Minutes Mundford Parish Council Meeting held on Thursday 2nd July 2026 at Mundford Bowls Club

Those present: Cllrs G Mitchell (Chair) S Eyres (Vice-Chair), M Locke, A McLean, J Clifford and D Goodrham, County Cllr and District Cllr S Hussey and 8 members of the public.

1. **Chair's Opening Remarks:**
The Chair welcomed everyone to the July meeting, and thanked James and Jill Musgrove and Cllr and Mrs Morris for planting the begonias in the flower beds and planters, and to the Musgroves for volunteering to water them too. She also thanked Cllr and Mrs Morris and James Musgrove for cutting the allotment grass, and James Musgrove for fixing the wooden base of the trailer after it was discovered to have an issue.

2. **Apologies for Absence:**
Cllr S Morris

3. **To Accept and Sign the Minutes:**
The signing 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 Chair as a true record of the meeting held on Thursday 4th of June 2026.
The minutes from the meeting on Thursday 7th of May 2026 could not be signed as Cllr Morris was not present- this to be done at the next meeting.

4. **To receive Declarations of Interest:**
Cllrs McLean and Clifford for item 7.9 Allotment Policy and item 7.3 Allotment Site, Cllr D Goodrham for item 7.10 Church Grass Cutting Equipment and Cllr Eyres item 9.1 payments

5. **Public Participation:**
One member of the public represented the Mundford Shed group and read out some questions for the Parish Council regarding the Allotment Hut, these will be emailed to the Clerk who will send them on to the Cllrs.
Another resident thanked the Parish Council for all that they do for the village and particularly from the School and the FOMS.

6. **Reports:**

6.1 County and District Cllr Scott Hussey:

Breckland District Council;
The Cllr told those present that at a full council meeting that day, it was announced that Barnham Camp would be housing 1,300 male asylum seekers.
BDC have launched a business awards scheme, local businesses can be put forward- more information can be found on their website.

Norfolk County Council:
The Cllr has been in contact with Norfolk County Council Highways in regard to the speeding and volume of traffic through Mundford and Cranwich (the Clerk was included in the emails and forwarded them to the Cllrs).
Unfortunately, but frustratingly, it appears that there is very little that can be done regarding this issue.
Two community funds set up previously by NCC have been changed, with their recipients now being Highways and the Norfolk Fire Service.
NCC have informed Minister Steve Reed that they object to the plans for unitary changes.

Cllr Hussey left at 7.15 pm

7. **Matters Arising:**

7.1 Allotment Hut:

- The workplace, health, safety and welfare inspection report was sent to the Mundford Shed group and their subsequent questions were asked and responses sent back to them.
- A site meeting was held at the building to discuss points the report and it was agreed that they Clerk look into issues raised:
- 3 companies have been contacted about the septic tank emptying and responses have been received from 2 companies so far.
- Anglia water is coming to assess the water supply (no date given)

Signed by the Chair _____ on Thursday 6th August 2026

- The Fire service response has not yet been received.
- The Clerk has contacted Whitworth, asking them to go ahead with generating the re-instatement value of the building
- The electrics were last tested in August 2021- the Clerk to seek 3 quotes for this

7.2 Planning Applications:

Application reference: PL/2026/0797/HOU
Proposal: Internal alterations, external enhancements to the existing dwelling including the enlargement of windows, construction of a detached garage, installation of photovoltaic panels and the addition of a rooflight and front porch.
Site: 6 Crown Road, Mundford, IP26 5HQ

Decision made by MPC: Approved with no comments.

Application reference: PL/2026/0847/FMIN
Proposal: New dwelling (self-build) including detached garage
Site: The Glades, land off Lynford Rd Mundford IP26 5HW

Decision made by MPC: Approved with no comments.

7.3 Allotment Site:

- As it is in poor condition, it was agreed to buy a new Parish Council lawnmower, proposed by Cllr Eyres, seconded by Cllr Goodrham and approved by 4 Cllrs with a show of hands.
- It was agreed that the Clerk look into information on inspections of the trees at the site.
- A resident would like to take on plot 1 – as it is later in the season and the plot is in a poor condition Cllr Eyres proposed waiving the fee, seconded by Cllr Goodrham and approved by 4 Cllrs with a show of hands.

7.4 Mole Contractor:

- Our long-standing mole contractor, Richard Oughton advised the Clerk that the cost of his services will remain at £600 for the year. Cllr Mitchell proposed that we continue using his services, seconded by Cllr Goodrham and approved by all present with a show of hands. It was agreed that the Clerk process the payment next week.

7.5 Highways, Footpaths and Verges:

- James Musgrove showed Cllr Morris how put up the Union flag on the King's birthday then replaced it with one of the new Norfolk flags.
- TTSR have advised us that residents are parking on the grass in some areas of the village- making cutting impossible- It was agreed that the Clerk send letters to residents in those areas, as has been done in the past.
- Reported this month and programmed for repair: sunken gulley in St Leonards Street and a pothole near the Cricket Club. Also reported yet but no response received: faded sign at the entrance to Bracken Rise
- The battery on the defib is showing 2 bars, the Clerk to monitor this.
- The wig wags and solar panels have been fitted to the posts in St Leonards Street and we have received a thank you from the FOMS.
- TTSR have cut the grass and the missed areas have been reported to them. They have notified us that due to stabilising fuel prices, the temporary fuel surcharge will be removed as of our next invoice.
- As we are currently without a gardener, the new dog waste bin has not yet been installed but Cllrs Eyres and Goodrham will install it next week.

7.6 Gardener:

- There has been no interest in the Gardener vacancy, so this will continue to be advertised and added to the next agenda.
- As we have no gardener currently, and volunteers are carrying out the watering and the Norfolk ALC have advised that we can pay them watering expenses, this was proposed by Cllr Locke, seconded by Cllr McLean and approved by all present with a show of hands

Signed by the Chair _____ on Thursday 6th August 2026

Minutes Mundford Parish Council Meeting held on Thursday 2nd July 2026 at Mundford Bowls Club

7.7 Streetlighting:

- The 3 streetlight maintenance contracts:
  Cozens UK Ltd 3-year (£240) and 5-year (£200 per year). K&M £1031 per year. TT Jones (£340 per year) 3-year all excluding vat.
  were discussed and Cllr Eyres proposed to go with Cozens, seconded by Cllr Mitchell and approved by all present with a show of hands
- The Clerk to contact Cozens for information on solar powered lighting options.

7.8 Breckland District Council Land Transfer Opportunity:

- A site meeting was held at the Pocket Park, 5 Cllrs and the Clerk attended to review the site in preparation for further discussion. The Cllrs considered the annual maintenance costs, replacing fencing, ongoing tree surveys and while Cllr McLean was keen to acquire the land Cllr Eyres proposed not to go ahead, seconded by Cllr Locke and approved by 5 Cllrs with a show of hands. The Clerk to inform BDC of this decision.

7.9 Allotment Policy:

- The updates to the policy were discussed and proposed by Cllr Locke, seconded by Cllr Mitchell and approved by 4 Cllrs with a show of hands.

7.10 Church Grass Cutting Equipment:

- Three pieces of equipment are currently covered by the agreement and Cllr Mitchell proposed adding the other 2 mowers, seconded by Cllr Mclean and approved by 5 Cllrs with a show of hands.

7.11 Community Car Scheme:

- Cllr Eyres proposed paying the Scheme an extra £100 per month to ensure that there are funds available if more journeys are booked in each month, this was seconded by Cllr Goodrham and approved by all present with a show of hands.
- BDC have advised us that we can claim an uplift of £240.00 for the CCS following the national increase in the amount that can be paid to drivers, an invoice has been sent to claim this.

7.12 Pride in Mundford Award:

- Two individual residents were suggested by Cllr Goodrham, for years of volunteer grass cutting at the Church and a couple who volunteer gardening, watering and litter picking by Cllr Eyres, these were proposed by Cllr Eyres, seconded by Cllr Goodrham and approved by all with a show of hands, and the Clerk to use the debit card for purchasing the vouchers and frames.
- The Clerk to contact them about their choice of voucher and invite them to the next meeting to receive the awards.

8. Correspondence:

- We had 3 attendees to the litter picking session on June 10th and 5 small sacks of rubbish were collected. The next session is on Saturday 11th July and it was agreed that the Clerk buy some small bottles of water for the volunteers, this was proposed by Cllr Locke, seconded by Cllr Goodrham and approved by all with a show of hands.
- We have received the grass cutting funds (£5278.20)
- The bank mandate changes have been submitted to Barclays Bank- removing James Musgrove, adding Cllr Mitchell and changing the email address.
- The Clerk sent the AGAR electronically to PKF Littlejohn and advertised the Notice of Public Rights document on the noticeboard and website.
- We have received an invoice for £42.00 from Anglia Computer Solutions, for IT support- regarding Councillors email addresses and office email issue.
- We have received £78.64 interest on the savings account
- The Clerk visited properties on the Swaffham Rd and some on the Cranwich Rd, offering them the wheelie bin stickers and there was a good uptake. There are some left, so this information will be added to the next Mundford Messenger.
- The Everflow water invoice was estimated and next month's invoice should be lower
- We have received another request for the Mundford book, it was agreed that this is added to the next agenda and that the Clerk contacts Barry Ellis for more information on having more printed.
- Joanne Goddard, manager of St Leonards Court will be able to attend the August meeting to discuss the defibrillator.
- Cllr Goodrham proposed that we order a poppy wreath again this year, seconded by Cllr Clifford and approved by all Cllrs present with a show of hands. The Clerk to organise this.
-

Signed by the Chair _____ on Thursday 6th August 2026

- The Clerk has contacted Environmental Services at BDC regarding obtaining free litter picking equipment from them for our volunteers- we are awaiting their response.
- A resident and her dog Morse have donated £100 toward the cost of the new dog waste bin, the Cllrs thanked her for this kind donation.
- A resident has asked that the vegetation in the stream by the Lynford Rd turning be addressed, the Clerk to contact the nearby landowner again to ask that this be cleared.
- A resident has asked that the Parish Council contact residents about overgrowing hedges around the village (this can be done now but as it is bird nesting season the hedges may not be cut back straight away) and also about parking issues at school drop off and pick up times, suggesting that the Village Hall open the overflow carpark at these times- the Clerk to advise the resident to contact the Village Hall regarding this.

9. Finance

9.1 Payments for the June invoices:

- Cllr Locke proposed the payments, seconded by Cllr Mitchell and approved by 5 Cllrs with a show of hands.
- The bank reconciliation was checked and signed by Cllr McLean.

9.2 Employee Pensions:

As this item contains personal information, the members of the public were asked to leave the building. They all left at 8.10 pm

- The Clerk has to enrol on a pension scheme and can choose to opt out again if she wishes. She has decided to join an 8% combined Nest pension.

Jun-26				
Direct Debits				
EDF	Office electrics		£ 27.31	
EDF	Allotment Hut electrics		£ 19.54	
N-Power	Street lighting		£ 254.32	
BT	Office phone and broadband		£ 56.50	
EE	Sim only		£ 12.60	
Everflow	Office water		£ 48.13	Estimated
Cloudy IT	Cloud storage		£ 12.46	
		Total	£ 430.86	
Other-		Payment Type		Petty Cash
Home Bargains	Raffle prizes for the church fete	Debit card	£ 19.95	
Didlington Nurseries	Begonias	BACS	£ 403.20	
Anglia Computer Solutions	IT support	BACS	£ 42.00	
TT Jones	Streetlight maintenance July+ August	BACS	£ 68.14	
L Morris	Wages	BACS	£ 1,068.68	
A Shepherd	CCS June report	BACS	£ 800.00	
Blooming Gardens	Village Green grass cutting	BACS	£ 198.00	
TTSR	Grass cutting	BACS	£ 2,709.24	
MSM Safety Management	Report on Allotment Hut	BACS	£ 474.00	
		Total	£ 5,783.21	£ -
		Total out	£6,214.07	
Money in				
Community Account				
Norfolk County Council	Grass cutting funds	BACS	£ 5,278.20	
Savings Account				
Barclays Bank	Interest	BACS	£ 76.84	
	Total money in		£ 5,355.04	

Signed by the Chair _____ on Thursday 6th August 2026

Minutes Mundford Parish Council Meeting held on Thursday 2nd July 2026 at Mundford Bowls Club

Bank Reconciliation at 30/06/2026

	Cash in Hand 01/04/2026			39,085.18
	ADD			
	Receipts 01/04/2026 - 30/06/2026			31,784.38
				70,869.56
	SUBTRACT			
	Payments 01/04/2026 - 30/06/2026			20,310.05
A	**Cash in Hand 30/06/2026** (per Cash Book)			**50,559.51**
	Cash in hand per Bank Statements			
	Petty Cash	30/06/2026	58.34	
	Community Account	30/06/2026	23,457.51	
	Savings Account	30/06/2026	27,043.66	
				50,559.51
	Less unpresented payments			
				50,559.51
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**50,559.51**

A = B Checks out OK

Ringfenced money: Chillzone £1592.00

10. Members Matters:

Cllr Eyres: Grass cutting on the Cranwich Rd verge
Loaning equipment
Dog waste bag dispensers

Cllr Locke: Weeds in roadside verges

11. Next Meeting- The next meeting is at 7.00pm on Thursday 6th August 2026 at Mundford Bowls Club

The meeting closed at 8.45pm

Signed by the Chair _____ on Thursday 6th August 2026