5 The Remembrance Event:

- Anthony Smith met with the Clerk to discuss the procedure for the event.
- The Clerk purchased the £10 voucher from Browns and gave it to Anthony as a thank you for his assistance.
- Cllr Musgrove donated £10.00 to the Poppy Appeal for 4 large poppies for the streetlight columns, this to be added to the December payment sheet.

9.6 Christmas Event:

- It was agreed that the Clerk would buy some sweets for the child switching the lights on.
- As we have no-one to be Father Christmas, Cllr Musgrove suggested setting up the presents and putting an inflatable Father Christmas in place for Children to have photos taken with., at a cost of £44.25. This was agreed, proposed by Cllr Musgrove, seconded by Cllr Locke and approved by all present with a show of hands. Cllr Musgrove will look into this.
- The Clerk has sent letters to: Integra Veterinary Services, Browns, Mundfords and Clayland Architects about sponsorship of the trees, Integra Veterinary Services have donated £30.00 and Tony Whiting has donated £50.00
- The Mundford Fish Bar will be participating again this year.
- Ed Dewson, Musical Director of the Pop Club Choir met with the Chairman and the Clerk at the Village Green to decide on the best position for the choir to perform at the event.
- 3 residents have volunteered to assist with the setting up of the event and the Clerk has advertised for more volunteers on the Mundford Help Out scheme. The Clerk to send out a timeline for the day of the event to all Cllrs that are available and draft an information sheet for volunteers.
- We have received the invoice from Real Christmas Trees Ltd for the 3 trees; this is for £549.00. Cllr Musgrove and the Clerk to make the payment. Proposed by Cllr Locke, seconded by Cllr McLean and approved by all present with a show of hands.

9.7 Clerk's Appraisal:

- The Chairman discussed the appraisal documents with Cllr Locke and then met with the Clerk to discuss the comments. The documentation will be sent to all Cllrs and this will be added to the December Agenda.
- The Clerk has requested to work her 12 hours a week over 3 days, rather than 4, she feels this would be a more efficient use of her time. If approved she would work on Mondays, Tuesdays and Thursdays from 8.30 to 12.30, with the extra hour still allowed on the day after the meeting- this to be discussed at the next meeting.

9.8 Streetlighting:

- The faulty lantern on Swaffham road was replaced by TT Jones, the cost was £420 inc vat (see payment sheet) 2 more lights along the Swaffham Road are not working and have been reported to them, along with another on The Brecklands.
- TT Jones also carried out the next phase of light inspections this month, the cost was £324.00. The Clerk to ask for documentation.
- We had 2 invoices from N-Power this month, 1 is from September 2024 – following the updates to the meter reading system, the second was the usual monthly invoice
- Cllr Musgrove said that the residents of St Leonards Street have agreed to have the feeder post on their land. Cllr Musgrove to meet with the Clerk - liaising with UK Power networks for the next steps.

9.9 Policies:

- The Electronic Communications, and Equality and Diversity policies were sent to all Cllrs before the meeting; It was agreed that both policies could stay the same. Proposed by Cllr Musgrove, seconded by Cllr Locke and approved by 4 Cllrs with a show of hands (Cllr Mitchell had not seen the policies)

10. Correspondence:

- It has been suggested that we consider having stickers for wheelie bins – advertising a speed limit, this is a very effective reminder to drivers. It was agreed that the Clerk look into this.
- PAT testing is due at the end of November; it was agreed to ask J Gooch Electrical services for a quote.
- Anglia Computer Solutions are setting up the email addresses for the Cllrs (as previously agreed) the cost will be £1 per Cllr per month; it was agreed to pay by direct debit.
- With the previous approval from the Cllrs, the Clerk has renewed the BT phone and broadband contract for 2 years: the new price is £42.95 +vat per month. Also, the EE sim only contract- the new cost is £9.00 a month +vat

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- The annual subscription cost for SCRIBE will be increased to £444.00 +vat
- Norfolk Police have visited the area in the Lammas/Wissey View following complaints from residents about the parking there- unfortunately they did not see this when they visited, however they passed on advice for residents. The Clerk passed this on to the residents.
- NCC contacted the office with information about carrying out a review of bus services, including possible changes to the Flexi Bus+ service to Swaffham in the spring. They are keen to hear about resident's views regarding this service. The Clerk will advertise this.
- We have received invitations for 2 Cllrs plus 1 each to attend the Christmas Carols at West Tofts Church – Cllrs Locke and Musgrove wish to attend.
- The annual fee for the ICO has increased to £47.00 and will be taken by direct debit in early December, so will be on the December payments list
- It has been suggested to buy a voucher for The Crown for the Church grasscutters instead of Browns- we do not have enough petty cash for this at present- Cllr Musgrove offered to pay for it and be reimbursed.

11. Finance

11.1 Payments for the October invoices:

- The payments were proposed by Cllr McLean, seconded by Cllr Locke and approved by 4 Cllrs with a show of hands.
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- The bank reconciliation was checked and signed by Cllr Mc Lean.
- A cheque for the £100.00 donation for The Royal British Legion Poppy Appeal (poppy wreath) was signed by the Clerk and Cllr Musgrove and will be passed on to Samantha Fricker.

October				
Direct Debits				
EDF	Office electrics		£	22.80
EDF	Allotment Hut electrics		£	22.06
N-Power	Street lighting- September 2024 following review		£	238.77
N-Power	Street Lighting October 2025		£	305.49
BT	Office phone and broadband		£	67.04
EE	Sim only		£	10.90
Everflow	Office water		£	26.52
Cloudy IT	Cloud storage		£	12.46
		Total	£	706.04
Other		Payment Type		Petty Cash
S Eyres	Hot chocolate for Christmas event and fencing	BACS	£	191.21
Apex Signs	2 Road signs for event usage	BACS	£	120.00
Post Office Ltd	Signed for postage for WMT documents	Petty Cash		£ 5.05
Mr and Mrs Richings	Allotment key refund	BACS	£	10.00
L Morris	Wages	BACS	£	1,055.89
TT Jones	Replacement Lantern on 9023 Swaffham Rd	BACS	£	420.00
A Shepherd	CCS October report	BACS	£	400.00
TT Jones	2nd phase of light inspections	BACS	£	324.00
J Musgrove	Baubles, solar light and drill battery	BACS	£	82.90
L Morris	Browns voucher and batteries for Christmas event	BACS	£	42.82
G Stubley	Bulbs for village planting	BACS	£	229.80
Viking Direct	Office supplies	BACS	£	91.01
Anglian Tree Solutions	Tree works alongside the A134	BACS	£	1,260.00
		Total	£	4,227.63
				£ 5.05
		Total money out	£	4,938.72

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Bank Reconciliation at 31/10/2025

	Cash in Hand 01/04/2025		39,034.53
	ADD		
	Receipts 01/04/2025 - 31/10/2025		46,474.00
			85,508.53
	SUBTRACT		
	Payments 01/04/2025 - 31/10/2025		28,359.35
A	Cash in Hand 31/10/2025		57,149.18
	(per Cash Book)		
	Cash in hand per Bank Statements		
	Petty Cash	31/10/2025	9.81
	Community Account	31/10/2025	30,318.91
	Savings Account	31/10/2025	26,820.46
			57,149.18
	Less unrepresented payments		
			57,149.18
	Plus unrepresented receipts		
B	Adjusted Bank Balance		57,149.18
	A = B Checks out OK		

Ringfenced money: Chillzone £1592.00

11. Members Matters:

- Cllr Musgrove: vehicles parking on the verge of the Thetford Road are damaging the grass, please can we add reflective posts to the agenda for discussion next month.
- Cllr Clifford: Saw the lorry hit the 30/40mph sign on Crown Rd- checked that this had been reported. It had.

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

The meeting closed at 8.12pm