

Meeting minutes of Mulbarton Parish Council

Monday 4 September 2023 at 7:30 PM, held at The Committee Room, Mulbarton Village Hall

Parish Councillors present: Adam Banham, Louis Kaszczak, Mark Kerr, Danny Gaskin, Dennis Wells, Suzanne Aylmer and Tony Martin
District Councillors present: Jim Webb
Also, present Lorraine Trueman (clerk) and members of the public

1. To receive apologies for absence

Apologies were received from Rebecca Harvey and District Councillor Ian Spratt.

2. To receive declarations of interest in agenda items and consider any dispensation requests

Adam Banham declared an interest in planning items, agenda item 6 and 9.
Danny Gaskin declared an interest in item 10.2

3. To approve the minutes of the Parish Council Meetings held on 7 August 2023

The minutes were **APPROVED** by council and the Chair signed them as a true and accurate record.

4. To report progress on items not on the agenda (information only)

The council noted the Clerk's report which was available to councillors and the public ahead of the meeting.

First Bus have been contacted about the driver stopping on Cuckoofield Lane for a break again.

The refurbished fingerposts on the Common have been completed by a volunteer. The council thanked the volunteer for his hard work and asked the clerk to pass on their appreciation.

5. Open forum for public participation: an opportunity to hear from members of the public and the District/County councillors

Jim Webber gave a summary of his report which is available on the website.

Some members of the public reported brambles growing over the path at Jubilee Gardens with one cutting them back. **ACTION:** the clerk to contact the gardener.

6. Planning applications (LH/LK)

6.1. To receive an update on any application decisions made by South Norfolk council since the last meeting

There were no decisions since the last meeting.

6.2. To consider any new planning applications (see below)

2023/2540, The Old Hall, The Common, Tulip tree remove/fell. **No comments.**

2023/2533, 4 Old Rectory Close, non-material amendment of 2022/2196. **No comments.**

7. Finance (LT)

7.1. To note the bank reconciliation dated 31 August 2023

The council noted the bank reconciliation that was available to councillors and the public ahead of the meeting.

7.2. To note actual v budget to 31 August 2023

The council noted the report which was available to them ahead of the meeting.

7.3. To note any invoices raised (none) and income received in August 2023

The council noted receipts of £4,634.50.

7.4. To ratify payments made since the last meeting and agree payment list

The council **AGREED** the payment list as detailed at the bottom of these minutes.

7.5. To receive a report on the meeting with the insurance broker

A report was available to the councillors ahead of the meeting.

7.6. To agree insurance provider and fees

Three quotes were available to councillors ahead of the meeting. The budget for insurance is £2,219. The council **AGREED** to stay with the current provider, Hiscox, at a cost of £2,260.86

8. Allotments Working Group (MK/DW)

8.1. To receive an update

Mark Kerr and MALGA had visited all 4 sites and carried out inspections. Any unpaid invoices had been left on the relevant plots. The Meadows needs 6 posts replacing, Long Lane and Oakley Park South needs the plastic pipework replacing and each plot needs a plot number marker.

8.2. To consider quote for covers to water troughs at The Swamp, Meadows and Long Lane

The allotment budget for 2023/24 is £3,000, spend to date is £1,400. A quote for seven covers is £752.50.

ACTION: Tony Martin to measure troughs to check sizes given to supplier is correct and to ask for pricing for smaller quantities. The clerk to get price for pipe work mentioned in 8.2.

8.3. To receive an update on the tree area at Oakley Park South

The council **AGREED** to add weeding and cut grass, twice per annum, around the fruit trees to the land maintenance specification, see agenda item 20. **ACTION:** Louis Kaszczak and Mark Kerr will strim before winter.

9. To receive an update from the Planning working group (LK)

Louis Kaszczak advised funding is available for Neighbourhood Plan Reviews and he had shared a note from District Councillor Jim Webber ahead of the meeting.

10. Common Steering Committee (LK/MK)

10.1. To receive an update from the working group

No update, next meeting is in October.

10.2. To agree contractor for Village Hall entrance, across the Common car park, and to discuss how this should be funded

The Common Steering Group proposed to accept a quote at a total cost of £11,350. District Councillor, Ian Spratt, had secured funding for 50%. The council **AGREED** to accept this proposal and to underwrite the costs. The contractor has been asked to carry out the works during October half term, but no response has been received yet. **ACTION:** the clerk to ask Mulbarton Wanderers and the Village Hall to contribute £1,500 each.

11. Open Spaces and Play Areas Working Group (AB/DW)

11.1. To receive an update from working group

A meeting has been arranged with South Norfolk Council to discuss the emptying of dog bins, following complaints bins were often full. **ACTION:** Common Steering Group to consider moving benches away from dog bins due to smell

The clerk advised she had requested a quote for repairs to the swing at The Meadows.

Councillors discussed a hinged ramp that could be used by people/bikes to replace the ramp at The Meadows. **ACTION:** clerk to find supplier and cost of similar equipment

11.2. To consider quotes for works as highlighted on the tree surveys

Four quotes were shared with the council ahead of the meeting. The council **AGREED** to appoint Target Trees at a cost of £7,500.

12. To receive an update from the Footpath and Public Rights of Way Working Group (DW)

The footpath from The Rosery to Flordon had recently been ploughed. Although this is usually rectified quickly, Norfolk County Council have been notified.

13. To receive SAM2 data

Dennis Wells have a summary of the report that was available to the council ahead of the meeting and in summary on the website.

14. To consider applying for the 2024-25 Parish Partnership Scheme grant

The council **AGREED** not to apply this year.

15. To agree policies, environmental, grant awarding and document retention and disposal

The council **AGREED** to all three policies.

16. To discuss the Community Hub project

Council see the project in 3 phases, 1) long-term lease agreed on Mulberry Park, completed, 2) improve facilities for Mulberry Park to meet current requirements as set out by the Football Association for the CIC, 3) improve village hall offering so it meets the demands of the residents.

The Council and the public discussed the way forward.

The council **RESOLVED** this is a multi-phase project and the council will focus on the changing facilities. The council **AGREED** to provide the clerks time to support. **ACTION;** the clerk to arrange a meeting between the key stake holders in October.

17. To review the risk register

The council **AGREED** to move the following items to medium risk

RR No.	Description of risk
1.4	Lack of adherence to regulations and policies
2	Lack of knowledge of how to set objectives, set priorities, and identify risks to their achievement.
3.2	Lack of effective lines of communication with parishioners
5	Lack of checks that financial processes are being followed
6.1 & 6.3	Lack of knowledge of residents wishes
11	Asset register not robust
13	Risk assessments are not carried out on Orchard Park and the office
14.1	Desktops in office need clearing and updating/disposing
16	Documents held need reviewing

ACTION: the clerk to; include this as a regular agenda item, after the first public session, taking a different section each month, add 2 columns (track movement and comment), add a dashboard to the front.

18. To discuss the use of Sharepoint

ACTION: Sue Aylmer and Adam Banham to try to resolve One Drive issues.

19. To discuss risk management of Orchard Park and review risk inspection

On i-auditor there is now a template for Orchard Park. Mark Kerr raised the vehicular emergency access route becoming overgrown, but Mulbarton Wanderers CIC had cut back the hedge/weeds. Both the CIC and Scouts have keys to the bollards that require lowering to allow vehicles in.

ACTION: the clerk to give copy of report to the CIC

20. To agree specification for land maintenance contract(s)

The council **AGREED** to the specification shared ahead of the meeting. **ACTION;** the clerk and Adam Banham to check ownership of land in section 4, other areas of the village.

21. To discuss community engagement and the council Facebook page

The clerk advised the current Community Engagement policy states councillor contact details are on website and newsletter, but this is not the case. Councillors discussed having “.gov.uk” email addresses. Council **AGREED** they do not want have their contact details on the website. **ACTION:** the clerk to amend the Community Engagement Policy.

The council Facebook page has been created and the clerk, Suzanne Aylmer and Rebecca Harvey will post more information there.

22. To consider a council logo

The council **AGREED** on logo 6, the tree, subject to checks. **ACTION:** the clerk to ask Jill Wright and Marina Carter if they know of any similar logos locally.

23. To agree delegates responsibilities to the clerk

The council **AGREED** the Scheme of Delegation.

24. To consider response to a request for support to protect Neighbourhood Development Plans

Adam Banham abstained from voting. The council **AGREED** to support the request.

ACTION: the clerk to send letter to MP Daniel Elmer and advise Whitmore Parish Council

25. To consider becoming a Wellbeing Champion as part of South Norfolk Council initiative

Adam Banham volunteered to take part. **ACTION:** the clerk to post on the website and Facebook page asking for more volunteers.

26. To consider removing the bus shelter on Norwich Road, near The Common (Lower)

The clerk advised South Norfolk District Council, Norfolk County Council and First Bus had confirmed the bus shelter does not belong to them. First Bus have also confirmed there are no current plans to reuse the stop. **ACTION:** Danny Gaskin to arrange to move the bus shelter and to provide a copy of public liability insurance.

27. Correspondence

- 27.1. Update from Norfolk Parishes Movement on Offshore Transmission Network**
- 27.2. Bloy's Grove Solar Farm newsletter**
- 27.3. Letter from resident on speed checks**
- 27.4. Invitation from Village Hall Management Committee to their AGM on 10 October**
- 27.5. Hornsea 3 Offshore Wind Farm Community newsletter**
- 27.6. Update on study into electrical network infrastructure**
- 27.7. Norwich Road closure between 30 August to 6 September**
- 27.8. Rural bulletin**
- 27.9. Canister of nitrous oxide found in Puddleducks garden**
- 27.10. Notice of district councillor election**

Mark Kerr highlighted fund raising from Hornsea 3.

28. Open forum for public participation: second opportunity to hear from members of the public and the District/County councillors

The Council may receive a request to help with car parking during Mulbarton Open Gardens on Sunday 21 July 2024.

In previous years the water troughs have been drained at the end of October.

The council **AGREED** to suspend Standing Orders and extended the meeting.

A member of the public asked about park run returning but no request had been received by the council. Councillors indicated they would be in favour of this returning but were unsure of the route or logistics.

It was suggested Long Lane allotments could have tools provided by council to encourage people to take up the spare plots, which may be due to a lack of parking.

29. To receive items for the next agenda

The council discussed cancelling this meeting due to members not being available but **AGREED** to hold a short meeting.

Meeting closed at 9.40pm

Item 7.4 Payments ratified and agreed

Mulbarton Parish Council - Items to be ratified & payment list for approval on 4 September 2023			
Transfer & payments to be ratified			
Payment to	Description	Payment	VAT
Martin Salisbury	Paint for fingerposts	43.00	-
			-
Total to ratify		43.00	-
Payments for approval			
Payment to	Description	Payment	VAT
BT	Phone & Broadband	102.76	17.12
Iceni	Jubilee Gardens maintenance (Aug)	76.00	-
Mulbarton Wanderers	Orchard Park maintenance	214.28	-
No Bull (Rob McLean)	Parish Warden - August	165.00	-
Norfolk PTS	Update seminar (MK/LT), induction (TM) and finance (DW)	204.00	-
PKF Littlejohn	Annual external audit fee	378.00	63.00
Ribbonsdale	Grounds maintenance (5 of 7)	1,211.82	201.97
South Norfolk Council	Annual dog bin charge to 31/03/24	2,081.02	346.84
Total excl. staffing & VH		4,432.88	628.93
Staffing Costs			

Lorraine Trueman	Tablet & cover	523.99	87.34
Lorraine Trueman*	Salary	1,813.05	
HMRC	Tax & NI	620.60	-
Norfolk Pension Fund*	ER & EE pension cont	688.62	-
Total staffing costs		3,646.26	87.34
Total payments for approval		8,079.14	716.27

Mulbarton Parish Council (Village Hall) account payment list for approval on 3 July 2023			
Payment to	Description	Payment	
Ribbonsdale	Grounds maintenance (5 of 7)	210.00	
Total Village Hall payments		210.00	

TOTAL PAYMENTS

8,332.14 716.27