

# Draft Minutes Mundford Parish Council Meeting on Thursday 5<sup>th</sup> March at Mundford Cricket Club (subject to confirmation)

**Those present:** Cllrs S Eyres (Chairman), M Locke (Vice- Chair) J Musgrove, A McLean and G Mitchell, District Cllr S Hussey and 20 members of the public.

## 1. Chairman's Opening Remarks:

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

## 2. Apologies of Absence:

Cllrs S Morris and J Clifford

## 3. To Accept and Sign the Minutes:

The signing of the minutes was proposed by Cllr Musgrove, seconded by Cllr Mitchell 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 February 5<sup>th</sup> 2026.

## 4. Declarations of Interest:

Cllr Eyres for item 12.1 Payments and Cllr McLean for item 10.4 Allotment Hut.

## 5. Co-Option:

- The Councillors had been sent the application form before the meeting and they had no questions for the applicant. A closed vote was held and Dave Goodrham was voted on to the Parish Council, so he joined the Councillors at the table.
- Cllr Goodrham was given the DPI forms to complete and return to the Clerk for submission to BDC and a.gov.uk email address will be requested for him

## 6. Pride in Mundford Award;

- Roger and Eileen Powell have volunteered at the Parish Council Bulb planting sessions for 20 years, the litter picking sessions for 15 years and Roger has been part of the St Leonards Church grass cutting team for 7 years. Chairman S Eyres presented them with their certificate and a £100.00 Tesco voucher.
- Paul Reeve set up the Mundford Running Group in February 2018, with 2 runners on the first Tuesday session and by the end of 2018 they had 8 regular runners. In 2019, 2021 and 2024 they added more sessions, providing the perfect training combination of Interval - Recovery - short & long. Numbers have steadily increased year on year and they now have 70 regular runners who attend some or all of the session. Chairman S Eyres presented him with his certificate and a £100.00 Screwfix voucher.  
The recipients thanked the Councillors for the awards and vouchers; photos were taken for the Mundford Messenger item.

**12 members of the public left the meeting at 7.10 pm**

## 7. Public Participation:

The Chairman advised those present that members of the public can speak for 3 minutes, on any one subject and that questions may not be answered at the meeting, with a verbal or written response being given after the question has been discussed by the Cllrs.

- A resident attended the meeting after reading in the Parish Council minutes that comments had been made by members of the public regarding the lane that is beside his property. It has been assumed that this lane is a public right of way and may be used for access to the Allotment Hut. He assured those present that in fact this is a private lane with no access for the public, however, previous groups using the hut had an agreement with the resident's family for occasional access- which ended with the group's use of the building.

## 8. Planning Applications:

Application: PL/2026/0171/FMIN. Extension to the rear of the Village Hall, St Leonards Street, Mundford.

Amendments to the original application were sent to the Parish Council, with changes to the roof and windows and the removal of the render.

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Most of the Cllrs approved, however, comments regarding the lack of internal access to the changing rooms and showers and issues regarding the boiler room were requested to be included in the submission to BDC.

Application: PL/2026/0245/HOU. Removal of rear conservatory and construction of a part two storey rear and part single storey rear extension.

The circular for this application was sent to the Cllrs and approval with no comments was agreed- the Clerk to submit this to BDC

## 9. Reports:

### 9.1 County Cllr Fabian Eagle

He informed the Cllrs that the NCC elections will now be going ahead on May 7<sup>th</sup> and that devolution is currently under obeyance and in the next month it is hoped to hear how many unitaries Norfolk will have.

The High Streets Matter scheme has now been extended to Hospitality- pubs and restaurants and farm shops, and will extend to rural communities, this will continue for another year.

On February 19<sup>th</sup> there was another Market Town conference, bringing together businesses, town Councils and Chamber of Trade from the local market towns, with speakers and advice, the only county to do so.

The government have confirmed the purchase of the previous Sacred Heart Convent Site in Swaffham and another new SEND school to go ahead in Downham Market.

Potholes are a continuing ongoing problem and he urged the Parish Council and residents to continue to report and chase these up.

He has a little of his members fund available, and the chairman questioned the amount donated to the Man Shed – county Cllr Eagle will look into this.

### 9.2 District Cllr Scott Hussey

He congratulated the new Cllr and recipients of the Pride in Mundford winners, thanking them for their service to the village.

The BDC budget meeting has taken place, with the Council Tax being increased by the maximum amount, the Reform Cllrs opposed this, suggesting a Council tax freeze as BDC has a surplus of £1.2 million pounds which will disappear when BDC is abolished in 2 years' time, this was voted down.

He informed the Cllrs that he had assisted Mundford Cricket Club with an ecological design and he was pleased to see the changes to the Village Hall planning application, ensuring that the extension was in keeping with the rest of the building.

He advised the Parish Council that the Local Plan public consultation phase is closed now, with 800 public responses, mostly concerning large numbers of home developments.

He will drop off some posters from a BDC department regarding social connections, food banks and support for people feeling isolated.

**County Cllr Eagle arrived at 7.29 pm**

## 10. Matters Arising:

### 10.1 Highways, Footpaths and Verges:

- The Jubilee Bed to be added to the next agenda
- We had 8 volunteers at the last litter picking session and collected 8 sacks of rubbish.
- We received two quotes for the grit bin base: from Alan Fullbrook - £550.00 and AM Services- £360. Cllr Eyres proposed to ask AM Services to carry out the work, this was seconded by Cllr Locke and approved by all present with a show of hands. The clerk to contact him.
- A grit bin from Glasdon costs £258.39 excluding VAT- to add this to the next agenda
- The grassed area opposite the entrance to Malsters Close- will be added to the next agenda
- The sunken gully has been repaired but several reported potholes are yet to be filled, the Clerk has re-reported those and poor road surfaces too.

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- It was decided to purchase a mixed pack of stickers – 50 40 mph and 50 “speed kills” – this was proposed by Cllr Musgrove, seconded by Cllr Goodrham and approved by all with a show of hands. It was also agreed that the Clerk order these, paying with the debit card.
- Cllr Eyres purchased reflectors for the wooden posts on the Thetford Rd verge, from the £50.00 per month, that the Chairman has been cleared to spend". The cost was £9.99 and he completed an expenses form.
- The last vehicle count from the SAMS2 was 102,237. Cllr Musgrove and the Clerk put it up on the Swaffham Rd on February 4<sup>th</sup> and it was taken down on 5th March by Cllr Morris and the Clerk.
- Our Parish Partnership Bid application has been approved, Cllr Eyres and the Clerk signed the form and it will be sent to NCC next week.

## 10.2 Gardener:

- No applications for the position, despite 3 people having expressed an interest. The towing of the water tank has proven to be an issue for those interested so far.
- The Clerk has adapted the advert and job description, removing the “handyman” aspect of the role and the revised advert was again put on the board and website, with the closing date of Friday March 27<sup>th</sup>.
- This to be added to the next agenda.

**County Cllr Eagle and 4 members of the public left at 7.55 pm**

## 10.3 War Memorial:

- Work began on the 23rd of February and the crucifix was removed and taken away for storage by Brown and Ralph. Once the top was removed it appeared that the structure was in a poor condition- the column was in a poor state and the contractors advised that a new piece of stone should be used. Work was stopped while the War memorial Trust was informed of the proposed changes.

**District Cllr Hussey left at 8.05 pm**

## 10.4 Allotment Hut:

- To vote to have more sets of keys cut for the building, and also keys for the brick shed for Cllr Eyres, with payment to be made with the debit card. This was proposed by Cllr Mitchell, seconded by Cllr Goodrham and approved by all with a show of hands. The Clerk to purchase the keys.
- Cllrs Eyres, Musgrove and Locke attended a site meeting at the hut with several members of the group interested in establishing a Man Shed. The size of the proposed storage area for the Parish Council was discussed and it was agreed that a maximum of 3 metres was needed. The condition of the building was discussed along with possible alterations for disability access, health and safety and fire regulations. The Cllrs were told that a resident has offered to carry out work for no cost to the group and a committee would be formed to move forward with the project and funding would be sought. (including a grant from the Parish Council). No decisions were made at the meeting and both parties will seek advice and information on moving forward.

Advice to be sought from The Norfolk ALC regarding this issue

Letters subsequently received from the group have now called it a Mundford Shed and these letters will be discussed at the next meeting as they were received too close to the date of this meeting to be discussed at this time.

- Cllr Morris purchased petrol for the allotment mower for £8.00 and completed an expenses form, he and Mrs Morris also cleared and tided plot 20 at the site.
- The Clerk offered a plot swap for plot 20 but none of the tenants took up the offer, so the Clerk will contact the person at the top of the waiting list to arrange a meeting at the site to look at the plot.

**4 members of the public left at 8.45 pm**

## 10.5 Streetlighting:

- We received an invoice from TT Jones for £468.00 including VAT for crane support for the repairs to the light in the Brecklands, this is for 6 hours at £65.00 per hour
- The only apparent option for a light in St Leonards Street light appears to be a solar light, this to be added to the next agenda. Our contract with TT Jones finishes this year, so we can look at this option with another maintenance contractor. Cllrs Eyres and Musgrove to look into this again.
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- A resident has expressed concern about a dark spot on St Leonards Street, by the School and Cricket Club, this has been mentioned in the past and will be added to the next agenda for discussion.

## **10.6 No Mow May:**

- It was agreed to go with this again this year, proposed by Cllr Mitchell, seconded by Cllr McLean and approved by all present with a show of hands

## **10.7 BDC Land Transfer Opportunity:**

- TTSR have been contacted to quote for the annual maintenance of the Pocket Park but as yet have not responded.
- District Cllr Hussey said that he would be happy to assist in this process if the Parish Council wishes.
- Nothing further has been heard from BDC regarding this subject as yet, this to be added to the next agenda.

## **10.8 Clerk Pay Step Increase:**

- The Clerk was not offered a step increase after her last appraisal, so she left the room while this was discussed. It was agreed that she be awarded a 3 point pay scale rise, to come into effect in April proposed by Cllr Mitchell, seconded by Cllr Locke and approved by all present with a show of hands.
- The Clerk has 5 days of annual leave (maximum allowed to request to carry over) and wishes to carry them over to next year if they are not used by the end of this month, it was agreed that she do so.
- The Chairman thanked the Clerk for her hard work and advised her of the decision; she thanked the Cllrs for the recognition of the responsibility of her role.

## **10.9 Village Events:**

It was agreed to hold a summer event of some kind, this to be added to the next agenda.

## **10.10 Community Car Insurance:**

- It came to light that the CCS was not covered under the Parish Council Insurance (public liability) so the Clerk looked into provision of this with email approval from the Parish Cllrs and scheme Co-ordinator.
- The cost of the policy was £167.20 and as this issue needed to be addressed between meetings, the Clerk received email consent from all Cllrs to pay for the policy and to use the debit card.
- This will now be an annual fee.

## **10.11 Financial Regulations**

- The recent addition of the Parish Council debit card necessitated the addition of a paragraph on this in the Financial Regulation. This was drafted and sent to all Cllr before the meeting, this addition was proposed by Cllr Goodrham, seconded by Cllr Locke and approved by all present with a show of hands. The Clerk to revise the document and replace it on the website.

## **11 Correspondence:**

- Jo Raby has confirmed that she will undertake the internal audit this year.
- We received a letter from the Secretary of the Lady Ashburton's Ickburgh Alms Houses Trust regarding Mrs Ann Shepherd and Mr Paul Jermy standing for another 4 years as trustees. The Cllrs approved of this.
- The defib pads and spares were going to be out of date at the end of February, so the Clerk obtained permission to purchase 2 sets from WEL medical at a cost of £158.70. The Clerk received approval from all Cllrs by email for this order.
- Just Lawns will be applying the first treatment on the Village Green on March 18<sup>th</sup>
- The Clerk contacted 2 companies for quotes for Village Green grass cutting, one did not wish to quote, we are awaiting a response from the second.
- Anglia Computer Solutions were contacted for support with the setting up of Cllrs emails, an invoice for £21.00 is on the payments list.
- Cllr Eyres proposed to have the 4-page spread in the Mundford Messenger again this year, seconded by Cllr Locke and approved by all present with a show of hands.
- The Clerk contacted the Village Hall to offer them the unused Christmas lights; they are happy to have them and sent their thanks. Cllr Musgrove to meet Sam Fricker to pass on the lights.

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- Barclays unfortunately do not offer any other options for savings accounts at present and the bank mandate changes are being processed.
- Greta Stublely contributed the item on riparian rights and river upkeep for the recent issue of The Mundford Messenger.
- The Clerk contacted the manager at St Leonards Court to see if she had received the letter about the defib. She said she had not, so a new copy was hand delivered today.
- We received a thank you from East Anglia Air Ambulance for the £100.00 donation
- The 4<sup>th</sup> quarter owed to HMRC is £ 264.86 and is on the payments list for this month
- The 2<sup>nd</sup> Quarter VAT claim for £819.60 was submitted and received.

## 12. Finance

### 12.1 Payments for the February invoices:

The payments were proposed by Cllr Musgrove, seconded by Cllr Goodrham and approved by 5 Cllrs with a show of hands.

The bank reconciliation was checked and signed by Cllr Locke

Feb-26				
<b>Direct Debits</b>				
EDF	Office electrics		£ 77.53	
EDF	Allotment Hut electrics			£21.19 in credit
N-Power	Street lighting		£ 437.34	
BT	Office phone and broadband		£ 51.54	
EE	Sim only		£ 10.80	
Everflow	Office water		£ 0.41	
Cloudy IT	Cloud storage		£ 12.46	
		<b>Total</b>	£ 590.08	
<b>Other</b>				
		<b>Payment Type</b>		<b>Petty Cash</b>
S Eyres	Reflectors for posts	BACS	£ 9.99	
Post Office Ltd	Bank mandate postage	Petty Cash		£ 3.60
TT Jones	Crane use for light repairs - The Brecklands	BACS	£ 468.00	
Starboard Systems	SCRIBE annual fees	BACS	£ 532.80	
L Morris	Wages	BACS	£ 884.77	
A Shepherd	CCS January report	BACS	£ 200.00	
Anglia Computer Solutions	IT support- new email addresses	BACS	£ 21.00	
Lawn Boy	Servicing of Church grass cutting equipment	BACS	£ 388.26	
TESCO	Gift voucher for Pride in Mundford Award	Debit Card	£ 100.00	
Screwfix	Gift voucher for Pride in Mundford Award	Debit Card	£ 100.00	
WEL Medical	2 sets of defibrillator pads	BACS	£ 158.70	
Lawn Boy	STIHL tools and batteries	BACS	£ 652.00	
Alan Boswell Ins Brokers	Community Car Scheme insurance	BACS	£ 167.20	
6 allotment tenants	6x £10.00 key deposits	BACS	£ 60.00	
S Morris	Petrol for Allotment Hut mower	Petty Cash		£ 8.00
HMRC	4th quarter owed for salaries	BACS	£ 264.86	
		<b>Total</b>	£ 4,007.58	£ 11.60
		<b>Total out</b>	£ 4,609.26	

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**Bank Reconciliation at 28/02/2026**

Cash in Hand 01/04/2025		39,034.53
<b>ADD</b>		
Receipts 01/04/2025 - 28/02/2026		49,133.70
		88,168.23
<b>SUBTRACT</b>		
Payments 01/04/2025 - 28/02/2026		45,674.09
<b>A</b>	<b>Cash in Hand 28/02/2026</b>	<b>42,494.14</b>
	(per Cash Book)	
Cash in hand per Bank Statements		
Petty Cash	28/02/2026	81.84
Community Account	28/02/2026	15,513.58
Savings Account	28/02/2026	26,898.72
		<b>42,494.14</b>
Less unrepresented payments		
		42,494.14
Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>	<b>42,494.14</b>

**A = B Checks out OK**

**Ringfenced money: Chillzone £1592.00**

**13 Members Matters;**

- Cllr Eyres: Suggested another recipient for the Pride in Mundford award, also another group of volunteers for possible addition to the coffee and cake gathering.
- Cllr Mitchell: Expressed concern over the staff at St Leonards Court using the defib- training is needed for using These, linked to a specific unit.
- Cllr Musgrove: Contacting UMISO again about the cost of streetlight energy.

**14. Next Meeting-** The next meetings; The Annual Parish Meeting is at 7.00pm on Thursday 9<sup>th</sup> April 2026 at Mundford Cricket Club, followed by the Ordinary Meeting at 7.20pm

**The meeting closed at 9.48 pm**