

Minutes of Mundford Parish Council Meeting on Thursday 8th January 2026 at Mundford Cricket Club

Those present: Cllrs S Eyres (Chairman), M Locke (Vice-Chair), J Musgrove, S Morris, G Mitchell and District Cllr S Hussey

1. Chairman's Opening Remarks:

The Chairman welcomed everyone to the January meeting and wished them A Happy New Year.

2. Apologies of Absence:

Cllrs A McLean and J Clifford and County Cllr F Eagle.

3. To Accept and Sign the Minutes:

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

4. To receive Declarations of Interest:

Cllrs Eyres and Musgrove for item 10.1 Finance and Cllr Morris for item 8.4 Allotment Site

5. Public Participation:

None

6. Planning Applications:

21 The Lammas, Mundford: Amendments to: PL/2025/1474/HOU. Approval with no comments submitted on 17.12.2025

Mundford Poultry Farm, Mundford: Re-submission of: PL/2025/1458/HSC due to incorrect address on initial submission. Same comments as last time submitted by Ed Small BDC Planning Officer on 23.12.2025

Land North of Bracken Rise, Mundford: Discharge of Condition 11 B&C on PP 3PL/2023/1179/F - this notification was for our information only.

7. Reports:

7.1 County Cllr Fabian Eagle

None

7.2 District Cllr Scott Hussey

Advised the Cllrs that he had been contacted by Cranwich Parish Council regarding their concerns over the continued speeding traffic through their village and also from someone with concerns over the roadside verge parking at Lynford. He has offered to assist with these matters and the Clerk told him what County Councillor Eagle had to say regarding the parking matter.

He also checked that the Clerk was aware of the recent email from BDC informing Parish Councils of the upcoming offer for community land transfers and Land Transfer Workshops. He urged the Cllrs to look into this matter.

(The Clerk to send the email to all Cllrs, book places for those interested and add this to the next agenda.)

8. Matters Arising:

8.1 Highways, Footpaths and Verges:

- Swaffham Rd works completed: rusty posts for a sign on the Swaffham Rd were replaced and the verges of the new footpath and the one on the other side were trimmed back, allowing full access to the paths.
- The damaged chevron sign on the roundabout has been replaced.
- It was agreed to buy more post mix and re-position the post by Malsters Close when the work to the Jubilee Bed is carried out.
- The Clerk contacted Luke Denney our Area Technician at Highways, asking for information on road accident statistics and his response was sent to all Cllrs. She also asked if the land to the right of the turning to Bracken Rise was NCC owned land and it is – we can now proceed with quotes for the concrete base, the Clerk to contact John Dixon, Atilla Molnar and EJK Groundworks. Also to contact Highways for next steps.
- It was agreed to discuss the next steps for the Jubilee Bed at the next meeting.

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Signed by the Chairman _____ on Thursday 5th February 2026

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- The grass verges on the Thetford Rd are being damaged by parking vehicles, it was agreed to monitor this.
- One of the litter pickers has suggested an inner village litter pick in January or February as we do not do the main roads at this time, it was agreed to have a session on Saturday February 7th at 10.00 am, the Clerk to contact the volunteers.

District Cllr Hussey left at 7.55pm

8.2 Handyman/Gardener:

- We had an email from a resident of Mundford regarding the role and more information was sent to him.
- The Clerk sent all Cllrs the casual working/zero hours contract template, received from the Norfolk ALC.
- It was agreed that the casual working/zero hours contract would be the best fit for the seasonal working hours for the role. Hours, duties and pay rate as well as wording and where and when to advertise the position were discussed and agreed. The Clerk to draft the advert and send to all ASAP so that we can move forward with this.
- It was agreed that an extra £1,500 be added to the budget under a new heading – for tools and training for the next Gardener/Handyperson
- The battery powered tools options were discussed and it was agreed that this should be added to the next agenda.

8.3 War Memorial:

- Whitworths have been appointed as contract administrators for the works and a site meeting with them and Brown and Ralph has been set for 3rd February at 11.00 am to discuss the contract, the Clerk and Cllrs Eyres and Musgrove to attend.
- Several stems of the Ceramic poppies are broken and Cllr Musgrove asked if the Cllrs were happy for him to repair them with metal rods, this was agreed and Cllr Locke said that she could donate the metal rods.

8.3 Allotment Site:

- Kevin Chapman has not yet done the work to the Allotment Hut door but had said that it would be in early January.
- The Clerk has contacted Allotment Hut key holder tenants, advising them that the keys can be returned and will be refunded after the decision to withdraw the use of the facilities. The refunds will be paid before the end of the financial year and the Allotment tenancy document to be amended to reflect the decided changes.
- The tenant that had asked for permission to erect a greenhouse was advised of the Parish Council's decision. Cllr Eyres suggested that the existing structure on plot 15 could be removed the next time the plot becomes vacant- this was agreed.
- The old Christmas lights are still in the Hut and are no longer used, as extensions were not available, so new ones were purchased. It was agreed that Cllr Musgrove would check them over and if they are still in working order they would be offered to the Village Hall. This was proposed by Cllr Musgrove, seconded by Cllr Mitchell and approved by all present with a show of hands.
- Cllr Musgrove asked if the Cllrs would be happy for him to look at the sleigh with a view to adapting it for easier construction so that it can be used for the Christmas event next year. This was agreed.

8.4 New Councillors:

- It was agreed that we update and re-introduce the New Cllrs an information pack, this would include the following: a copy of the Standing orders and links to all policies on the website, email address information, course details, Norfolk and National ALC membership details, roles and responsibilities for Cllrs, SCRIBE read only access, meeting dates sheet and explanation of the planning circular document. The Clerk to do this.

8.5 Streetlighting:

- The Clerk contacted Amey for information on a feeder pillar being installed on the footpath on St Leonards Street and was advised that the power cables for the lighting are all on the opposite side of the road and it could possibly cost £3,000 to £4,000 to dig up the road to lay the necessary cable for the feeder pillar. They suggested it would be easier and cheaper to install a light on the other side of the road if possible. Cllr Musgrove to speak to the residents to discuss installing a pole in their garden.
- The flickering light on the Swaffham Rd was repaired at no cost
- The light in the Brecklands is not working- we need to pay for the use of TT Jones' crane mounted LGV and operative at a cost of £65 per hour with a minimum of 4 hours. This was proposed by Cllr Musgrove, seconded by Cllr Locke and approved by all present with a show of hands. The Clerk to contact TT Jones.

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- Extra money for the replacement of lanterns on the Swaffham Rd was added to next year's budget.
- N - Power have advised the Clerk that they are not offering contracts for unmetered supplies, however the current cost of each streetlight is about 15p per day.
- The cost has risen each month for the last 3 months- the Clerk asked about this and was told to contact UMSSO- the company that collect the consumption data- this to be done next week.

8.6 Bus Shelters:

- The option of installing a bus shelter on the land opposite Malsters Close for school pupils was discussed and Cllr Morris proposed that this would not be done at this time, seconded by Cllr Mitchell and approved by 4 Cllrs with a show of hands.

8.7 Budget:

- The final figures were agreed, proposed by Cllr Locke, seconded by Cllr. Mitchell and approved by all present with a show of hands. The Clerk will transfer the figures to SCRIBE.

8.8 2026 Donations:

- This year we increased the donation for the Poppy Wreath to £100
- Last year we donated the following amounts:
East Anglia Air ambulance £100
Diss and Thetford CAB £50
West Suffolk CAB £50
Mundford Football Club defib upkeep £100
Church Grass cutters £50 voucher
Litter Pickers and CCS drivers' refreshments £130
It was agreed to do the same this year, with the defib upkeep donation going to the Bowls Club as previously agreed. This was proposed by Cllr Eyres, seconded by Cllr Morris and approved by all present with a show of hands. The Clerk to prepare this for next month's payment list.

9. Correspondence:

- The Clerk completed, signed and sent the Precept form to BDC.
- On December 15th Ex Cllr (Then Cllr) Stubley submitted agreed wording to the BDC Local Plan "Regulation 18 Preferred Options Consultation" regarding the volume of traffic passing through Mundford on the two A roads and asking for this to be noted on the document.
- Cllr Eyres paid for the drinks and scones at Browns for the litter pickers and CCS drivers, it was agreed by email to pay him for this and also some posts and paint for future use on the grass verges. This was agreed as the meeting in January is being held a week later than planned.
- There were 9 volunteers for the litter picking and 8 sacks were collected. Roger and Eileen Powell have told the Clerk that they will no longer be volunteering for the litter picking sessions, we thank them for many years of volunteering for the litter picking and bulb planting.
- The Clerk contacted The Pop Club Choir to thank them for their performance and to request them to perform again next year- they will start taking bookings in January and will get back to the Clerk then.
- Cllr Musgrove took the printer to ACS and no fault was found, the Clerk collected it. Cllr Musgrove has submitted an expenses claim of £17.10 for the 38-mile round trip.
- The Clerk contacted PC Paula Gilluley regarding road accident statistics and her response was sent to all Cllrs.
- A resident of Stoke Ferry contacted the Clerk with concerns over the parking on the Lynford Rd following parking fees being introduced at the Arboretum, he was advised that this was in Lynford, not Mundford and therefore it would be best to contact our District and County Councillors, Forestry England and Norfolk Police. He also asked about planning applications in Lynford and was told that Mundford Parish Council is only advised of planning applications within the parish. (Already mentioned by District Cllr Hussey)
- N.K Patrick Electricals Ltd carried out the PAT testing of Parish Council electrical items on December 30th (see payment sheet)
- The Clerk has prepared a letter to St Leonards Court regarding their use of the de-fib- this was approved and will be hand delivered.

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- Following Cllr Stubley standing down from the Parish Council, her name needs to be removed from the bank mandate. Cllr Locke agreed to become a signatory. The Clerk to organise this.
- The Clerk has almost completed the updated handover document in her extra hours, as well as cataloguing documents in the office.
- Dave Goodrham has contacted the Clerk to ask for the church grass cutting equipment to be booked in for servicing, the ride on mower, rotary mower and strimmer. The Clerk to organise this.
- BDC have sent an email stating “we want to provide all Parish Councils with the opportunity to take ownership of BDC owned land within their parish boundaries. Where appropriate and subject to the necessary governance and legal processes, the transfer of assets to Parish Councils would enable land to remain in local control and be managed directly for the benefit of residents. To assist us with planning and prioritising this work, we would be grateful if you could begin to consider whether there are any BDC land sites within your Parish that your Council may be interested in taking ownership of”. This was briefly mentioned by District Cllr Hussey and will be sent to all Cllrs, the Clerk to book places for those interested. This to be added to the next agenda.

10. Finance

10.1 Payments for the December invoices:

The payments were proposed by Cllr Mitchell, seconded by Cllr Locke and approved by 3 Cllrs with a show of hands.

Dec-25			
Direct Debits			
EDF	Office electrics	£	59.02
EDF	Allotment Hut electrics	£	23.03
N-Power	Street lighting	£	407.24
BT	Office phone and broadband	£	51.54
EE	Sim only	£	10.80
Everflow	Office water	£	31.68
Cloudy IT	Cloud storage	£	12.46
		Total	£ 595.77

Other		Payment Type	Petty Cash	
Broxap	Dog Waste	BACS	£ 372.00	
Mundford Cricket Club	Venue hire -5 meetings	BACS	£ 125.00	
EACH	Donation from Christmas event	BACS	£ 92.12	
TT Jones	Maintenance - Jan Feb and March	BACS	£ 102.20	
L Morris	Wages	BACS	£ 1,095.40	
A Shepherd	CCS December report	BACS	£ 400.00	
S Eyres	Drinks for volunteers, stakes and paint	BACS	£ 146.31	
J Musgrove	Mileage for printer check	BACS	£ 17.10	
Anglia Computer Solutions	New emails	BACS	£ 76.80	
N . K Patrick Electrical Ltd	PAT testing	BACS	£ 132.00	
		Total	£ 2,558.93	£ -
		Total money out	£ 3,154.70	
Money in:				
Community Account				
Christmas event	Donations from Fish Bar	Petty Cash		62.12
Christmas event	Donations from Hot Dogs	Cash	£ 176.90	
Savings Account				
Barclays Bank	Bank interest	BACS	£ 78.26	

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Bank Reconciliation at 31/12/2025

Cash in Hand 01/04/2025			39,034.53
ADD			
Receipts 01/04/2025 - 31/12/2025			47,401.28
			86,435.81
SUBTRACT			
Payments 01/04/2025 - 31/12/2025			39,824.42
A	Cash in Hand 31/12/2025		46,611.39
	(per Cash Book)		
Cash in hand per Bank Statements			
Petty Cash	30/11/2025	91.93	
Community Account	31/12/2025	19,620.74	
Savings Account	31/12/2025	26,898.72	
			46,611.39
Less unrepresented payments			
			46,611.39
Plus unrepresented receipts			
B	Adjusted Bank Balance		46,611.39

A = B Checks out OK

Ringfenced money: Chillzone £1592.00

10.2 Debit Card for Parish Council Purchases:

- The Clerk sought advice on this from the Norfolk ALC and was told "There is no regulation that states that a Parish Clerk cannot hold a debit card for the parish bank account. However, to safeguard yourself (from possible misuse of the card) and the parish account, it is always good to have an agreed policy in place. The issuing of the card should be agreed at a meeting of the council on the agenda and agreed by the council as this is a delegated authority matter." A model policy was also received. This was discussed and proposed by Cllr Mitchell, seconded by Cllr Locke and approved by all present with a show of hands.
- The Clerk contacted Barclays Bank and downloaded the relevant form for the card approval- this to be signed after the agreement to proceed.

11. Members Matters

- Cllr Eyres- Pride in Mundford award, including amount increase
- Cllr Musgrove- The triangle of grass between the trees on the land opposite the Malsters Close entrance and the installation of the new dog bin.
- Cllr Morris -Village events for this year.

12. **Next Meeting-** The next meeting is at 7.00pm on Thursday 5th February 2026 at Mundford Cricket Club.

The meeting ended at 9.30pm