

# Draft Minutes Mundford Parish Council Annual Meeting Thursday 7<sup>th</sup> May 2026 at Mundford Cricket Club (subject to confirmation)

**Those present:** Cllrs J Musgrove, S Morris and G Mitchell, County Cllr F Eagle and 10 members of the public.

As the Chairman and Vice Chair were not in attendance this evening, Cllr Musgrove proposed that he opened the meeting, this was seconded by Cllr Morris and approved by all present with a show of hands.

## 1. Election of Chairman

Cllr Musgrove proposed that Cllr Mitchell stand as Chair, seconded by Cllr Morris and approved by 2 Cllrs. Cllr Mitchell signed the declaration of acceptance of office form and chaired the rest of the meeting.

## 2. Election of Vice-Chair

The Cllrs agreed that this would be deferred until the next meeting to allow the other Cllrs to be present. All Cllrs except Cllr Musgrove will remain on the Parish Council.

## 3. Chairman's Opening Remarks:

Everyone was welcomed to the Parish Council Annual Meeting.

## 4. Apologies of Absence:

Cllrs D Goodrham, M Locke, S Eyres and J Clifford, also, District Cllr S Hussey  
Cllr McLean is standing back from the Cllr role on a temporary basis and will contact the Clerk when he is able to return.

## 5. To Accept and Sign the Minutes:

The signing of the minutes was proposed by Cllr Morris, seconded by Cllr Musgrove and approved by all Cllrs with a show of hands. The two sets of minutes were signed by the Chair as a true record of the Annual Parish Meeting and Parish Council Meeting, held on Thursday April 9<sup>th</sup> 2026

## 6. To receive Declarations of Interest:

None.

## 7. Pride in Mundford Award:

Rosemary Godfrey was presented with the framed certificate and £100, Thetford Garden Centre voucher.

When asked about the beginnings of the Mundford Messenger, Rosemary said that during 2018 when the delivery of The Connect became so sporadic, it seemed to her that the village needed a new way of getting news and events out to residents. She proposed The Mundford Messenger to the Parish Council in December. She also said that she could not have made that proposal without the help of Serena Barnes, who agreed to manage the advertising and David & Patsie Allen who agreed to manage the distribution. To get started, we based the contents on the old newsletter and the A5 booklet format on Hockwold's village magazine.

In November 2018 and January 2019 Rosemary produced short newsletters for the Parish Council and the first issue of the Mundford Messenger was released in February 2019. Seven years later the magazine is still welcomed by residents of Mundford, Ickburgh, and Cranwich, providing information and links to village events, clubs, contacts and interesting articles. She was thanked for her for her dedication to the magazine and the village.

Rosemary thanked the Parish Council for recognition of her work on the Mundford Messenger and thanked her colleagues for their assistance with the production of the magazine.

## 8. Public Participation:

One resident, Secretary of The Bent Pin Angling Association asked the Parish Council if a grant application from them would be considered. They are looking for support for new fencing around their fishing lake to stop predation. The members of the association are all from local villages – predominantly Mundford. The resident also has been cutting FP1- a Norfolk County Council public right of way that leads to the fishing lake and he wondered if the Parish Council would consider contributing to the cost of the fuel for this. Cllr Musgrove suggested that the Clerk would pass on the grant application documents and the issues would be discussed at the next meeting.

# Draft Minutes Mundford Parish Council Annual Meeting Thursday 7<sup>th</sup> May 2026 at Mundford Cricket Club (subject to confirmation)

Another resident asked if the safety report for the Allotment Hut had been received, but was happy to stay on for this item on the agenda.

Roger Atwell, Constituency Caseworker for Terry Jermy MP introduced himself to those present and said that Terry would like to assist the Parish Council and residents of Mundford with any village issues.

## 9. Planning Applications:

**Reference no:** PL/2026/0601/HOU

**Proposal:** Proposed 2 Rear and side extensions with internal changes to include a balcony to the first-floor rear elevation.

**Site:** 55 The Lammas, Mundford, IP26 5DS

This application was sent to all Cllrs, as well as the circular planning document. All approved the application with no comments. The Clerk to submit this decision to BDC.

## 10. Allotment Hut:

- A representative of MSM Safety Management visited the Allotment Hut on April 22<sup>nd</sup> and was met by Cllrs Eyres and Morris. The report of the inspection has unfortunately not yet been received. This will be forwarded to Councillors as soon as it arrives.
- As requested, the Mundford Shed group were sent a copy of the questions from the SLCC and Norfolk ALC regarding advice on the change of use for the Allotment Hut. The response from the group was sent to both bodies and we are awaiting their responses.
- Cllrs Musgrove and Morris will switch the water back on at the building this weekend.

## 11. Reports:

### 11.1 County Cllr Fabian Eagle

He stated that dependent upon the results of the election this may be his final meeting in his role as County Councillor, however he hoped to be re-elected and return for the next meeting.

He told those present that the Rural Business Wards had 80 entries and our area was well represented.

Norfolk County Council are working with the Plunkett Foundation to assist local rural businesses and community groups within the High Street Matters and Norfolk Pubs Matter schemes.

He mentioned the Village Fete equipment, bought with funds from his member's budget, suggesting that once established, the Mundford Shed group could make equipment like this.

The Parish Council have asked for more information on the equipment available.

### 11.2 District Cllr Scott Hussey

None

## 12 Matters Arising:

### 12.1 Highways, Footpaths and Verges:

- It was agreed to discuss the next steps for the Jubilee Bed and adding wild flower seeds to the grass between the trees on the land opposite the entrance to Maltsters Close at the next meeting.
- It was agreed to buy 2 new Breckland flags- proposed by Cllr Musgrove, seconded by Cllr Mitchell and approved by all present with a show of hands.
- Following concerns of a resident over a leaning tree on the land between the Breckland s and the A1065, the Clerk contacted BDC, who asked SERCO to survey the area. On April 14<sup>th</sup> we were advised "The tree has been inspected and been noted as a semi-mature oak in good health but with a lean. Given the assessment an arborist is being engaged to carry out a reduction in height and crown. This will be done in the next few weeks.
- The SAMS2 was in place on the Swaffham Rd and the vehicle count for those 4 weeks was: 124,111
- There are 43 properties which will benefit from displaying wheelie bin stickers on the Swaffham and Cranwich Roads- It was agreed to see what the uptake is before ordering more.
- Plants suggested for the beds and planters are: 240 non-stop begonias, 9 small hot lips and 2 cannas  
Cllr Musgrove proposed the ordering and purchase, seconded by Cllr Mitchell and approved by all present with a show of hands. Cllr Musgrove to confirm prices with Didlington Nurseries.

# Draft Minutes Mundford Parish Council Annual Meeting Thursday 7<sup>th</sup> May 2026 at Mundford Cricket Club (subject to confirmation)

## 12.2 Gardener:

- The closing date was taken off the job advert and it was then re-advertised on the website and board.
- A member of the public at the meeting expressed an interest but does not have a tow bar, this to be discussed at the next meeting.

## 12.3 War Memorial:

- We have received the £3610.00 from the War Memorials Trust, along with instructions to monitor the memorial and update War Memorials Online with new condition reports as part of our maintenance schedule, and fulfilling the obligations related to the grant contract.
- The Clerk has emailed Rev. Cheshier to ask for advice on re-dedication.

## 12.4 Streetlighting:

- The maintenance contract with TT Jones finishes at the end of August, The Clerk contacted K&M and they have sent a quote. The Clerk has asked TT Jones for a price for the next contract and we are awaiting this. This and the next steps with St Leonards Street solar light and new light near Cricket Club to be discussed at the next meeting.

## 12.5 Breckland District Council Land Transfer Opportunity:

- It was agreed to defer this item until the next meeting to obtain the opinions of more Councillors, However, a member of the public advised the Councillors that his village is going through this process and there is a likelihood that the land transfer offers may be time sensitive, so delaying may mean missing the opportunity. He also advised to check when the trees were last surveyed and to question them about continued grounds maintenance by their contractors after the transfer. The Clerk will contact BDC to ask these questions.

## 12.6 Village Events:

- The Clerk contacted County Cllr Eagle about the village fete equipment- he sent some information on the equipment available and will be in touch after the election with more information on booking.

## 12.7 IT Policy:

- The document was sent to all Cllrs before the meeting. Adopting the policy was proposed by Cllr. J Musgrove, seconded by Cllr Mitchell and approved by all present with a show of hands. The Clerk to add this to the website.

## 12.8 Grass Cutting:

- We have received confirmation that we will receive £5,278.20 from NCC for the grass cutting this year. The Clerk will submit the invoice for this.
- It was agreed to discuss the grass cutting of the Village Green at the next meeting.

## 12.9 Litter Picking:

- The dates for the next 3 litter picking sessions were set for:  
Wednesday June 10<sup>th</sup> at 2.00pm  
Saturday July 11<sup>th</sup> at 10.00am  
Wednesday August 19<sup>th</sup> at 2.00pm  
The Clerk to notify the volunteers and advertise the sessions.

## 12.10 Council Insurance:

- The annual insurance policy information has come from Zurich, the Stihl equipment was added and the cost is £658.83. Cllr Mitchell proposed that this is continued, seconded by Cllr Musgrove and approved by all with a show of hands. The clerk to confirm this with Zurich.

## 12.11 Internal and External Audits;

- The internal audit was completed by Jo Raby. The AGAR page and Internal Audit Report were returned to the Clerk, along with the invoice for the service £75.00
- The AGAR has a new section Assertion 10 – regarding data protection. Following the guidelines provided by the Norfolk ALC for this, the Clerk obtained data handling agreements from Scribe and Anglia Computer Solutions and

# Draft Minutes Mundford Parish Council Annual Meeting Thursday 7<sup>th</sup> May 2026 at Mundford Cricket Club (subject to confirmation)

also discovered that an hour's work was needed on the website to ensure compliance with the website regulations. This was agreed by Cllrs by email before the Clerk booked the work to be done at a cost of £70.00 plus VAT.

## 13. Correspondence:

- The cost of the annual membership of the SLCC is for £200.00. Cllr Morris proposed to go ahead with the renewal, seconded by Cllr Mitchell and approved by all present with a show of hands.
- The cost of the annual membership of The Norfolk ALC is £357.05. Cllr Musgrove proposed to go ahead with the renewal, seconded by Cllr Morris and approved by all present with a show of hands.
- A new door handle was fitted at the Office as the old one was loose, as it was under guarantee no cost incurred.
- The 1st precept payment of £20,000.00 has been received from BDC
- The 2026/2027 Grant for the Community Car Scheme has been received - £2,000.00
- At the last meeting a resident complained about anti-social behaviour in the Village Green area and suggested adding signage to deter this. As we have had no complaints from other residents on this issue it was agreed to monitor the situation at this time.
- Cllr Locke's bank mandate details should be received within the next week. We will need to add another name and organise who will do the second part of the payments as Cllr Musgrove is standing down and will be removed from the mandate. This to be added to the next agenda.
- The vat refund for March- £403.55 was claimed and received.

## 14. Finance

### 14.1 Payments for the April invoices:

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

The bank reconciliation was checked and signed by Cllr Morris.

Apr-26			
Direct Debits			
EDF	Office electrics		£ 61.37
EDF	Allotment Hut electrics		£ 17.56
N-Power	Street lighting		£ 325.83
BT	Office phone and broadband		£ 56.34
EE	Sim only		£ 13.99
Everflow	Office water		£ 18.69
Cloudy IT	Cloud storage		£ 12.46
		Total	£ 506.24
Other-		Payment Type	
Mrs J Raby	Internal Audit fee	BACS	£ 75.00
Thetford Garden Centre	Gift voucher for Pride in Mundford award	Debit card	£ 100.00
TESCO	Frame for certificate	Debit card	£ 5.00
Timpson	Allotment Hut and shed keys cut	Debit card	£ 66.00
L Morris	Wages	BACS	£ 1,098.64
A Shepherd	CCS April report	BACS	£ 200.00
D Goodrham	Petrol for Church grass cutting	BACS	£ 60.00
SLCC	Annual membership	BACS	£ 200.00
Norfolk ALC	Annual membership	BACS	£ 357.05
TTSR	Village grass cutting	BACS	£ 2,709.24
		Total	£ 4,870.93
		Total out	£5,377.17

# Draft Minutes Mundford Parish Council Annual Meeting Thursday 7<sup>th</sup> May 2026 at Mundford Cricket Club (subject to confirmation)

Money in			
<b>Community Account</b>			
HMRC	VAT refund for Jan and Feb 26	BACS	£165.79
Breckland District Council	Precept first payment	BACS	£ 20,000.00
Breckland District Council	CCS Grant for 26-27	BACS	£ 2,000.00
<u>16 Allotment Tenants</u>	Allotment Tenancy fees	BACS	£ 240.00
War Memorial Trust	Grant payment	BACS	£ 3,610.00
E Maslin	Allotment Tenancy fees	Cheque	£ 15.00
		<b>Total</b>	<b>£ 26,030.79</b>

## Bank Reconciliation at 30/04/2026

Cash in Hand 01/04/2026			39,085.18
<b>ADD</b>			
Receipts 01/04/2026 - 30/04/2026			26,010.79
			65,095.97
<b>SUBTRACT</b>			
Payments 01/04/2026 - 30/04/2026			11,406.02
<b>A</b>	<b>Cash in Hand 30/04/2026</b>		<b>53,689.95</b>
	(per Cash Book)		
	Cash in hand per Bank Statements		
	Petty Cash	30/04/2026	58.34
	Community Account	30/04/2026	26,664.79
	Savings Account	30/04/2026	26,966.82
			<b>53,689.95</b>
	Less unrepresented payments		
			53,689.95
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>53,689.95</b>

**A = B Checks out OK**

### 14.2 End of Year Financial Report:

- The Clerk emailed the document to all Cllrs before the meeting.

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## **15. Members Matters**

Cllr Musgrove reminded the those present that he would be standing down from the Parish Council from the following day, after he had completed the second stage of the payments.

**16. Next Meeting-** The next meeting is at 7.00pm on Thursday 4<sup>th</sup> June 2026 at Mundford Cricket Club.

**The meeting closed at 8.07pm**

DRAFT