Minutes Mundford Parish Council Meeting Thursday 3rd September 2026 held at Mundford Cricket Club

Those present: Cllrs M Locke (Chair) S Eyres (Vice-chair) G Mitchell, and D Goodrham and 8 members of the public

1. **The Chair's Opening Remarks:**
   The Chair welcomed everyone to the September meeting.
   She told those present that following the discussion of the use of the defibrillator at The Mundford Fish Bar at the August Parish Council meeting, the Parish Council sent a letter to St Leonards Court confirming that the defibrillator is for the use of all residents of and visitors to Mundford and that the Parish Council will continue to fund the unit.
   The Allotment Hut section in the draft minutes of the August meeting has been amended and the October issue of the Mundford Messenger will contain the re-worded section.
   We would like to thank the volunteers for attending the litter picking session last month, Cllr Morris for cutting the grass and trimming the hedge at the allotments, the Clerk for volunteering her time for overseeing the litter picking session and James Musgrove for drawing plans for the Allotment Hut layouts.

1. **Apologies for Absence:**
   Cllrs J Clifford, A McLean, S Morris and County and District Cllr S Hussey.

2. **To Accept and Sign the Minutes:**
   The draft minutes were amended and sent to all Cllrs before the meeting. Cllr Goodrham proposed the minutes, they were seconded by Cllr Mitchell and approved by 4 Cllrs with a show of hands. The minutes were signed by the Chair as a true record of the Parish Council Meeting held on Thursday 6th of August 2026.

3. **To receive Declarations of Interest:**
   Cllr Eyres for item 9.1 Payments

4. **Public Participation:**
   One member of the public asked if the Parish Council would look into the process of requesting another pedestrian crossing for the Swaffham Rd. It was agreed that the Clerk will contact Highways regarding this issue.
   Another member of the public who lives near the allotment Hut told the Cllrs that he would grant access from his drive for the septic tank to be emptied when his own tank is emptied in the near future. It was agreed that he would pay for the emptying and would obtain a receipt for the Parish Council to reimburse him. Proposed by Cllr Goodrham, seconded by Cllr Mitchell and approved by all present with a show of hands.

5. **Reports:**

6.1 County and District Cllr Scott Hussey
None

6. **Matters Arising:**

7.1 Allotment Hut:

- The 29-page document from the Shed group was sent to all Cllrs on the 11th of August, questions and requests for documents formed part of the document and the Clerk sought advice from the Information Commissioners Office and was told to treat it as a Freedom of Information request. The Clerk asked the Cllrs for extra hours in which to concentrate on this task, and this was granted.
  Cllr Locke and the Clerk met with Serena and Rob from the Mundford Shed group last Thursday to discuss the action plan that Cllr Locke had prepared, points were raised regarding the options for works to the building and the group's plans for sessions was explained. Regarding the document, Rob said that they would extend the date for the provision of documents from the Parish Council and review the documents requested when the Clerk advised them of what is held by the Parish Council. The following points were discussed at that meeting: looking at the layout options, appointing a builder to co-ordinate the trades as a package rather than individually the spreadsheet and action plan created by Cllr Locke. Tasks for the Chair: to draft a builder's brief, Clerk; to look into fire safety, septic tank emptying and planning. The minutes of the meeting were sent to Rob; Serena and all Cllrs as was the builder's brief.
- The shed group sent a copy of Maryann Turner's will and the Clerk sent them a copy of the Scout Association lease on the building.

Signed by the Chair_____ on Thursday October 1st 2026

- The Clerk contacted 5 insurance brokers, only 2 suggested companies that may offer policies, we are awaiting quotes.
- The water testing was carried out by Anglian Water and the results of the samples they took showed the tap water is completely safe to drink and meets the standards laid out in the Water Supply (Water Quality) Regulations 2016.

7.2 Planning Applications:

Reference: PL/2026/0891/HSC
Proposal: Hazardous Substance Consent for 24 no. Existing Calor Gas Tanks (Retrospective)
Site: Mundford Poultry, Cranwich Road, IP26 5JH

The circular document was drawn up and sent out to Councillors and advice was sought from BDC regarding the application, unfortunately they did not respond until late today but we have an extension until September 11th for submission. If the application is refused again, removal of the tanks can be enforced. The Clerk to email all Cllrs with the information from BDC so that they can view all the information before deciding on the application.

7.3 Allotment Site:

- The allotment inspection will be carried out this month.
- The tenant of plot 13 has asked to halve his plot, vacating the half near the back of the site- this was agreed, the Clerk to advise him of this.
- A resident has expressed an interest in a plot; they can view the half surrendered.
- Cllrs Eyres and Morris were not able to visit Lawn Boy to look at lawnmowers but 2 options to consider are: A
- Honda IZY self-propelled petrol mower at £590.00 or Honda IZY push petrol mower at £490.00 both Inc. vat: Cllr Eyres proposed the self-propelled mower, seconded by Cllr Goodrham and approved by all present with a show of hands. The Clerk to order this.
- It was agreed that we should buy ear defenders £12.99 and safety glasses £8.99 from Screwfix for use when using the Parish Council tools. Proposed by Cllr Locke, seconded by Cllr Goodrham and approved by all present with a show of hands. The Clerk to use the debit card for the Screwfix purchases

7.4 Highways, Footpaths and Verges:

- BDC have confirmed that a replacement sign for Saxon Walk and Cherry Tree Close has been added to this month's list of nameplates to be replaced. The Clerk to submit a request for replacing another street name sign, this one in Fir Close.
- 4 volunteers attended the litter picking session and 7 sacks of rubbish were collected. The next session is on Wednesday 30th September at 2.00pm.
- The Clerk contacted NCC about gritting near the bridge in Pig Stye Lane and they have said that they class Pig Stye Lane as an unofficial diversion, this has been questioned.
- Reported this month: Dying tree on the roundabout (not deemed to meet their intervention criteria)
- Completed by NCC this month: Bracken Rise sunken manhole repaired, hedge on Cranwich Rd by the school was cut back.
- Missed weed spraying areas in the Brecklands were reported to NCC

7.5 Gardener:

- It was agreed that the Clerk contact 3 window cleaners to seek quotes for cleaning the bus shelters and the office front. Also, to search for pressure washing options for the bases of the bus shelters and benches as well as the bins.

7.6 Streetlighting:

- The Clerk advised TT Jones that we did not wish to renew our contract with them.
- A faulty streetlight in Impson Way was reported to the office by a resident, TT Jones was advised and it was repaired on August 26th.
- The Clerk sought advice from the Norfolk ALC with concerns after viewing the contract from Cozens UK Ltd and was advised that more information should be included in the contract. Cozens initially agreed to consider adding this information but then did not. It was agreed that the contract was not satisfactory and that we contact them again regarding the wording, also for the Clerk to TT Jones to enquire about a shorter contract and quote.

Signed by the Chair_____ on Thursday October 1st 2026

7.7 Village Green Posts and Chains:

- It was agreed that the area is in need of attention. The posts need replacing and Cllr Eyres has researched recycled material posts, but they are slightly smaller. The chains can be re-used but will need re-painting. The Clerk to look into options and contractors. This to be added to the next agenda.

7.8 Remembrance Event;

- The Clerk will be meeting with Revd. Chesher this month to discuss the re-dedication of the War Memorial and the service at the site
- The event was discussed and it was agreed that other than the re-dedication, no changes were needed.
- The Clerk to contact Anthony at STANTA and the resident that has previously undertaken the flag duties.

7.9 Christmas Light Switch on Event:

- It was agreed that we will seek volunteers to assist on the night.
- Unfortunately, the Pop Club Choir cannot perform at the event, it was agreed that the Clerk will ask them to reconsider, and also to ask if the school still has a choir.
- The Clerk has checked regulations on handling and serving food at the event with BDC's Food and Safety Officer and we do not need to register with them for serving the hotdogs and Fish Bar cakes
- Zurich have advised us that any 3rd parties will need their own Public Liability insurance for the event
- The risk Assessments for the installation and decorating of the trees and on the day activities to be updated
- The Clerk has researched Event Road Closure Orders and this would cost £47.74 This was proposed by Cllr Locke, seconded by Cllr Mitchell and approved by all Cllrs present with a show of hands.
- It was agreed to ask Crown Hairdressing if they would like to the Hot Chocolate this year and if not the FOMS, we will also ask the FOMS if they would like to do the hampers again.
- It was agreed to have 3 trees again this year and the Clerk will contact the local company suggested earlier in the year to ask for costs, delivery etc.
- The Clerk to contact businesses as usual and advertise for sponsors in the Messenger

7.10 Bulb planting

- It was agreed to plant daffodil bulbs on the verge of the Swaffham Rd near the public footpath FP1
- Cllr Eyres will pass on the information from Gedney Bulbs, we usually have £100 worth of King Alfred daffodil bulbs and 200 hyacinth bulbs.
- Saturday October 10th was the date set, the Clerk to contact the volunteers and advertise on the board and website.

7.11 Pride in Mundford Award

- When to choose recipients and present the awards was discussed and it was agreed that the current system of discussing recipients when they are put forward was favoured rather than being considered at certain times of the year. Proposed by Cllr Eyres, seconded by Cllr Goodrham and approved by all present with a show of hands

8 Members of the public left at 8.00pm

7.12 Councillor Mileage Expenses

- For many years, the rate for staff and Councillor mileage claims has been 45p per mile, this figure is set by the Parish Council. Recently BDC informed Parish Councils that the mileage for Community Car Schemes was increasing to 55p per mile. It was agreed that this is increased to 55p per mile, proposed by Cllr Locke, seconded by Cllr Mitchell and approved by all present with a show of hands.

7.13 Parish Partnership Bid:

- We have received the Parish Partnership Bid invitation letter, applications need to be in by December 1st 2026
  No immediate suggestions, this to be added to the next agenda.

7. Correspondence:

- A resident contacted the Clerk, requesting that the Councillors considered changing the wording of the draft minutes. This was passed on to the Cllrs and the minutes were amended.

- The Government has announced the new rates of pay- a 3.3% increase. This equates to a rise of 61p per hour for the Clerk. This is to be backdated from 1st April 2026; the Clerk will calculate this and add it to her September pay.

Signed by the Chair_____ on Thursday October 1st 2026

- The electricity (EDF) contracts for the Office and Allotment Hut are due for renewal at the end of October; the Clerk is seeking prices for this.
- We have received the External Auditors Report and Certificate; the Clerk has published this and the Notice of Conclusion of Audit. They state "The information in the AGAR is in accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met" The date of approval on section 1 was incorrectly recorded and the correct date must be recorded in future.
- Residents have contacted the Clerk with concerns over the speed of cars in The Lammas and the retrospective planning application for Mundford Poultry.
- Last month a resident of West Tofts contacted the office regarding a previous planning application for a mobile phone mast in their area, the very poor mobile phone signal and concerns over the upcoming switch to digital phonelines. The Clerk passed on contact details for Terry Jermy MP, BDC planning Team and Scott Hussey for guidance and support.
- 2 new Community Car Scheme volunteers have contacted the office for information on joining the scheme, one has completed their DBS and the other is coming to do theirs next week.
- Everflow are currently reviewing our request for a reduction of our water costs for filling the water bowser as this water does not return to the sewer.
- Ann Shepherd has asked that instead of the agreement to pay an extra £100.00 each month to the CCS, she would prefer to be able to ask for an extra £100.00 when needed, this was agreed that she could do so, proposed by Cllr Goodrham, seconded by Cllr Locke and approved by all present with a show of hands. The Clerk to advise her of this.
- The Clerk is continuing to look into the costing of re-prints of the Mundford book, with the help of the author.
- We have received responses from Forestry England, The Environment Agency and Terry Jermy MP to our emails expressing the concerns of the Parish Council over issues arising at Lynford Water, we have not heard back from the Norfolk Police yet and Scott Hussey is looking into this. The Clerk to forward the emails to all Cllrs.

8. Finance.

Aug-26								
Direct Debits								
EDF	Office electrics		£ 15.58					
EDF	Allotment Hut electrics		£ 19.22					
N-Power	Street lighting		£ 238.40					
BT	Office phone and broadband		£ 56.34					
EE	Sim only		£ 12.60					
Everflow	Office water		None	in credit				
Cloudy IT	Cloud storage		£ 36.46	includes domain hosting annual fee of £24.00				
		Total	£ 378.60					

Other-		Payment Type		Petty Cash
Mundford Bowls Club	Venue Hire for 2 meetings	BACS	£ 60.00	
PKF Littlejohn	External Auditor Fees	BACS	£ 252.00	
J+J Musgrove	Watering expenses	BACS	£ 120.00	
Blooming Gardens	Village watering	BACS	£ 60.00	
L Morris	Wages	BACS	£ 1,091.82	
A Shepherd	CCS August report	BACS	£ 250.00	
TTSR	Village grass cutting	BACS	£ 2,625.61	
HMRC	Deductions from Clerk's salary	BACS	£ 408.53	
Blooming Gardens	Village Green grass cuttig	BACS	£ 40.00	
		Total	£ 4,907.96	£ -
		Total out	£5,286.56	
Money in				
Community Account				
	Total money in		£ -	

Signed by the Chair_____ on Thursday October 1st 2026

Bank Reconciliation at 31/08/2026

	Cash in Hand 01/04/2026			39,085.18
	ADD			
	Receipts 01/04/2026 - 31/08/2026			34,280.10
				73,365.28
	SUBTRACT			
	Payments 01/04/2026 - 31/08/2026			30,496.92
A	**Cash in Hand 31/08/2026** (per Cash Book)			**42,868.36**
	Cash in hand per Bank Statements			
	Petty Cash	31/08/2026	58.34	
	Community Account	31/08/2026	15,766.36	
	Savings Account	31/08/2026	27,043.66	
				42,868.36
	Less unpresented payments			
				42,868.36
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**42,868.36**

A = B Checks out OK

Ringfenced money: Chillzone £1592.00

9.1 Payments for the August invoices:

- Cllr Locke proposed the approval of the payments, seconded by Cllr Goodrham and approved by 3 Cllrs with a show of hands.
- The bank reconciliation was checked and signed by Cllr Goodrham

10. Members Matters:

Cllr Goodrham: Concerns over hedges overgrowing onto footpaths
Access to village estates in emergency – the Clerk mentioned the possibility of an Emergency Plan

Cllr Eyres: Concerned about the Parish Council website archive not being updated for some time- to consider how and when this can be done.
Told the Cllrs that he was standing down this evening from the Parish Council after 19 years.

The Cllrs present thanked him for all that he had done for the Parish Council and the village in those 19 years.

11. Next Meeting- The next meeting is at 7.00pm on Thursday 1st October 2026 at Mundford Cricket Club

The meeting closed at 9.24pm

Signed by the Chair_____ on Thursday October 1st 2026