

Minutes Mundford Parish Council Meeting held on Thursday 6th August 2026 at Mundford Bowls Club

Those present: Cllrs G Mitchell, M Locke, S Eyres (Vice- Chair) S Morris and D Goodrham and 14 members of the public

1. To Elect a Chairperson:

Cllr Mitchell had been chair for the last 3 meetings, has resigned from the position but intends to remain on the Parish Council. A member of the public questioned if this was in accordance with the 1972 Local Government Act and the Clerk confirmed that she had sought advice from both the SLCC and Norfolk ALC on this matter to ensure it was allowed.

Cllr Eyres proposed that Cllr Locke become Chair, this was seconded by Cllr Morris and approved by 4 Cllrs with a show of hands. Cllr Locke signed the declaration of office form and chaired the rest of the meeting.

2. The Chair's Opening Remarks:

Cllr Locke welcomed those present to the August meeting. She also thanked Cllrs Eyres and Goodrham for installing the new dog waste bin on Crown Road.

3. Apologies for Absence:

Cllrs McLean and Clifford and County and District Cllr S Hussey.

4. To Accept and Sign the Minutes:

The acceptance of the minutes of the Parish Council Meeting held on Thursday May 7th 2026 was proposed by Cllr Morris, seconded by Cllr Mitchell approved by 2 Cllrs with a show of hands and the acceptance of the minutes of the meeting held on Thursday 2nd of July 2026 was proposed by Cllr Eyres, seconded by Cllr Goodrham and approved by all present with a show of hands. Both documents were signed by the Chair as a true record of the meetings.

5. To receive Declarations of Interest:

Cllr Eyres for item 12.1 Payments and Cllr Morris for item 10.2 Allotment Site

6. Public Participation:

A representative of the Mundford Shed Group thanked the Parish Council for the responses to their questions and passed over a document that they had produced, regarding the Allotment Hut, for the Cllrs to read and respond to - an electronic copy will also be sent to the office to be forwarded to the Councillors.

The Manager and Area Manager of St Leonards Court had been invited to the meeting, following correspondence between them and the Parish Council regarding the defibrillator (defib) by the Mundford Fish Bar. The two representatives stated that St Leonards is a care home, not a nursing and therefore does not by law need to have a defib onsite. They asked if other businesses in the village had been approached over their possible use of the unit and stated that the residents in St Leonards Court were residents of Mundford and felt excluded by suggestions that they should not be allowed to use the defib. Cllr Eyres said that the Parish Council understood that there was no legal obligation to have a defib onsite but that the Cllrs had been surprised that it was not considered a moral obligation and more practical to have a defib on site, ensuring immediate access at all times. He voiced his concerns regarding this issue. A resident stated that this seemed like discrimination- suggesting that the care home not be allowed to use the defib and Cllr Mitchell pointed out that at no time had the Parish Council suggested this, the concern was over availability for residents of the village as well for the residents, staff and visitors of St Leonards Court. The two representatives told the Cllrs that St Leonards Court has its own defib for training purposes, that many of the residents have DNRs (Do Not Resuscitate) and that the defib by The Fish Bar had not been used in the last year and probably not in the 4 years that the Manager had been in post there.

7 members of the public left after this item.

7. Pride in Mundford Awards:

Two recipients of the Pride in Mundford Award are members of the Church grass cutting team and the Chair thanked them for giving up their time to do this, the first was Chris Mower and he chose vouchers for the Shepherds Baa.

The second was Simon Booth, who has also volunteered at litter picking and bulb planting sessions, many Christmas Lights switch on events and was at one time a Parish Councillor. Simon chose Tesco vouchers.

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James and Jill Musgrove shared an award, for many years they have played a large part in the preparations for the Christmas Light Switch On event and helped on the day, they have planted and maintained the hedge at the Allotment Hut, attended litter picking, and bulb planting sessions as well as recently planting and watering the begonias around the village in the absence of a Parish Council gardener. James was until recently a Parish Councillor; they have chosen National Garden Centre vouchers.

The Chair presented the vouchers and framed award certificates; photos of the presentations will appear in the October Mundford Messenger.

8. Allotment Hut:

Since the Parish Council meeting in February this year, when residents first attended to put forward the idea of establishing a Men's Shed group, the Parish Council has been supportive of the group being established, recognising the benefits that such a group could bring to residents of the village. The Allotment Hut was passed to Parish Council control in 2019 and a number of works and matters relating to the condition and potential community use of the building had been considered during the intervening period. The current Mundford Shed proposal has resulted in the Council undertaking a more detailed assessment of the building's suitability for this proposed use and potentially for wider community use. The suitability of the Allotment Hut remains a matter for consideration by the Parish Council, including its position within the village, lack of vehicular access for residents or emergency services, absence of a parking area and accessibility. The Parish Council has commissioned a Workplace Health, Safety and Welfare inspection report and is establishing the works, professional advice and associated costs that may be required to bring the building into suitable and safe community use. Once this information and the associated costs are established, discussions regarding the future use of the building can continue. This is necessarily a detailed process involving external advice and information, alongside the Clerk's other Parish Council duties.

In the meantime, in order to assist the Mundford Shed group to become established, the Parish Council offered to fund sessions in the Village Hall and this offer remains available should the group wish to take it up.

- Questions from the Mundford Shed group were emailed to all Cllrs and their responses were emailed back.
- The rebuild report was carried out by Whitworth, at a cost of £450 excluding vat. The figure calculated was £98,100, now the Clerk can search for insurance quotes.
- 3 electricians have been contacted for quotes for the Electrical testing at the Hut (and the office) no responses as yet
- The Clerk has contacted a nearby resident to seek permission for a vehicle to access their driveway to empty the Allotment Hut septic tank- we are waiting for the response. We have only found one company that will quote for the long distance (100metres) if we cannot get closer for the emptying

8 Members of the public left after this item

9. Reports:

9.1 County and District Cllr Scott Hussey

None currently but a report may be sent by email.

10. Matters Arising:

10.1 Planning Applications:

None this month.

10.2 Allotment Site:

- Some plots are in a poor condition: Cllr Locke will carry out the allotment inspection.
- Cllrs Eyres and Morris have been looking at Lawnmowers online and are intending to go to Lawn Boy to look at some there. This to be added to the next agenda.

10.3 Highways, Footpaths and Verges:

- Following another email to NCC the weeds in roadside verges, they have been sprayed again. The Clerk did contact Highways to see if there is any opportunity for us to take over the weed spraying but was advised that this is not currently offered to Parish Councils.
- The road sweeper was in the village last week.
- Some years ago, it was decided that the birch tree on the roundabout was in poor health and needed to be removed, this was never done and it was agreed that the Clerk contact Highways to ask for it to be removed.
- We have received new litter picking equipment from BDC: hoops, pickers, gloves and hi viz vests, free of charge,

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- The next litter picking dates were set: wed 30th September, Saturday 7th November and Wednesday 9th December. The Clerk to notify the volunteers and advertise the sessions.
- Dog waste bags/dispensers for Pig Sty Lane were suggested by a resident- it was agreed not to provide these as owners should be responsible for the disposal of their dog's waste.
- A replacement SAMS2 bracket has been put on the post on the Cranwich Rd
- Reported this month: broken bollard in Impson Way, degraded footpaths in St Leonards St and faded sign at Bracken Rise (2nd time) and reported issues resolved this month: pothole and sunken gulley in St Leonards St
- The Clerk has contacted local Clerks and a tree surgeon for information on tree inspections- awaiting some responses.
- TTSR have quoted £17.50 +vat per cut of the grass verge on the Cranwich Rd – cutting from the Mundford sign to the vehicle access. Cllr Eyres proposed that we go ahead with this, seconded by Cllr Locke and approved by all present with a show of hands. The Clerk to contact them to request this.
- Overhanging bushes in Wissey View have been reported to Flagship Housing following concerns from pedestrians.
- A resident has asked if more chippings can be put down at the bridge end of Pig Sty Lane, Cllr Eyres to look into costing and the Clerk to contact NCC to ask if they will do this.
- The missing 40mph sign from the lamppost on Swaffham Rd has not been replaced- the Clerk to chase this
- The Clerk to contact Flagship about the poor visibility due to an overgrowing hedge on Fir Close.

10.4 Gardener:

- New posters were put on the noticeboard and office window, website advert refreshed but still no responses. So, we need to consider contracting out the jobs that need to be done, the Clerk to compile a list of the jobs then contact local businesses/ sole traders

10.5 Streetlighting:

- The Clerk contacted Cozens, asking for next steps for taking up their 5-year contract for streetlight maintenance and contract details are being sent to us.
- TT Jones has been notified that we do not wish to renew our contract with them.

10.6 Breckland District Council Land Transfer Opportunity:

- On Tuesday 4th August, 3 Cllrs and the Clerk met with Austin from BDC at the Pocket Park for a discussion about the land transfer opportunity, questions regarding boundaries and grounds maintenance were asked. This information was passed on to all Cllrs and it was decided that the original decision of not taking on the land would remain.

10.7 Code of Contact:

- Two options of the document were sent to Cllrs ahead of the meeting and Cllr Morris proposed the adoption of the Local Government model, seconded by Cllr Locke and approved by all present with a show of hands.

10.8 Loaning of Parish Council Property:

- Continuing to loan Parish Council items was discussed and it was agreed that electrical items would not be loaned out but other items would, with an agreement to pay for repairs or replacements to be signed by those borrowing items and the Clerk checking the condition of the items when returned. This was proposed by Cllr Morris, seconded by Cllr Locke and approved by 3 Cllrs with a show of hands.
The Clerk to circulate the drafted loans list to Cllrs.

11. Correspondence:

- Anglian Water have confirmed that the Parish Council is exempt from the hose pipe ban.
- A resident of Lynford has contacted the office with concerns regarding the Lynford Water area, they had also contacted the Norfolk Police, the Environment Agency and Forestry England, the Clerk advised that they also contact our NCC and BDC Councillor, NCC Highways and Terry Jermy MP. Following a decision from Cllrs by email, the Clerk contacted the groups on behalf of the PC to voice our concerns.
- The Clerk contacted the School, Village Hall and Cricket Club regarding the parking agreements for school drop off and pick up times- responses were sent to all Cllrs, the verbal agreement is still in place.
- We have received complaints from residents about overgrowing hedges at a possibly empty property in Crown Rd and a bungalow in Fir Close, the Clerk to add the Fir Close one to the list of others in the village but the other

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property has a boundary on a private lane, the Parish Council can request that the overhanging bushes or plants on Crown Rd be cut back , but not those on a private lane.

- The Clerk contacted BDC after the increase of 10p per mile for CCS drivers, to ask if that is also the case for mileage claims within the Parish Council and was advised that this was a P.C decision, it was agreed to add this matter to the next agenda.
- The 1st quarter vat claim was submitted (£2155.72) and received
- The bank mandate for Cllr Mitchell is now in place.
- The FlexiBus+ service to Swaffham is to be replaced with a timetabled service, starting from September 1st, the buses will be stopping at Cherry Tree Close, Impson Way, the Old School House and the Crown, an actual timetable to be released soon.

12. Finance

Jul-26			
Direct Debits			
EDF	Office electrics	£	17.63
EDF	Allotment Hut electrics	£	20.48
N-Power	Street lighting	£	227.49
BT	Office phone and broadband	£	57.01
EE	Sim only	£	12.60
Everflow	Office water	£	44.10
Cloudy IT	Cloud storage	£	12.46
		Total	£ 391.77
Other-		Payment Type	
R Oughton	Annual Mole contract	BACS	£ 600.00
S Eyres	3 bags of postcrete and 12 miles mileage	BACS	£ 22.25
Whitworth Chartered Architects	Re-build cost assessment report	BACS	£ 540.00
L. Morris expenses	Bottled water for volunteers+ broom for office	BACS	£ 7.19
L Morris	Wages	BACS	£ 1,157.83
A Shepherd	CCS July report	BACS	£ 600.00
TESCO	S Booth gift voucher	Debit card	£ 100.00
Clayland Estates	C Mower gift voucher	Debit card	£ 100.00
Thetford Garden Centre	J&J Musgrove gift voucher	Debit card	£ 100.00
TESCO	3 frames for award certificates	Debit card	£ 15.00
Blooming Gardens	Village watering	BACS	£ 150.00
J&J Musgrove	Watering expenses	BACS	£ 180.00
Viking Direct	Printer paper and inks	BACS	£ 104.81
		Total	£ 3,677.08
		Total out	£4,068.85
Money in			
Community Account			
Resident	Donation to new dog waste bin	Cheque	£ 100.00
Breckland District Council	CCs uplift to cover extra costs	BACS	£ 240.00
HMRC	1st quarter VAT refund	BACS	£ 2,155.72
	Total money in		£ 2,495.72

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Bank Reconciliation at 31/07/2026

Cash in Hand 01/04/2026	39,085.18
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ADD

Receipts 01/04/2026 - 31/07/2026	34,280.10
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73,365.28

SUBTRACT

Payments 01/04/2026 - 31/07/2026	27,379.57
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A	Cash in Hand 31/07/2026	45,985.71
	(per Cash Book)	

Cash in hand per Bank Statements

Petty Cash	31/07/2026	58.34
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Community Account	31/07/2026	18,883.71
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Savings Account	31/07/2026	27,043.66
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45,985.71

Less unrepresented payments

45,985.71

Plus unrepresented receipts

B	Adjusted Bank Balance	45,985.71
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A = B Checks out OK

Ringfenced money: Chillzone £1592.00

12.1 Payments for the July invoices:

- The July payments were proposed by Cllr Locke, seconded by Cllr Goodrham and approved by 4 Cllrs with a show of hands
- The bank reconciliation was checked and signed by Cllr Goodrham.

13. Members Matters;

Cllr Eyres: Village Green posts and chains, bulbs for October planting and Christmas event preparations.

14. Next Meeting- The next meeting is at 7.00pm on Thursday 3rd September 2026 at Mundford Cricket Club

The meeting closed at 9.15 pm