

Minutes Mundford Parish Council Meeting on Thursday 4th June 2026 held at Mundford Cricket Club

Those present: Cllrs G Mitchell (Chair), J Clifford and D Goodrham, County and District Cllr S Hussey

1. Chair's Opening Remarks:

The Chair welcomed everyone to the June meeting.

She thanked James Musgrove for his almost 9 years' service to the Parish Council and also for offering to continue volunteering his time for gardening around the village and grass cutting at the allotment site.

She also thanked James and Jill Musgrove for watering and tending the flower planters and Cllr Morris for cutting the allotment grass.

2. Election of Vice-Chair

- Cllr Goodrham proposed that Cllr S Eyres be the Vice-Chair, seconded by Cllr Mitchell and approved by all present with a show of hands.

3. Apologies for Absence:

Cllrs S Eyres, S Morris and M Locke

4. To Accept and Sign the Minutes:

As Cllr Mitchell was the only Cllr present this evening that was at the last meeting it was agreed that the approval and signing of the minutes of the Parish Council Meeting, held on Thursday May 7th 2026 should be signed at the next meeting- on Thursday 2nd of July 2026

5. To receive Declarations of Interest:

Cllr Clifford- item 9 Allotment Site and item 11.8 Allotment Policy

6. Public Participation:

None.

7. Planning Applications:

None this month

Item 10.1 Reports was brought forward

8. Allotment Hut:

- The report from MSM Safety Management arrived but there were some issues that were mis-quoted, so the Clerk asked for the corrections- the amended report was received and sent to the Cllrs on Monday. Responses from all have not as yet been received.
Issues raised are: checking the quality of the water, contacting the Norfolk Fire Service for fire regulation inspection, checking glass in the windows meets regulations, fans needed in outdoor walls of toilet area, major reconfiguration for disabled access, space above kitchen and toilets to be blocked off, 5-year electrical check (due this year) It was agreed to have a site meeting to discuss these points and see if anything else needs looking into. The Clerk to contact Cllrs by email next week to set this up.
- The Clerk contacted Zurich for information on adding the Allotment Hut to our current policy but we need a re-instatement value. She has obtained 3 quotes for this service; Russen and Turner £850 +vat, BS Initiatives £500 +vat and Whitworth £450+vnt. Cllr Goodrham proposed that we go with Whitworth (we used them for the War Memorial administration), seconded by Cllr Clifford and approved by all present with a show of hands. The Clerk to organise this
- The responses (regarding the group's proposal) from The SLCC and The Norfolk ALC were received and sent to all Cllrs. Our County Officer from the Norfolk ALC has told the Clerk that he is currently advising another Parish Council in a very similar situation and he will pass on their communications to assist us.

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9. Allotment Site:

- Following 3rd reminders, the two remaining Tenants who had not completed their Tenancy renewal advised the Clerk that they would be handing back their plots.
- The Clerk offered the choice of the 2 plots to those at the top of the waiting list. They chose plot 8, completed the tenancy agreement, made the payment and can start working on the plot.
- Plot 1 is not in use and there is currently no-one on the waiting list, it was agreed to cover it with the black plastic until it is taken on and Cllr Clifford offered to donate fixing pins for this.
- The Reception Class from the Primary School visited the Allotment Site and were met by the Clerk, the children enjoyed looking at the plot of a parent and were very well behaved.

10. Reports:

10.1 County and District Cllr Scott Hussey:

District Council:

A new Chairman was elected at the AGM, Cllr Nigel Wilkin.

Breckland District Council was contacted by Norfolk County Council regarding the housing of illegal immigrants in Thetford and Watton, some have remained there, others have been moved.

BDC have announced that 1.2 million pounds has been put aside for young people's housing, giving a grant to YMCA Norfolk for skills training and accommodation for vulnerable young adults.

Norfolk County Council:

Cllr Hussey has been put in charge of Adult Social Care and Public Health, care homes, vulnerable adults, road safety and trading standards, this is a cabinet position

The Brecks has 3 more parishes and he is responsible for 23 parishes, so is unsure how often he will be able to attend, but will send a report if he cannot come in person. He will have more power to assist Parish Councils in his new role and will contact Highways regarding the speeding and traffic volume concerns of our Parish Council. Several changes have been made by the new cabinet already, with savings of about £300,000 made in the first few days.

Cllr Hussey then left at 7.25pm

11. Matters Arising:

11.1 Highways, Footpaths and Verges:

- It was agreed to discuss 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 to the next agenda.
- The Clerk ordered 2 Norfolk flags, paying with the debit card (see payment sheet)
- Plants suggested for the beds and planters are: 240 non-stop begonias and 2 cannas It was agreed at the last meeting to purchase these; they will be delivered on June 5th. James and Jill Musgrove have offered to plant them; Cllr and Mrs Morris have offered to assist.
- Reported this month: hedge and trees by the school boundary on the Cranwich Rd, road surface on Brandon Rd, faded signpost at Bracken Rise entrance. Missing SAMS2 bracket from post on Cranwich Rd.
- As we currently have no gardener, between meetings via email, it was agreed that James Musgrove could purchase fertiliser, feed and 2 Cannas. (see payment sheet)
- The grit bin was delivered to James Musgrove's home and he and Cllr Eyres installed it on the concrete base by the entrance to Bracken Rise. The Chair thanked them both for doing this.

11.2 Gardener:

- A resident has expressed an interest in the vacant position but does not have a tow bar- so options for watering, were discussed, previously the plastic barrels were filled at the office and carried by car, it was agreed that this was the only other option. She will contact the man to advise him of this
- It was agreed to review the zero hours contract, pay and job description at the next meeting.

11.3 Streetlighting:

- The maintenance contract runs out at the end of August; TT Jones will be sending new contract information next week.

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- A recommended company -Cozens UK Ltd have provided 3-year and 5-year contract options for streetlight maintenance contract quote. We now have 3 quotes. This and the next steps with St Leonards Street solar light and new light near Cricket Club will be added to the next agenda for discussion.

11.4 Breckland District Council Land Transfer Opportunity:

- The Clerk contacted BDC to ask about the surveys of the trees in the area and was told “I have spoken with our ES team and the trees have not yet had an official survey under our new regime but are monitored by Serco when they are on site grass cutting etc – I am checking when they would be due for a full survey. The transfers are time sensitive as we are expecting an announcement from the Secretary of State that will stop us transferring any assets – this will also prevent any transfers not under contract. This announcement is expected towards the end of summer but could be sooner. For this reason, it is crucial that any decision regarding transfers is made ASAP. BDC have not agreed to continue maintenance of any transferred land – Serco are not permitted to maintain land that is not owned by District or County Council.
- To be considered, maintenance costs, replacing fencing, ongoing tree surveys. It was agreed to hold a site meeting to assess the Pocket Park and this item to be added to the next agenda

11.5 Village Events:

- Unfortunately, there are not enough Cllrs available to take part in the event at the Church on June 20th, so we will need to withdraw. As we had offered to donate funds raised to the church, Cllr Mitchell proposed spending £20.00 on raffle prizes, the Clerk to use the debit card for the purchases, this was seconded by Cllr Clifford and approved by all present with a show of hands.

11.6 Grass Cutting:

- TTSR did the first cut after No Mow May
- The invoice for the £5,278.20 from NCC for the grass cutting has been submitted- we are awaiting receipt of the funds.
- Cllr Goodrham proposed that Blooming Gardens continue with the contract for grass cutting of the Village Green, this was seconded by Cllr Clifford and approved by all present with a show of hands

11.7 External Audit:

- The Clerk explained the process for the Annual Governance and Accountability Return and section 1 was approved, proposed by Cllr Goodrham, seconded by Cllr Clifford and approved by all present with a show of hands.
- Cllr Mitchell proposed the Chair and Clerk signing section 2, this was seconded by Cllr Goodrham and approved by all present with a show of hands. The document was signed and the Clerk will submit them to PKF Littlejohn, the external auditors along with the other required documents.

11.8 Policies:

- Minor changes to the Allotment Policy were discussed but it was agreed to add this to next agenda as Cllr Clifford could not vote.
- The Volunteer Policy was proposed by Cllr Mitchell, seconded by Cllr Clifford and approved by all present with a show of hands.

12. Correspondence:

- Revd. Mike Chesher has agreed to look into re-dedicating the War Memorial on Remembrance Sunday, he will meet with the Clerk nearer to the time.
- The Clerk hand delivered the Grant Application form to the resident that asked about a grant for The Bent Pin Angling Association, but it has not been returned and we have not heard from them.
- County Cllr Fabian Eagle donated £400 to the FOMS for their wildlife garden just before the election
- BDC have announced that Community car schemes can now reimburse their volunteer drivers **55p per mile**. The Government announced the increase to the **Approved Mileage Allowance Payment (AMAP)** on **21 May 2026**, and it's been **backdated to 6 April 2026**. It's the first uplift in 15 years, and it finally reflects the rising costs of fuel, insurance and keeping a car on the road. It means your drivers won't be left out of pocket for the vital journeys they make for people in our community. This is an increase of 10p per mile and we have 2 invoices this month: one for the month and another for the back-dated funds. A total of £693.20
- The first quarter contributions for HMRC are due- £289.13 (see payment sheet)
- The vat for March- £403.55 was received (see payment sheet)

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- We received a second response from St Leonards Court after contacting their Head Office (Healthcare Homes) regarding the use of the defibrillator. This was sent to all Cllrs; it was agreed that we invite them to a meeting to discuss our concerns, the Clerk to organise this.
- £17.06 is to be paid to Roger Powell (Church grasscutter) for strimmer and mower parts. The Clerk has updated the Church Equipment Agreement to reflect this. He also asked that the Cllrs consider taking on the upkeep of all the equipment used by these volunteers- this to be added to the next agenda.
- St Leonards Court are having an Open Day on Sunday June 21st from 10am until 4pm and have invited the Cllrs to attend.

13. Finance

13.1 Payments for the May invoices:

Cllr Mitchell proposed the payments, seconded by Cllr Clifford and approved by all present with a show of hands. The bank reconciliation was checked and signed by Cllr Goodrham.

May-26				
Direct Debits				
EDF	Office electrics		£	47.03
EDF	Allotment Hut electrics		£	20.79
N-Power	Street lighting		£	284.25
BT	Office phone and broadband		£	56.34
EE	Sim only		£	12.60
Everflow	Office water		£	18.09
Cloudy IT	Cloud storage		£	12.46
		Total	£	451.56

Other-		Payment Type		Petty Cash
R Powell	Church strimmer and mower parts	BACS	£	17.06
Glasdon UK Ltd	Grit bin	BACS	£	310.07
Mundford Cricket Club	5 months venue hire	BACS	£	125.00
Zurich	Parish Council Insurance	BACS	£	685.83
L Morris	Wages	BACS	£	986.94
A Shepherd	CCS May report	BACS	£	693.20
Just Lawns	Village Green grass treatment	BACS	£	54.00
Midland Flags	2 Norfolk flags	Debit Card	£	18.95
HMRC	1st quarter contributions	BACS	£	289.13
J Musgrove	Fertiliser, Cannas and compost	BACS	£	57.98
Complete Office Solutions	Printer inks	BACS	£	62.34
		Total	£	3,300.50
				£ -
		Total out		£3,752.06
Money in				
K Latham	Allotment Tenancy fees	BACS	£	15.00
HMRC	VAT refund for March 2026	BACS	£	403.55
Community Account				
		Total money in	£	418.55

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Bank Reconciliation at 31/05/2026

Cash in Hand 01/04/2026		39,085.18
ADD		
Receipts 01/04/2026 - 31/05/2026		26,429.34
		65,514.52
SUBTRACT		
Payments 01/04/2026 - 31/05/2026		17,263.68
A	Cash in Hand 31/05/2026	48,250.84
	(per Cash Book)	
Cash in hand per Bank Statements		
Petty Cash	30/04/2026	58.34
Community Account	31/05/2026	21,225.68
Savings Account	31/05/2026	26,966.82
		48,250.84
Less unrepresented payments		
		48,250.84
Plus unrepresented receipts		
B	Adjusted Bank Balance	48,250.84

A = B Checks out OK

Ringfenced money: Chillzone £1592.00

13.2 Bank mandates:

- We only have two Cllrs with Bank mandates and need another one or possibly two to ensure that we can make both stages of the payments. Cllr Mitchell offered to complete the relevant forms, the Clerk to organise this.

13. Members Matters:

Cllr Goodrham would like to suggest 2 residents for the Pride in Mundford Award.

14. **Next Meeting-** The next meeting is at 7.00pm on Thursday 2nd July 2026 at Mundford Bowls Club

The meeting closed at 8.45pm