

Draft Minutes Mundford Parish Council Meeting on Thursday 5th February at Mundford Cricket Club (subject to confirmation)

Those present: Cllrs S Eyres (Chairman), M Locke (Vice Chair), J Musgrove, A McLean, J Clifford and G Mitchell, County Cllr F Eagle and 12 members of the public.

1. Chairman's opening remarks:

The Chairman welcomed everyone to the February meeting and thanked them all for attending.

2. Apologies of Absence:

Cllr S Morris and District Cllr S Hussey

3. To Accept and Sign the Minutes:

The signing of the minutes was proposed by Cllr Mitchell, 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 8th January 2026.

4. To receive Declarations of Interest:

Cllrs McLean and Clifford for items 8.4 Allotment site and 8.10 Allotment Tenancy Agreement.

5. Public Participation:

11 members of the public were in attendance regarding the Man Shed request that had been previously received from a resident and subsequent group discussions on the matter. Cllr Eyres asked this resident to tell those present about his thoughts on the suitability of the Allotment Hut for his using the building as a Man Shed, following a visit to the building. The resident said that the building was not big enough for his machinery and that he would continue searching for a suitable building.

Other residents questioned the building being used for storage only, stating that it could be used by residents as a Man Shed and that they had secured storage space a mile away for the Parish Council to store the current contents. The Chairman stated that he thought it unsuitable for the storage to be further away from the centre of the village.

However, the Parish Council could possibly consider alterations to the building to allow storage for its items and the other part to be used for other purposes.

The Chairman was asked what would need to be done to make the building suitable for group use and they were advised that there is no heating or hot water, very few electric sockets and no disabled access. The water has to be switched off over winter to prevent pipes freezing, all internal doorways would need to be widened and fire and health and safety regulations would need to be looked into.

Vehicular access was discussed and public access via the lane off St Leonards Street was mentioned, this would need to be looked into as nearby residents state this is private property.

The residents said that they have people who will assist with works to the building and it was agreed that viewing the building would be a good idea.

While the Parish Council fully support the setting up of and the benefit of a Man Shed or similar group in the village, it feels that the building is not currently suitable for this purpose. It was suggested that the group start off with hiring the Village Hall to see what interest there is in the group and to establish a clear picture of the direction of the group.

The group were asked to contact the Clerk to set a date for a site visit and County Councillor Eagle offered them £300 from his members budget, the group and Councillors thanked him for the offer.

County Cllr Eagle arrived at 7.25pm

10 members of the public left at 7.45 pm

Another resident asked if the Parish Council had been made aware of the police raid on Hammil House and the finding of 100 cannabis plants, he expressed concern that this had been happening and that residents were not aware. The Clerk offered to send him the contact details of the Thetford Safer Neighbourhood Team (Norfolk Police).

One member of the public left at 7.50 pm

6. Planning Applications:

- Farthingworth, Lynford Rd, Mundford: Non-material Amendment to PP PL/2025/0718/FMIN - for information only.

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- 6 The Lammas, Mundford: Proposed 2 storey rear extension PL/2026/0023/HOU. The circular was sent to all Cllr and “Supported with no comments “was submitted to BDC by the Clerk.

7. Reports:

7.1 County Cllr Fabian Eagle

Told the Cllrs that more blood testing of poultry flocks is being carried out in the bird flu controlled zones in Norfolk. Norfolk Records Office house information on lost country houses and have received a grant of £250,000 from the National Heritage Lottery Fund for digitising tithe maps, helping to expand local groups and allowing them to provide exhibitions to generate interest in local history. Any residents of Mundford and the surrounding villages who have memories or documents that they would be happy to share with the Record Office for use in the projects can contact them directly, or contact the Clerk. This to be mentioned in the April Mundford Messenger, the Clerk to contact the Records Office for further information.

NCC has their budget setting on Feb 17th, with the maximum increase of 4.99% for Council Tax. This raise was not initially intended, however due to the withdrawal of some rural counties funding and SEND changes by the Government (the equivalent of 2.2%) the full increase was needed.

The extra hazardous waste collection service in the spring will be continuing as well as the extra verge cutting and there is more funding now for the High Streets Matter programme – extending to village and farm shops as well as within this, support for pubs and hospitality.

A programme will be set up to help 18- to 30-year-olds and veterans to become self employed and set up their own businesses.

Cllr Eagle mentioned the number and severity of the potholes in the local roads, encouraging them to be reported and chased if repairs are not done.

County Cllr Eagle left at 8.15 pm

7.2 District Cllr Scott Hussey

- The District Cllr is aware of the S106 application from Mundford Cricket Club and wanted to check that we were too. Also, that the community support team at Breckland Council spoke to him about the service they provide regarding support services regarding mental health and wellbeing, financial concerns, and housing needs. He has some posters. And someone from the team could provide a briefing to the Parish Council if we think this will be of value. If there are any people that we think would benefit from support, would we let him know so that he can provide contact numbers.

8. Matters Arising:

8.1 Highways, Footpaths and Verges:

- In the absence of an employed gardener, it was agreed that the work to the Jubilee Bed will be completed by Cllrs Eyres and Musgrove (+1) on a voluntary basis before Easter.
- Cllr Eyres will buy the Post-Crete for the new dog bin
- Grit bin at Bracken Rise – 4 quotes have been requested, AM Services has quoted £360.00, and EJK Groundworks has too much work currently- the Clerk contacted Alan Fullbrook and is awaiting other responses. The Clerk to look for prices for a grit bin.
- It was agreed to discuss the grass area between the trees on the land opposite Malsters Close at the next meeting, possibly strimming the area and sowing wild flower seeds
- The Christmas trees on the Village Green will be removed by the end of the month as previously agreed
- The Impson Way bus stop signs have been removed and the correctly spelled signs have been installed at the new bus stop by Bracken Rise.
- To add “No Mow May” to the next agenda.
- Potholes on the Swaffham and Cranwich Roads and sunken gullies in Adeane Meadow and on the Cranwich Rd were reported as well as the verges where the grass was killed by the weed spraying.

8.2 Handyman/Gardener:

- The job advertisement was put on the board, website and Mundford Messenger and we have had no interest as yet. It was agreed to re-word the job advert and display it again.
- The Stihl power tools were discussed again, Cllr Musgrove had acquired a quote form Lawn Boy for a pole pruner shell £284.00, hedge cutter and battery £239.00 and a spare battery £129.00, a total of £652 including vat. Purchasing these

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was proposed by Cllr Locke, seconded by Cllr McLean and approved by all present with a show of hands. The Clerk to order this and ask to be invoiced.

8.3 War Memorial:

- Cllrs Eyres and Musgrove and the Clerk attended a pre-contract site meeting with Neil Cleveland (Whitworths) and Andy Brown and Colin Bradford (Brown and Ralph). A start date for Monday 23rd February has been set and the Clerk has advised the War Memorial Trust of this, following their guidelines, scaffolding and a portaloo will be installed on that day. Andy again stated that the schedule of works could be amended subject to their findings once the top has been removed and the damaged areas are exposed. This would cause work to stop while the WMT are informed and their decisions are made and once agreed, the work will be able to resume.

8.4 Allotment Site:

- We received an email from an allotment tenant, disappointed that the access to the Allotment Hut had been withdrawn, as well as there no longer being communal compost bays- this sent to all Cllrs. It was agreed that the decisions had been correctly made and allotment tenants had been advised of the reasons for these decisions and that no further changes would be made. The Clerk to contact the tenant.
- Kevin Chapman has completed the repair of the Allotment Hut door and replaced the old lock with 2 new ones. We have 3 sets of keys, for the Clerk, the Chairman and Cllr Musgrove. It was agreed for the Clerk to purchase 3 more sets.
- Plot 20 is currently vacant, with no-one on the waiting list – it was agreed to offer a plot swap to the other tenants- the Clerk to do this.
- We have received keys and bank details from 2 tenant key holders so far.

8.5 Streetlighting:

- The Clerk confirmed with TT Jones that the Parish Council would pay for the use of their crane and operator for the works to the faulty light in the Brecklands. The Clerk has been advised that the repair has been completed but we have not as yet received an invoice from TT Jones.
- The Clerk contacted UMSO to query the rising costs of our streetlighting and was told: “The supplier engages a meter administrator to perform the energy usage calculations based on seasonal usage rather than average based on the charge codes and operating codes” it was agreed to look into this further.
- The St Leonards Street residents have declined the request for putting a light in their front garden- this subject to be added to the next agenda.

8.6 BDC Land Transfer Opportunity:

- The Clerk, and Cllrs Eyres and McLean attended the BDC Land Transfer Workshop to find out more about options for BDC owned land in Mundford. There are only 2 areas- the pocket park and one piece of land in Malsters Close, these to be discussed.
- Cllr Eyres has looked at the pocket park and told the Cllrs that there are approximately 100 shrubs and 20 trees on the land and it was agreed to ask TTSR to provide a quote for maintaining the area before discussing this again at the next meeting.

8.7 Village Events:

- The Pop Club Choir are able to perform at our November event this year. The subject of having a summer event was discussed and the Clerk to add this to the next agenda.

8.8 Parish Council Debit Card Holder Policy:

- The policy was sent to all Cllrs before the meeting, it was discussed and Cllr Musgrove proposed that the policy be adopted, this was seconded by Cllr Locke and approved by all Cllrs present with a show of hands. The Clerk to add this to the website.

8.9 Internal Audit:

- The Clerk has contacted Jo Raby and she is happy to undertake our internal audit again this year. Cllr Eyres proposed that we ask for her to carry out the audit, this was seconded by Cllr Mitchell and approved by all present with a show of hands. The clerk to contact her.

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8.10 Allotment Tenancy Agreement:

- The amended agreement and conditions of use were sent to all Cllrs before the meeting and were discussed, the changes were agreed and the Clerk will prepare the copies for the next financial year.

8.11 Pride in Mundford

- The amount for the award (£50.00) has been in place since the first recipients received it, Cllr McLean proposed increasing it to £100.00, this was seconded by Cllr Mitchell and approved by all present with a show of hands.
- Three recipients were discussed and agreed, proposed by Cllr Musgrove, seconded by Cllr Clifford and approved by all with a show of hands. A couple (joint award) who have volunteered for the Parish Council for over 15 years and a man that set up and runs a village group were agreed. The Clerk to meet with them to advise them of the decision and ask where they would prefer vouchers for.
- It was agreed that the Clerk use the debit card to purchase the gift cards for this.

9. Correspondence:

- The 2026 donations have been prepared as agreed at the January meeting (see payment sheet)
- The de-fib letter was hand delivered to St Leonards Court on January 15th no response as yet, so it was decided that the Clerk email the manager for confirmation that it was received.
- We have received the invoice from Scribe; this is not due for payment until March 31st so this will be added to the March payments
- The 3rd quarter VAT claim was submitted (£1732.42) and received.
- We have received the invoice for £30.00 from the Bowls Club – venue hire for the SNAP meeting (see payment sheet)
- The Mandate/signatory paperwork has been completed and sent to Barclays Bank.
- Lawn Boy – still awaiting a pick-up date, hopefully next week.
- The community account debit card has been received and can be used adhering to the relevant policy.
- The bank mandate changes forms were filled in, removing G Stubbley and adding Cllr M Locke.
- We were contacted by an ex-resident of Lynford Cross, sending an old photo slide of another resident from there, the Clerk contacted a family member of the resident and arranged for the slide to be sent to her, she was very pleased.
- The options for a bus service to Swaffham were mentioned in the PC item in the Mundford Messenger, with the options being; continuing with the current FlexiBus+ book only service or a timetabled service. We asked for residents to contact us with feedback- so far 3 residents have been in touch.
- The Allotment Hut electricity was estimated and we are now £21.19 in credit.
- The Clerk purchased a calendar, diary, black ink and spare keys for the filing cabinets, at a cost of £43.69 - with the approval of the Chairman (see payment sheet)
- We received an invoice for seasonal illuminations from March 24 to Feb 25 for £8.59 but this was not taken on the date we were told- the Clerk to monitor this.
- We received the CCS monthly report and £400.00 was requested (see payment sheet)
- Applications for the S106 funds for outdoor sport and children's play have been received by BDC – The proposals were discussed and Cllr Eyres proposed to approve of Weeting Parish Council receiving the whole of the £6630.90 toward the cost of erecting an inclusive roundabout for disabled children, this was seconded by Cllr McLean and approved by all present with a show of hands. Cllr Musgrove proposed to approve Mundford Cricket Club the whole £8841.20 for their cricket net refurbishment, this was seconded by Cllr Eyres and approved by all present with a show of hands. The Clerk to notify BDC and we will await the decisions of the other Parish Councils.
- The interest rate on the Parish Council's savings account will be going down to 1.05% in March, so the Clerk will look into other options with Barclays and will add this matter to the next agenda.
- Wheelie bin speed signs information was sent to Cllrs before the meeting- a pack of 50 stickers costs £75.00. Bought singly they cost from £3 to £6. It was agreed to purchase a mixed pack of 100 stickers for £175.00 and for the Clerk to purchase them with the debit card.

10. Finance

10.1 Payments for the January invoices:

The payments were proposed by Cllr Musgrove, seconded by Cllr Locke and approved by all present with a show of Hands.

The bank reconciliation was checked and signed by Cllr Clifford.

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Jan-26					
Direct Debits					
EDF	Office electrics		£	77.55	
EDF	Allotment Hut electrics		£	62.46	Estimated
N-Power	Street lighting		£	455.41	
BT	Office phone and broadband		£	51.54	
EE	Sim only		£	10.80	
Everflow	Office water		£	20.84	
Cloudy IT	Cloud storage		£	12.46	
		Total	£	691.06	

Other		Payment Type		Petty Cash		
L Morris	Office supplies	BACS	£	43.69		
Mundford Bowls Club	Venue hire for SNAP meeting	BACS	£	30.00		
Parkinsons Research	Funds from Christmas collection	BACS	£	176.90		
Petty Cash	Postage for photo/slide and key covers	Petty Cash		£	2.89	
L Morris	Wages	BACS	£	1,005.03		
A Shepherd	CCS January report	BACS	£	400.00		
K Chapman	New locks and repairs to Allotment Hut door	BACS	£	195.00		
East Anglia Air Ambulance	Annual donation	BACS	£	100.00		
West Suffolk CAB	Annual donation	BACS	£	50.00		
Thetford and Diss CAB	Annual donation	BACS	£	50.00		
Mundford Bowls Club	Annual de-fib upkeep donation	BACS	£	100.00		
Petty Cash	Postage for Bank debit card application	Petty Cash		£	3.60	
		BACS				
		Total	£	2,150.62	£	6.49
		Total money out	£	2,848.17		
Money in:						
Community Account						
HMRC	3rd quarter vat refund	BACS	£	1,732.42		
		Total money in	£	1,732.42		

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Bank Reconciliation at 31/01/2026

Cash in Hand 01/04/2025			39,034.53
ADD			
Receipts 01/04/2025 - 31/01/2026			49,133.70
			88,168.23
SUBTRACT			
Payments 01/04/2025 - 31/01/2026			42,562.59
A	Cash in Hand 31/01/2026		45,605.64
	(per Cash Book)		
	Cash in hand per Bank Statements		
	Petty Cash	31/01/2026	85.44
	Community Account	31/01/2026	18,621.48
	Savings Account	31/01/2026	26,898.72
			45,605.64
	Less unrepresented payments		
			45,605.64
	Plus unrepresented receipts		
B	Adjusted Bank Balance		45,605.64
	A = B Checks out OK		
	Ringfenced money: Chillzone £1592.00		

11. Members Matters

- Cllr Eyres- Grass seed for the Thetford Rd verges and wildflower seed for the grassed area opposite The Malsters.

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

The meeting ended at 9.31 pm