Minutes Mundford Parish Council Meeting Thursday 1st October 2026 Held at Mundford Cricket Club

Those present: Cllr M Locke (Chair), Cllrs S Morris, G Mitchell, D Goodrham and McLean. County and District Cllr S Hussey and 4 members of the public.

1. **The Chair's Opening Remarks:**
The Chair welcomed everyone to the October meeting and thanked the volunteers that attended our litter picking session yesterday and also, Cllr Morris for cutting the grass twice at the allotments and James and Jill Musgrove for weeding the flowerbeds, watering the village planting and cutting the allotment hedge. She told those present that the Parish Council is grateful for the time and effort taken by residents and Cllrs to keep our village looking smart and tidy.

2. **Apologies for Absence:**
Cllr Clifford

3. **To Elect a Vice-Chair:**
Cllr Morris proposed that Cllr Mitchell stand as Vice Chair, seconded by Cllr Locke and approved by 4 Cllrs with a show of hands.

4. **Acceptance and Signing of the Minutes:**
Approval of the minutes was proposed by Cllr Mitchell, seconded by Cllr Locke and approved by 3 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 3rd September 2026.

5. **To receive Declarations of Interest:**
Cllrs McLean and Morris for item 8.5 Allotment Site and Cllr Morris for item 8.12 Clerk's Hours

6. **Public Participation:**
Two members of the public representing a group of residents (linked to the Mundford Shed Group) offered to clean and paint the Village Green posts and chains, volunteering their time if the Parish Council paid for the materials. The Cllrs thanked them for the offer and this will be discussed further at another meeting with the work possibly being carried out in the spring.
Another member of the public expressed that the roundabout area is currently surrounded by a lot of temporary road signs which have been there for some time and look unsightly. Also, that he would offer to draft a sponsorship letter for the company selling us Christmas trees in order to obtain a lower price. Finally, he expressed his disappointment that a house and garden in the centre of the village is looking unkempt.
The fourth member of the public asked if he could borrow the battery lights for one night for Pig Stye Lane for his Halloween fundraiser open garden. This was proposed by Cllr Locke, seconded by Cllr Goodrham and approved by all present with a show of hands. This resident also offered to be Father Christmas at the Christmas Light Switch on event.

7. **Reports:**

7.1 County and District Cllr Scott Hussey

BDC: Cllr Hussey told those present that the Inspiring Communities Fund is now fully matched, it was previously match funded.
BDC has funded two new police officers dedicated to Thetford.
BDC are now requiring planning permission for mini-HMO's (Houses of Multiple Occupancy) for 4 and less people.
BDC elections will still take place in May 2027.

NCC: Lynford Water verge parking issues- discussion between Highways and Forestry England is ongoing.
Local Government Re-organisation has been withdrawn for Norfolk.
The consultation for the new Norfolk Police and Crime Plan 2026-2028 has now been launched.
Cllr Hussey left at 7.45pm

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8. Matters Arising:

8.1 Allotment Hut:

- The Clerk and the Chair met in early September to look at the lease document between the scout Group landowner and also the will of MaryAnn Turner. In the course of their meeting, it was decided that Title Register and Title deeds for the land would be needed. The Chair used her power to spend up to £50.00 and the Parish Council debit card was used to pay £28.00 for the documents. Further research showed that the Scouts Association should have closed off the lease with Land Registry- this information was sent to all Cllrs before the meeting. Cllr McLean proposed that we send the letter, seconded by Cllr Goodrham and approved by all present with a show of hands. The letter to be sent to all Cllrs before sending to The Scout Association.
- Following further guidance from the SLCC the Builders brief were sent to M Apthorp, AM Services and Clayland Estates on September 24th. Submission closing date is 26th November. The Clerk met M Apthorp at the Hut on Monday afternoon for a viewing of the building.
- The Clerk spoke to Steve Baker- Senior Fire Safety Inspector for the Norfolk Fire and Safety Service regarding fire regulations and the Hut. He advised that a separate fire exit would not be needed in the building and neither would smoke alarms. A maximum of 60 people would be allowed in the building. He is sending this information to the office.
- Insurance- Due to the structure and use of the building it was difficult to find companies that would offer to insure it And the policies we were offered only cover against fire, lightning, earthquake, impact by aircraft or other flying devices. to consider 2 quotes obtained:
  £269.52 from East Kent Underwriting Limited
  £241.72 from Beazley
  The Beazley one is the better of the two but we need confirmation that the recent electrical testing has shown no faults and answer more questions about building security before we can progress.
  It was agreed that subject to the electrical testing results showing no need for work and the building being secure enough as it is, the quote would be accepted, if not, this to be added to the next agenda. This was proposed by Cllr Morris, seconded by Cllr McLean and approved by all with a show of hands, approval was also included for the Clerk to pay by card if the policy is accepted.
- The Electrical testing was carried out on September 28th by J Gooch Electricals, certificates and invoice to follow.
- Alternative storage options for the Parish Council items need to be considered, as recent visits to assess upcoming event materials suggests that the previously agreed space at the back of the Allotment Hut is unlikely to be big enough. This to be added to the next agenda and possibly a site meeting arranged before then.

8.2 Office and Allotment Hut Electricity Contracts:

- Figures were received from Watt Utilities and EDF, both accounts can have the same tariff and 3-year contract info is:
  EDF**:** Standing Charge 50p per day, day rate 32.80p and weekend rate 27.60p
  YU Energy: Standing Charge 65.32p per day, day rate 30.03p and weekend rate 21.99p
  British Gas: Standing Charge 45p per day, day rate 38.55p and weekend rate 31.12p

  These rates can be subject to increase in the few days since obtaining them, however we have been advised that as our usage is so low, these figures will not make much difference. Cllr Locke proposed staying with EDF, seconded by Cllr Mitchell and approved by all present with a show of hands.

8.3 Planning Applications:

Reference: PL/2026/0847/FMIN
Proposal: New dwelling (self-build) including detached garage

Site: The Glades, land North of Lynford Rd Mundford
Advice from the planning officer confirmed that the amendments to the design are primarily the front porch and a slight change to the access as per highways advice. The circular was sent out to the Cllrs; this was approved by all with no comments. The Clerk to submit this.

8.4 Free De-fibrillator 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). The defibrillator would be sited at the Shepherds Baa. The

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information was sent to Councillors before the meeting. We are awaiting more information from the BHF regarding compliance with the application before we can move forward.it was agreed to inform the Shepherds baa of the delay and add this to the next agenda.

8.5 Allotment Site:

- The end of season allotment inspection was carried out by Cllr Locke on 27th September, the Clerk to inform tenants that this has been done and advise of any requirements needed to be done by them.
- A resident has asked for more information on the allotments and joining the waiting list.
- A previous tenant has asked if they may rejoin the waiting list, this was agreed. The surrendered half plot has not been prepared for winter and plot posts not installed as yet, so it was agreed not to offer it to the first on the waiting list yet, the current Tenancy Agreement will be reviewed in January, so it was agreed it best for no new tenants to take on a plot until the document has been reviewed.
- The new lawnmower has been received. It has been added to our Zurich insurance policy and the fee for this was waived.

8.6 Highways, Footpaths and Verges:

- Just Lawns carried out the grass treatment on the Village Green and advised that the area needs scarifying and re-seeding as there are lots of dead patches and thatch that needs removing. A scarify costs £162.00. Cllr Locke proposed going ahead with the treatment, seconded by Cllr Goodrham and approved by all with a show of hands. The Clerk to inform them.
- 3 local businesses were contacted for quotes for cutting the Village Green grass TTSR did not wish to quote, Just Lawns quoted £60.00 a visit and Trusty Garden care at £60.00 a visit. It was agreed to go with Just Lawns as they already carry out work on the Village Green. The Clerk to notify them.
- The Clerk asked if TTSR would be cutting in the village at the beginning of November – in time for the Remembrance event, they have said if they do this it will mean a 5-week gap, it was agreed to do this proposed by Cllr Locke, seconded by Cllr Goodrham and approved by all with a show of hands. The Clerk to notify them.
- James and Jill Musgrove have watered the village planters and beds once this month and have said that they do not wish to be paid for doing so.
- Reported this month: faded sign in Fir close, overgrowing trees around streetlights on Swaffham Rd, a damaged post in The Lammas and one in Pig Stye Lane.

8.7 Gardener:

- 2 window cleaner's contact details have been obtained but unfortunately due to the current workload, this and the other items previously discussed will be added to the tasks for this month.

8.8 Bulb planting:

- At the September meeting, plans were made for bulb planting on October 10th, however without the volunteers usually available for planning and organizing the session and the Parish Council not having a gardener, a change of plan is needed. The new date is SATURDAY 31ST OCTOBER 2026
- Instead of planting daffodil bulbs in a new area of the village, it was agreed that we ask volunteers to remove the begonias from the Village Green, Jubilee and War Memorial beds and plant the hyacinth bulbs in their place. Cllrs Locke and Mitchell offered to organise on the day, taking bulbs to the sites ready for planting and containers at the sites for the removed begonias. These can be offered to the volunteers if they would like them or they will need to be taken to the dump or elsewhere for disposal.
- We have between 150 and 200 red bulbs left from last year, half of which can be used in the War memorial bed and the other half can be used in the Village Green bed.
- Gedney Bulbs sell hyacinth bulbs for 100 for £38.00 excluding vat and between £12 and £60 for delivery (depending on the size of the order)
  Thetford Garden Centre only sell bags of 7 mixed bulbs for £5.99 per bag.
  It was agreed to order 200 and the spares to be put in the planters or Jubilee Bed and for the Clerk to pay with the Parish Council Debit Card. This was proposed by Cllr Morris, seconded by Cllr Locke and approved by all present with a show of hands.

8.9 Remembrance Event:

- The Clerk has spoken to the Revd. Mike Chesher about the re-dedication service which he will be delivering before the

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11 o'clock silence. The Clerk will prepare a description of the work carried out to the War Memorial and the War Memorials Trust Grant for him to read out.

- Anthony from STANTA has confirmed his involvement again this year. Cllr Morris proposed that we buy him a £15.00 Brown's voucher in recognition of his role at this event, this was seconded by Cllr Mitchell and approved by all present with a show of hands.

8.10 Christmas Light Switch on Event:

- The Crown, St Leonards Court and Yallops are supporting us this year and we are awaiting a response from The Mundford Fish Bar. Crown Hair are unable to join in this year, so the FOMS have been asked if they would like to have the hot chocolate stall again this year- no response as yet. The Brownies are also not able to join us at the event.
- Real Christmas Trees have quoted us £594.00 inc. vat and delivery for three 12ft Nordman Fir trees
  Manor Farm Christmas Trees have quoted £150 per tree (same type and size) but do not usually deliver, however they may be able to do this.
  The Elveden Estate have quoted £870.00(including vat) for purchase, delivery and installation of 3 trees and £240.00 to removal and disposal. For one tree the purchase, delivery and installation quote is £330.00 and the removal and take away cost is £120.00. It was agreed that three trees were ordered, installed, removed and disposed of. This was proposed by Cllr Locke, seconded by Cllr Morris and approved by 4 Cllrs with a show of hands.
- The Clerk will compile a list of what needs to be ordered and this can be approved at the next meeting
- Items such as lights and decorations need to be checked and batteries charged before the event- the Clerk will do the charging at the office and she and Cllr Goodrham will check the lights in her working hours.
- It was agreed that the Clerk would contact village groups and the Mundford Help Out site to ask for volunteers for setting up the fencing and decorating the trees, on the day event setting up and taking down the decorations.
- The school choir cannot perform so the Clerk to look for another choir and a resident has offered to ask a local church choir if they perform at events.

8.11 Parish Partnership Bid:

- This information came from NCC Highways, regarding the process for a pedestrian crossing:
  "The first step for the parish would be to discuss this with the local member (Scott Hussey) and enquire about funding a pedestrian crossing assessment/feasibility study at the location, the cost of a study (£6,000) covers pedestrian surveys, speed data and a site assessment which in turn provides recommendations from a network safety perspective. In the absence of a significant accident record further funding would have to be sought to deliver any recommendations that may be suggested. The Clerk has discovered that this could be considered for a Parish Partnership bid (NCC would pay 50% if the bid was accepted)
  More information to be sought and this to be added to the next agenda.

8.12 Clerk's Hours

- The Clerk and Cllr Morris left the room for this discussion.
- From April 1st to August 31st 2026, the Clerk worked 300.75 hours and the pay rise of 61p per hour equates to a total of £183.46 back pay owed. This was added to her September pay.
- The Clerk is contracted to work 12 hours a week plus the meeting time and there is an agreement in place for her to work another 4 hours over the month, to sort through files on the laptop and in the office. The workload is increasing, particularly at this time of the year with 3 events and then budget setting. The Cllrs agreed to amend the extra 4-hour purpose to cover any work rather than the original purpose of "catching up" with old files and documents and to allow extra "as needed hours when there is more to do. This was proposed by Cllr Locke, seconded by Cllr McLean and approved by 4 Cllrs with a show of hands.

8.13 Streetlighting:

- After the last meeting the Clerk sent Cozens a draft agreement with the suggested legal requirements for the contract. This was approved by Cozens and they have sent the signed document to the Parish Council for us to sign- approval to go ahead was proposed by Cllr Goodrham, seconded by Cllr McLean and approved by all present with a show of hands. The Clerk to sign and return the agreement.
- As a precaution in case the wording could not be agreed, the Clerk sought a 2-year contract price and copy of the contract from TT Jones. This will now not be needed, the Clerk to contact them and advise them of this.

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9 Correspondence:

- We received an email from The Bent Pin Angling Association, updating us on their previous questions regarding a grant and requesting a donation toward their fuel and maintenance for cutting the public footpath, it was agreed that the Clerk contact them and ask for further information so that this can be discussed at the next meeting.
- We had 6 volunteers at the litter picking session yesterday and 6 sacks of rubbish were collected. The next session is on Saturday 7th November at 10.00 am
- Two DBS checks have been carried out for new Community Car Scheme drivers, an invoice for the first one has been received, the second to follow.
- We have received the second precept funds £20,000 from BDC
- Progress on gathering information on the cost of and process for the Mundford book is slow, but ongoing. Permission has been sought from the author for an account to be created. The Clerk to continue looking into this.
- A resident contacted the office to report the blocked gullies on the Swaffham Rd; vegetation is growing out of them. The Clerk to report this again, she also advised the resident to report it too.

10. Finance

10.1 Payments for the September invoices:

- Cllr Locke proposed the approval of the September payments, seconded by Cllr Goodrham and approved by all with a show of hands.
- The Bank reconciliation was checked and signed by Cllr Mitchell

Sep-26				
Direct Debits:				
EDF	Office electrics		£ 15.48	
EDF	Allotment Hut electrics		£ 20.48	
N-Power	Street lighting		£ 273.50	
BT	Office phone and broadband		£ 56.65	
EE	Sim only		£ 12.60	
Everflow	Office water		£ -	£1.26 in credit
Cloudy IT	Cloud storage		£ 12.46	
		Total	£ 391.17	
Other:		**Payment Type**		**Petty Cash**
Compleat Office Solutions	Printer inks	BACS	£ 50.16	
Just Lawns	Village Green Grass Treatment	BACS	£ 54.00	
D Goodrham	Petrol for Church Grass Cutting	BACS	£ 35.00	
L Morris	Wages and backpay following 2026 Govt. pay awards	BACS	£ 1,325.64	
A Shepherd	CCS September report	BACS	£ 700.00	
Screwfix	Safety Glasses and Ear Defenders	Debit card	£ 17.98	
GOV.UK Pay	Title register + title plan x2	Debit card	£ 28.00	
Lawn-Boy	Honda lawnmower	BACS	£ 590.00	
CBR Business Solutions	DBS check for CCS Driver	BACS	£ 15.60	
Anglia Computer Solutions	Anti-virus+ website and email hosting annual fees	BACS	£ 314.40	
		Total	£ 3,130.78	£ -
		Total out	£3,521.95	
Money in:				
Current Acount				
Breckland District Council	Second precept	BACS	20,000.00	
Savings Account				
Barclays Bank	Bank interest	BACS	£ 70.80	
	Total money in		£ 20,070.80	

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Bank Reconciliation at 30/09/2026

	Cash in Hand 01/04/2026			39,085.18
	ADD			
	Receipts 01/04/2026 - 30/09/2026			54,350.90
				93,436.08
	SUBTRACT			
	Payments 01/04/2026 - 30/09/2026			35,865.72
A	**Cash in Hand 30/09/2026** (per Cash Book)			**57,570.36**
	Cash in hand per Bank Statements			
	Petty Cash	31/08/2026	58.34	
	Community Account	30/09/2026	30,397.56	
	Savings Account	30/09/2026	27,114.46	
				57,570.36
	Less unpresented payments			
				57,570.36
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**57,570.36**

A = B Checks out OK

Ringfenced money: Chillzone £1592.00

9. Members Matters:

Cllr Mitchell: Pavement parking is becoming an issue in Bracken Rise

Cllr McLean: Ensuring that volunteers have protective equipment when carrying out work for the Parish Council.

12. Next Meeting- The next meeting is at 7.00pm on Thursday 5th November 2026 at Mundford Cricket Club

The meeting closed at 9.45 pm

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