

Minutes Mundford Parish Council Meeting held on Thursday 9th April 2026 at Mundford Cricket Club

Those present: Cllrs S Eyres (Chairman), M Locke (Vice chair), J Musgrove, J Clifford, G Mitchell and D Goodrham.
County Cllr F Eagle, District Cllr S Hussey and 21 members of the public.

1. Chairman's Opening Remarks:

The Chairman welcomed everyone to the April Parish Council meeting.

2. Apologies of Absence:

Cllr S Morris, Louise Morris (Clerk)

3. To Accept and Sign the Minutes:

The signing of the minutes was proposed by Cllr Goodrham, seconded by Cllr Locke and approved by 5 Cllrs. The minutes were signed by the Chairman as a true record of the meeting held on Thursday 5th March 2026

4. To receive Declarations of Interest:

Cllr S Eyres for item 9.10 Grass Cutting

5. 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. A verbal or written response may be given after the question has been discussed by the Cllrs.

A member of the Public spoke on behalf of the Mundford Shed group, explaining their proposal for the Allotment Hut to be used by the group to hold community sessions for residents, including a Man Shed group. (A copy of this had already been sent to the Clerk and passed on to the Councillors).

Another resident wanted to thank the Parish Council for all that it does for residents.

6. Allotment Hut- To discuss the Man Shed/Mundford Shed interest in the use of the building

- The Chairman asked if the group was now going to be called the Mundford Shed and was advised that it was.
- The Clerk has contacted MSM Safety Management to enquire about an inspection of the building and the Norfolk Fire Service for fire safety requirements and advice for the wooden building. The cost of the inspection by MSM is £395.00 including vat, Cllr Goodrham proposed to go ahead with the inspection, Cllr Locke seconded and this was approved by all present with a show of hands. We are awaiting a response from the Fire Service.
- The Chairman read the email responses from SLCC and the Norfolk ALC – following requests from the Clerk for advice on the requested use of the building. A representative of the group has asked for copies of the emails to provide information from their perspective. The Clerk to be asked to forward the email.
The representative also asked if the Parish Council would consider contributing toward the cost of necessary work to upgrade the building. The Chairman said that this would need to be discussed by the Council before a response to this can be given, however any grant applications are considered by the Parish Council.
The subject of inclusion for those with disabilities was discussed, with the group confirming that initially the Allotment Hut would not be adapted for disabled access (with sessions for those with disabilities planned to take place in the Village Hall) however, in time it is hoped that the building may be adapted to allow this.
The group are meeting on a regular basis, have established a committee and have a growing support in the project. They stated that they would like the building to be preserved for the community to use in years to come, and the Parish Council stated that it is supportive of the project but does need to look into all aspects of the use of the building before committing.
- The 20 wooden chairs that are currently stored in the shed and not needed by the Parish Council had been suggested to be offered to the Church and Cllr Musgrove proposed them having the chairs, this was seconded by Cllr Eyres and approved by all present with a show of hands. Arrangements for them to be collected were made.
- We have received 2 letters from the Mundford Shed group – these were sent to all Cllrs before the meeting.

7. Planning Applications:

Application: PL/2026/0374/FMIN East Hall Farm, West Tofts Road, Mundford

Proposed extension, alterations and conversion of existing garage/store into a self-contained

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residential/ holiday accommodation annexe ancillary to the main dwelling

Minor change from the application agreed by the Cllrs “support with no comments”- the amended application was for holiday let/accommodation. The approval of this amended change was proposed by Cllr Musgrove, seconded by Cllr Mitchell and approved by all Cllrs present with a show of hands. The Clerk to submit this.

8. Reports:

8.1 District Cllr Scott Hussey;

The District Cllr said that he was pleased to see the large number of residents attending the meeting.

He told the Cllrs that some local Parish Councils in the area have increased their precept by 100%, 150% and even 213% this year (as they did not have the required reserves needed by Parish Councils)

Local Government reform – the 3 unitary model for Norfolk was chosen, this is probably the best position for the current Breckland area’s Council Tax.

The Local Plan is not greatly affecting our area, the biggest single site is Roudham, with 6,000 houses being suggested. This caused 19,000 complaints to BDC, the Local plan is being reviewed later this year.

He brought the posters that he had previously mentioned and he said that he had emailed the Mundford Shed group some information on grants from BDC.

8.2 County Cllr Fabian Eagle

The Government has given NCC, just over £3,000,000 for their Emergency Crisis Fund set aside for heating oil funding and this is being discussed for allocation on how best to support Norfolk residents. He suggested that residents interested in receiving assistance from this fund should google Norfolk County Council Heating Oil and register.

He stated that he felt the 3 unitary option will not be financially beneficial to our area.

He also reminded those present that the NCC Adult Social Care budget alone is more than the Council Tax and the County Council collects, and it is a statutory service that must be delivered.

The ongoing issue of potholes was discussed again and he advised for these to be reported for repair. He has also requested more surface dressing in the Brecklands area as the roads are very poor in many parts.

He said that he had been County Councillor for our area for the last 9 years and hopes to be re-elected on May 7th.

He is happy with his contributions to the Parish Councils in his area and the Chairman thanked him on behalf of the Parish Council for his assistance over the years, particularly for the funding toward the wig-wags which are currently being installed in St Leonards Street.

Thanks for support for Mundford School (FOMS) was given to County Cllr Eagle and the Parish Council.

9. Matters Arising:

9.1 Highways, Footpaths and Verges:

- 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 to be added to the next agenda
- The Clerk asked Atilla Molnar to go ahead with the grit bin base, which he did at the end of March, his invoice has been received (see payment sheet)
- The cost of a new grit bin is £258.39 excluding vat, purchasing this was proposed by Cllr Goodrham, seconded by Cllr Clifford and approved by all with a show of hands. The Clerk to order this

9.2 Gardener:

- The revised advert was again put on the board and website, with the closing date of Friday March 27th and we had no interest or applications. It was agreed to re-advertise, within the village, with no closing date. The Clerk to do this.
- We may need to advertise for volunteers to assist with planting if the position is not filled.

9.3 War Memorial:

- Due to the poor state of part of the column, the work had to be halted for communication with the War Memorial Trust to amend the original plan for the repairs. It was agreed that a new piece of column could be used and Brown and Ralph kindly provided this at no cost. Work was resumed and was completed by the 12th of March.
- Invoices from Brown and Ralph – for the repair work and Whitworth – for the contract admin and inspection visits and reports have been received (see payment sheet)

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- The Clerk updated the War Memorials Online information on the Mundford Memorial, following the guidance from the WMT and is currently preparing the completion report, the next stage in the grant process.
- It was agreed that we ask the Vicar to re-dedicate the Memorial as part of the Remembrance Service if he is willing.

9.4 Allotment Site:

- The allotment Tenancy agreements and invoices were hand delivered to all 19 tenants on April 1st.
- Plot 20 has a new tenant, after the Clerk met a lady there to see it.
- All allotment Hut keys have been returned, the final 2 refunds to be made this month.

9.5 Streetlighting:

- The maintenance contract with TT Jones finishes at the end of August, The Clerk contacted K&M and they have sent a quote. This to be added to the next agenda.
- TT Jones has sent their invoice for April May and June's maintenance
- Next steps with St Leonards St solar light and new light near Cricket Club to be added to the next agenda.

9.6 Pride in Mundford:

- It was agreed to present the award to Rosemary Godfrey for her work on the Mundford Messenger. This was proposed by Cllr Eyres, seconded by Cllr Clifford and approved by all Cllrs present with a show of hands. The Clerk to contact her.
- Including the Mundford Messenger delivery volunteers in the Christmas thank you gathering was discussed and was proposed by Cllr Eyres, seconded by Cllr Clifford and approved by all present with a show of hands.

9.7 Breckland District Council Land Transfer Opportunity:

- TTSR have visited the Pocket Park to quote for the annual maintenance of the area – we are awaiting this.
- It was agreed to discuss progressing with interest in taking on the 2 parcels of land currently owned by BDC at the next meeting.

9.8 Village Events:

- Worthwhile are not hosting an open gardens event this year, however, the Church are holding a Fayre on June 20th and it was suggested that the Parish Council might borrow the equipment for Parish Councils that County Cllr Eagle set up and host a stall of some kind. The Clerk to contact County Cllr Eagle and the PCC for further information. This to be added to the next agenda.

9.9 Risk Management Scheme:

- The document was sent to all Cllrs before the meeting -to review this in advance of the internal audit.
- This was discussed and Cllr Musgrove proposed the document, seconded by Cllr Goodrham and approved by all present with a show of hands.

9.10 Grass Cutting:

- TTSR have sent notice of a fuel surcharge due to the current economic circumstances. They will spread this adjustment across the next four invoices, totalling £348.75 + vat.
- Following advice from the Norfolk ALC, Blooming Gardens is allowed to cut the grass on the Village Green. A quote for cutting the grass was received from Trusty Garden Care at £60.00 per visit.
- Blooming Gardens price for this year will be increasing to £40.00 per visit
- Cllr Eyres informed the Cllrs that as of the next meeting he would be standing down as Chairman. Cllr Musgrove proposed that Blooming Gardens can continue cutting the grass until the next meeting when this can be discussed again, this was seconded by Cllr Locke, and approved by 5 Cllrs with a show of hands.

10. Correspondence:

- We have received a response from the manager of St Leonards Court regarding their use of the defib by the Mundford Fish Bar, explaining why they use it. This was sent to all Cllrs before the meeting. The Councillors were surprised to hear that they did not have a defib and agreed that their Head Office should be contacted
- We received a letter from a resident regarding speeding in St Leonards Street, anti-social behaviour in the Village Green area and fish and chip fumes. This was sent to all Cllrs, and a response from them was sent to him. He responded again and this was sent to all Cllrs. He mentioned signage regarding anti-social behaviour being installed in that area. This to be discussed at the next meeting.

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- The VAT for January and February was claimed back and received- £165.79. March's amount will be claimed along with the first quarter of 26-27
- Parkinsons Research has sent a thank -you for the donation from the Christmas event
- Anglia Computer Solutions set up a .gov email address for Cllr Goodrham and the cost for this until September was invoiced £8.40
- Robin Yates (Mundford Cricket Club) has confirmed that we can use the venue for the May and June meetings but not July and August. We can return to the venue for the September meeting onwards. The Clerk to book the Village Hall for the July and August meetings.
- We were contacted by a man researching the Mundford Lancaster memorial, asking for local knowledge on this matter, the Clerk contacted a resident that is involved in the care of the memorial and he is happy to correspond.
- 6 volunteers (2 Cllrs) attended the litter picking session and 8 sacks of rubbish were collected along with abandoned signs, a car bumper and a roller blind.
- We were contacted by the Area Chairman of Norfolk Ramblers, asking if we would advertise and inspect our public footpaths – this was sent to all Cllrs before the meeting. It was agreed that the Clerk advise them our paths are cut by NCC twice a year
- The Clerk ordered printer ink from Compleat Office Solutions and purchased folders and wallets from TESCO – see payment sheet.
- The annual fees for the SLCC are due soon, are you happy for this subscription to be renewed- exact amount not yet known. This to be discussed once the fee is known, therefore to be added to the next agenda.
- The wheelie bin stickers were ordered and received. The Clerk has drafted a letter to hand deliver to properties along the Swaffham and Cranwich Roads offering them the opportunity to have the stickers. It was suggested that instead of sending letters, the Clerk and a Cllr could knock on doors, asking if people would like them. Cllr Locke offered to assist, this to be arranged.

10. Finance

10.1 Payments for the March invoices:

The payments were proposed by Cllr Musgrove and seconded by Cllr Goodrham and approved by all Cllrs present.

March/ April 26				
Direct Debits				
EDF	Office electrics		£63.15	
EDF	Allotment Hut electrics			£1.02 in credit
N-Power	Street lighting		£341.74	
BT	Office phone and broadband	£	51.54	
EE	Sim only	£	10.80	
Everflow	Office water		£18.09	
Cloudy IT	Cloud storage		12.46	
		Total	£497.78	

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Other-		Payment Type		Petty Cash
Post Office Ltd	Whitworth contract postage	Petty Cash		£5.50
Smartwheelie	Wheelie bin stickers	Debit Card	£145.00	
L Morris	Office stationery	BACS	£ 7.10	
L Morris	Wages	BACS	1009.33	
A Shepherd	CCS March report	BACS	300	
Anglia Computer Solutions	New email address until Sept	BACS	£ 8.40	
The Mundford Messenger	Annual Parish Meeting advertising	BACS	£ 47.00	
Whitworth	Fees for Memorial Works admin	BACS	£ 1,488.00	
Brown and Ralph Ltd	Repairs to War Memorial	BACS	£ 7,288.16	
Compleat office Solutions	Office supplies	BACS	£ 45.58	
Just Lawns	Village Green grass treatment	BACS	£ 54.00	
P Hubbard	Allotment Hut key refund	BACS	£ 10.00	
J Jones	Allotment Hut key refund	Petty cash		£ 10.00
D Goodrham	Petrol for Church grass cutting	BACS	£ 27.00	
A M Services	Concrete base for grit bin	BACS	£ 360.00	
TT Jones	Streetlight maintenance Apr, May, June	BACS	£ 102.20	
		Total	£10,891.77	£15.50
		Total out	£11,405.05	
Money in				
Community Account				
HMRC	2nd quarter VAT return	BACS	£819.60	
Savings Account				
Barclays	Bank interest	BACS	£68.10	
		Total in	£887.70	
Paid in March				

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Mundford Parish Council

Prepared by:

Date:

Name and Role (Clerk/RFO etc)

Approved by:

Date:

Name and Role (RFO/Chair of Finance etc)

Bank Reconciliation at 31/03/2026

Cash in Hand 01/04/2025		39,034.53
ADD		
Receipts 01/04/2025 - 31/03/2026		49,961.40
		88,995.93
SUBTRACT		
Payments 01/04/2025 - 31/03/2026		49,910.75
A	Cash in Hand 31/03/2026	39,085.18
	(per Cash Book)	
Cash in hand per Bank Statements		
Petty Cash	31/03/2026	68.34
Community Account	31/03/2026	12,050.02
Savings Account	31/03/2026	26,966.82
		39,085.18
Less unrepresented payments		
		39,085.18
Plus unrepresented receipts		
B	Adjusted Bank Balance	39,085.18

A = B Checks out OK

Ringfenced money: Chillzone £1592.00

11. Members Matters:

Cllr Goodrham: Will need to purchase more fuel more regularly for the Church grass cutting

Cllr Musgrove: Can the Clerk order 2 more Breckland Flags

Cllr Eyles: Mundford Cricket Club was successful in their application for the S106 funds.

He reminded everyone that he would not be standing for Chairman at the Annual Parish Council meeting.

12. Next Meeting- The next meeting, The Annual Parish Meeting is at 7.00pm on Thursday 7th May 2026 at Mundford Cricket Club

The meeting closed at 9.15pm