Draft Minutes Mundford Parish Council Meeting Thursday 5th November 2026 at Mundford Cricket Club (subject to confirmation)

Those present: Cllrs G Mitchell, D Goodrham, A McLean and J Clifford. County and District Cllr S Hussey and 8 members of the public.

1. **The Chair's Opening Remarks:**
   Cllr Mitchell chaired the meeting in the absence of Cllr Locke.
   She welcomed everyone to the November meeting and thanked the volunteers that attended our bulb planting session last weekend and Cllr Morris for cutting the grass at the allotments and shutting off the water at the Allotment Hut. Also, Cllr Goodrham and Eammon King for collecting the gravel boards and installing the Tommy figure in the War Memorial area.

2. **Apologies for Absence:**
   Cllrs Locke and Morris

3. **To Accept and Sign the Minutes:**
   Approval of the minutes was proposed by Cllr Goodrham, seconded by Cllr Mitchell and approved by 3 Cllrs with a show of hands. The minutes were signed by the Vice-Chair as a true record of the Parish Council meeting held on Thursday 1st October 2026.

4. **To receive Declarations of Interest:**
   Cllr Goodrham item 7.10 Thank you for volunteers – grass cutting and Cllrs Clifford and McLean for item 7.4 Allotment Site

5. **Public Participation:**
   One member of the public asked who held keys to the Allotment Hut as a non -Councillor was seen accessing the building, the Clerk advised them that James Musgrove holds keys as he cuts the hedges there. Another resident raised their concerns over the speed of vehicles on the main and internal roads and asked if the Parish Council could do anything about this. they were told that this is an issue that has ben raised by residents and the Parish Council for many years, with little being done by NCC to assist. District and County Cllr Hussey confirmed that this was the case and that fatality or serious accident data would unfortunately be needed before speed limits would be likely to be evaluated. He told those present that he would speak to Highways regarding this.
   The Shed Group representatives provided an update on the recent activities of the group. They had their first meeting today, in the Village Hall, the first of several planned and booked sessions. It was well attended with 9 new members welcomed on the day, bringing their member numbers to 37. They intend to have a mix of active sessions and talks, some in the daytime and others in the evenings and plan to use the Bowls Club for the evening sessions. Members of the group are keen to volunteer their time to assist the Parish Council and village groups with a variety of tasks using their wide skillset. They asked the Councillors about the progress with building quotes and volunteered to assist with boarding up the windows at the Allotment Hut, a meeting there to be arranged.
6. Reports:

6.1 County and District Cllr Scott Hussey
Report attached Appendix A
County and District Cllr Hussey left at 7.40pm

7. **Matters Arising:**

7.1 Allotment Hut:

- Cllr Locke met Atilla from AM Services at the Allotment Hut so that he could assess the building. Clayland Estates recommended RG Construction Ltd from Dereham. The Clerk sent them the builder's brief and they visited the Hut on Monday November 2nd. They will send their quote to the office. The quote from Roger and Matt Apthorpe was received, sent to all Cllrs and the Mundford Shed Group, the group told the Clerk that another builder had shown an interest in quoting for the work and that they would contact the Clerk but this has not yet happened.
- The information from the Senior Fire Safety Inspector for the Norfolk Fire and Safety Service was sent to all Cllrs and the Mundford Shed Group.
- The Mundford Shed Group have booked 2 sessions for November in the Village Hall and we have received an invoice for this. They have also had 2 meetings recently and have updated the Parish Council on their progress.
- An alternative option for the storage of Parish Council items has been suggested: the rear half of plot 13 is now vacant and has been covered to prevent weed growth, a large shed could possibly be sited here.it was agreed that this was a consideration for the future.

Signed by the Chair_____ on Thursday December 3rd 2026

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- Insurance update- The requirements from the insurers were that the remaining windows and rear door must be boarded up, so the Clerk did not go ahead with the policy (as was agreed at the last meeting) Members of the Mundford Shed Group have offered to assist with this, a meeting there to be set up. A third policy is being looked into currently.

- The Electrical testing certificates and invoice have been received from J Gooch Electricals, two recommendations were made and they are going to quote for these.
- The water was shut off for the winter, by Cllr Morris.
- The EDF bill or the month was higher than usual as we were out of contract for a month but the new contract was signed and the invoice for this month is lower again.
- The letter regarding the Land Registry was sent to the Scouting Association by post and email but we have as yet not received a reply.

7.2 Planning Applications:
Amendments to the application for The Glade were received on the day of the meeting and the planning circular was handed to the first Councillor to complete and pass on.

7.3 Free defibrillator Application Request:
- We were approached by the Shepherd's Baa, asking if the Parish Council could consider applying for a free defibrillator from the British Heart Foundation (BHF). They confirmed that the staff of the Shepherd's Baa need to have taken their online defib training and the training needs to be promoted by the Parish Council within the village and posters advertising the training must be displayed by the unit itself. Clayland have agreed that they will do this. The closing date for applications is February next year. Cllr McLean proposed to go ahead with the application, seconded by Cllr Clifford and approved by all present with a show of hands. The Clerk to notify Clayland and apply for the defib.

7.4 Allotment Site:
- If the rear half of plot 13 is to be considered for a possible future site for a storage shed, it will not be offered to the person at the top of the waiting list, it was agreed to defer this to a future meeting.

7.5 Highways, Footpaths and Verges:
- Just Lawns cut the grass on the Village Green and the 4th treatment of the area will be in the middle of this month. They have advised us that the scarifying would be best to be done in the spring.
- This month we were advised that the Swaffham Rd gullies will be cleared, the Clerk contacted BDC about the faded signs for Cherry Tree Close, Saxon Walk and Fir close, which were to be replaced but have not been.
- We have a litter picking session on Saturday 7th of November, meeting at the office at 10.00 am
- Cllr Goodrham and Eammon King collected the gravel boards and stored them in the Allotment Hut then took the Tommy figure to the war memorial area and installed him there.
- The new signs for Cherry Tree Close/ Saxon Walk and Fir Close were not replaced, the clerk contacted BDC for an update.
- Cllr Morris and the Clerk carried out an asset check last month, slightly later this year to coincide with the budget setting next month.

7.6 Gardener:
- The job advert is still on the website and village Noticeboard but we have still had no interest.
- Three window cleaner's contact details have been obtained and the Clerk has emailed them asking for quotes to clean the inside and outside of the 2 bus shelters and the office front twice a year – awaiting responses.
- Pressure washing quotes are next to be sought for the bench bases and bus shelter bases. The Clerk has obtained one contact. Does anyone have any ideas of who might do this?
- The water bowser and trailer have been put away for the winter.

7.7 Bulb planting:
- The bulb planting took place on 31st of October and 7 volunteers attended, including Cllrs Mitchell and Morris and the Clerk, they removed the begonias at the War memorial and Village Green and planted hyacinth bulbs in their place.
- The plants in the Jubilee Bed and planters by the bus shelter are still looking healthy so will stay in place for the time being, the remaining bulbs will be used in the other beds when the current plants are removed.

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7.8 Remembrance Event:

- The Clerk sent the Revd. Mike Chesher the information about the War Memorial work for the re-dedication and met with Anthony Smith from STANTA and gave him the Brown's voucher as a thank you for his support again this year.
- The risk assessment has been reviewed and other preparations are all done.
- The Clerk put the poppies on the village benches and streetlights at the roundabout. Cllr Morris changed the Breckland flag for the Lest We Forget one.

7.9 Christmas Light Switch on Event:

Updates:

- Residents and Cllrs had offered to install the trees but the SLCC advised the Clerk that public liability insurance would be needed by anyone doing this, so the trees were ordered from the Elveden Estate and should be installed on November 19th.
- We have received a donation of £100 toward the trees from Tony Whiting again this year and his son Graeme has donated £50 for the hot chocolate stall. The Clerk has contacted last year's sponsors to ask if they would like to donate again.
- The Clerk contacted 3 choirs and a resident contacted a further 2 but it was too close to the event date for any to be able to attend, however, Hilgay Silver band are available and could perform for 30 to 45 minutes or slightly longer at the cost of £150.00 Cllr Mitchell proposed that we book them, seconded by Cllr Goodrham and approved by all present with a show of hands, the Clerk was given approval to make the payment before the next meeting if needed.
- The band will need chairs, floodlights, parking and gazebos if wet weather is forecast.
- The FOMS are doing the hot chocolate, hampers and the child's name draw.
- Cllrs Goodrham and Clifford are able to attend, along with the Clerk and several residents volunteering their time.
- The Crown will be raising funds for The Swaffham Cottage Hospital, St Leonards Court for their Residents Fund and we are awaiting the decision of Yallops and the Fish Bar for their chosen charities.
- Items such as lights and decorations need to be checked and batteries charged before the event- the Clerk and Cllr Goodrham to do this.
- Item to purchase:
  Hot Chocolate, £7.38 per kg tub, we would buy 3 – total of £22.14. paper cups £7.60 per pack of 25 (we have 3 packs already) so 2 packs needed- total £15.20
  1 pack of 20 batteries for the battery lights for the Jubilee Bed tree, £20.89
  A gift for a child for the switch on and napkins, mustard and ketchup for the hotdogs. The Clerk to order some from Amazon and the others from the supermarket and be re-imbursed.
- The above items and if more tree decorations are needed, the Clerk use the debit card to purchase extras up to £40 was proposed by Cllr Clifford, seconded by Cllr McLean and approved by all present with a show of hands.
- Plan of the event to be drawn up, with map, risk assessment and information for volunteers
- The road closure paperwork has been received and displayed in the village

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7.10 Thank You for Volunteers:

- The Old Bent Pin Fishing Club contacted the Parish Council, informing us that one of their members, a Mundford resident, has for the last 2 – 3 years cut the grass on the public footpath from West Hall Drive, (up to 8 times this year). This path is regularly used by residents of the village and is only cut by NCC's contractor twice a year. This request was discussed and Cllr McLean proposed to donate £85.00, this was seconded by Cllr Clifford and approved by all present with a show of hands.
- There are now only 3 grass cutters at the Church and they usually have a voucher for Browns or The Crown at £10 a head as a thank you. Cllr Mitchell proposed that we do this again, seconded by Cllr McLean and approved by all present with a show of hands. The Clerk to notify them and obtain bank details for the payment.
- The annual thank you drinks for litter pickers and CCS drivers was extended to members of the Mundford Messenger team, (agreed at the April meeting). There are 10 CCS drivers and 10 litter pickers and there are 30 members of the Messenger team, a few of these may volunteer in more than one of these groups, so the final number is not as yet known. It may be advisable to split this into two events as there will not necessarily be enough seating at Browns for this number. Wednesday December 9th is booked for after the litter picking session, so it was agreed to book another date for the Messenger team for later that week. The Clerk to contact Browns to book this.

Signed by the Chair_____ on Thursday December 3rd 2026

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8. Correspondence:

- We have been informed that a female resident of The Brecklands will be celebrating her 100th birthday this month, the Clerk will deliver her a card from the Parish Council.
- Draft meeting dates for 2027were sent to all Cllrs before the meeting
- The ICO data protection fee of £47.00 is due and will be paid by direct debit on the 7th of December.
- PAT Testing is due to be done at the end of December; The Clerk is contacting 3 electricians for quotes, however a member of the Mundford Shed group offered to look into the cost of buying the equipment for future use, he also volunteered to carry out the testing at no cost. This to be added to the next agenda.
- A resident reported an abandoned car which the Clerk reported to BDC.

9. Finance

9.1 Payments for the October invoices:

- Cllr Goodrham proposed the approval of the October payments, seconded by Cllr McLean and approved by all present with a show of hands.
- Cllr Mitchell and the Clerk signed the £100 cheque for the poppy wreath.
- The bank reconciliation was checked and signed by Cllr Goodrham.

Oct-26						
Direct Debits:						
EDF	Office electrics		£ 14.73			
EDF	Allotment Hut electrics		£ 101.94	Out of contract- new one started		
N-Power	Street lighting		£ 304.78			
BT	Office phone and broadband		£ 56.34			
EE	Sim only		£ 12.60			
Everflow	Office water		£ -	in credit		
Cloudy IT	Cloud storage		£ 12.46			
		Total	£ 502.85			
Other:		**Payment Type**		**Petty Cash**		
Cozens UK Ltd	Streetlight maintenance Oct, Nov, Dec	BACS	£ 60.00			
Royal British Legion	Poppy Wreath donation	Cheque	£ 100.00			
Gedney Bulb Company	200 hyacinth bulbs including delivery	Debit card	£ 105.60			
L Morris	Wages	BACS	£ 1,132.16			
A Shepherd	CCS monthly report	BACS	£ 600.00			
J Gooch Electricals	EICR Testing of Office and Allotment Hut	BACS	£ 450.00			
CBR Business Solutions	1 DBS check for new CCS driver	BACS	£ 15.60			
Post Office	Postage for Scout Association letter	Petty Cash		£ 1.80		
Norfolk County Council	Road closure application fee for Christmas event	Debit Card	£ 47.74			
Browns Farm Shop	Thank you voucher for A Smith	Debit card	£ 15.00			
Just Lawns	Village Green grass cutting	BACS	£ 60.00			
Elveden Estate and Farms	Purchase, delivery and installation of 3 Christmas trees	BACS	£ 870.00			
Mundford Village Hall	Venue Hire for 2 Mundford Shed sessions	BACS	£ 60.00			
TTSR	Village grass cutting	BACS	£ 2,688.61			
		Total	£ 6,204.71	£ 1.80		
		Total out	£ 6,709.36			
Money in:						
Current Acount						
HMRC	2nd quarter VAT returned	BACS	£ 1,294.23			
G Whiting	Tony Whiting- Donation toward Christmas trees	BACS	£ 100.00			
G Whiting	Donation for Hot chocolate stall	BACS	£ 50.00			
	Total money in		£ 1,444.23			

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Bank Reconciliation at 31/10/2026

	Cash in Hand 01/04/2026			39,085.18
	ADD			
	Receipts 01/04/2026 - 31/10/2026			55,795.13
				94,880.31
	SUBTRACT			
	Payments 01/04/2026 - 31/10/2026			39,623.82
A	**Cash in Hand 31/10/2026** (per Cash Book)			**55,256.49**
	Cash in hand per Bank Statements			
	Petty Cash	31/10/2026	56.54	
	Community Account	31/10/2026	28,085.49	
	Savings Account	31/10/2026	27,114.46	
				55,256.49
	Less unpresented payments			
				55,256.49
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**55,256.49**

A = B Checks out OK

Ringfenced money: Chillzone £1592.00

10. Members Matters

11 Next Meeting- The next meeting is at 7.00pm on Thursday 3rd December 2026 at Mundford Cricket Club

The meeting closed at 8.30pm

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Appendix A:
Cllr Hussey's report

Local Government Reorganisation (LGR)
The Government has reversed course on LGR (again). In its letter of 7 September, it withdrew the decision for Norfolk and told us to stop all work, and the Council closed its programme. On 29 October the Government announced that the programme is no longer paused and that all its previous LGR decisions, except Surrey's, have been withdrawn. It will make fresh decisions for every area after a detailed review of the proposals submitted. Five were announced on 29 October, for East Sussex, Brighton and Hove, Gloucestershire, Oxfordshire, Warwickshire and Worcestershire. Norfolk did not receive a decision on the day, but one is expected early in the New Year. It is being suggested that shadow elections will take place in May 2028, alongside mayoral elections. District council elections due in May 2027 will go ahead. Under the proposed timescale, new unitary councils would launch in all areas in April 2029.

Devolution
Devolution is the transfer of some decision-making powers and funding from central Government to local areas. It is separate from LGR and, as it stands, the process is moving forward. Norfolk and Suffolk would combine to create a higher strategic authority, alongside the existing county councils. The two councils applied in January 2025 to join the priority programme so that a Mayor could be in place sooner than elsewhere, and the Government agreed. In December 2025 the Government confirmed it would delay the Mayoral model for Norfolk until 2028, and the latest LGR announcement suggests mayoral elections in May 2028.

Budget proposals
The council's initial 2027–28 budget proposals aim to close a £35.927m gap, with £32.333m identified so far (£29.213m ongoing, £3.120m one-off). Cabinet was asked to approve consultation on a range of council tax options, with the MTFS assuming 4.99 per cent. The position will be updated after the Autumn Budget and Local Government Finance Settlement, with final decisions at full Council in February 2027. Find out more and have your say at www.norfolk.gov.uk/budget. The consultation runs from Monday 26 October to Monday 7 December 2026.

Norse Care homes
Norfolk County Council has withdrawn the proposed sale of Norse Care and its 20 care homes to Stow Healthcare. Norse Care is a wholly owned company of Norse Group, which is wholly owned by the County Council. Its portfolio includes 17 operational homes across Norfolk and three that are closed. The Cabinet inherited the in-principal sale from the previous Conservative administration and has determined it is not in the best interests of Norfolk residents and taxpayers. The administration is working closely with senior officers to find a more locally focused solution. Services at the 17 operational homes will continue as usual while the Council plans its next steps.

Norfolk Fire & Rescue Service rated good by inspectors
Norfolk Fire & Rescue Service (NFRS) has been graded good overall by HMICFRS in its report published on 28 October. It was rated good in eight areas and adequate in two, a major improvement on the 2023 inspection. Inspectors noted this was achieved despite rising demand and a low level of spend per head compared with other parts of the country.

Barnham asylum camp

The cost to NCC over ten years is projected to be nearly £30 million, with a further strain on frontline services if the Home Office's plans proceed. The Home Office had withdrawn its original planning application and resubmitted a new one. It has also emerged that construction firm Kier has been awarded a contract worth more than £3.4 million to prepare detailed proposals for RAF Barnham, which could accommodate up to 931 people. The contract was signed in October but only published in November. This is despite there being no final decision on whether the site will go ahead.

Health in Rural Areas and Small Towns
The Chief Medical Officer's annual report for 2026 calls for rural health and care challenges to be addressed nationally, with services tailored to rural communities rather than based on urban models. Rural areas face greater demand from older populations:

in 2024, 28% of residents in smaller rural areas were aged 65 or over, compared with 12% in London. Long journeys and limited public transport hinder access for patients and staff, and some hospital appointments involve a day's round trip, although remote consultations could help. Recruiting and retaining health professionals is also harder, and rural poverty can be hidden within affluent areas, with seasonal or low-paid work and essential car travel costs deepening health inequalities. For Norfolk, the findings reinforce the need to plan health, social care, transport and preventative services around rurality and ageing, with care closer to communities and technology improving access.

Post 16 Travel Assistance Scheme – Launch of Consultation

Norfolk County Council currently spends more than £8m a year subsidising transport for young people attending sixth forms and colleges, and costs continue to rise as more young people use the service, fuel prices increase and the council responds to other inflationary pressures. A consultation on proposed changes to the scheme opened on 3 November and runs until 15 December.

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