

## Meeting minutes of Mulbarton Parish Council

Wednesday 29 January 2025 at 7:30 PM, held at The Committee Room, Mulbarton Village Hall

Parish Councillors present: Louis Kaszczak, Danny Gaskin, Dennis Wells and Steve Sewell  
District Councillors present: Ian Spratt and Jim Webber  
Also, present Lorraine Trueman (clerk) and members of the public

Dennis Wells, vice-chair, opened the meeting. The council paid tribute to Adam for being a fantastic chair and thanked him for the huge amount of work he had done on the council's behalf over the years.

### **1. To appoint chair, following the resignation of Adam Banham**

Louis Kaszczak proposed Steve Sewell take on the role of chair, Danny Gaskin seconded. All in favour. Steve Sewell signed the declaration of acceptance of office and chaired the rest of the meeting.

### **2. To appoint vice-chair, if position becomes vacant as a result of agenda item 1**

This position did not become vacant. Dennis Wells remains vice-chair.

### **3. To receive apologies for absence**

All councillors were present.

### **4. To receive declarations of interest in agenda items**

Steve Sewell declared an interest in item 11.2, Danny Gaskin declared an interest in item 20 and Dennis Wells declared an interest in item 21

### **5. To approve the minutes of the Parish Council Meeting held on 16 December 2024 and 6 January 2025**

The council **AGREED** the minutes, and these were signed, by the chair, as a true and accurate record.

### **6. Open forum for public participation: an opportunity to hear from members of the public and District Councillors**

District Councillors gave a summary of their report which was available on the website ahead of the meeting. Members of the public asked the District Councillors about the changes in bin collections and fly-tipping. All residents are urged to report any instances of fly tipping.

A member of the public asked about the parking of a campervan on the Common. The council explained that this was discussed by the Common Steering Group and South Norfolk Council had written to the owners, but the campervan has as much right as the cars to park on Common land.

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If anyone wishes to find out more about becoming a Parish Councillor, please contact the clerk.

A resident noted the fence by Cuckoofield Lane is rotting. This is the responsibility of South Norfolk Council.

It was also noted that there was a pothole in the car park near the school. The car park is due to be repaired in February half term.

Royal Mail have advised the missing post box by Bluebell Road could take up to 25 weeks to repair/replace.

Members of the public reported that shrubbery is overhanging the wall belonging to the Old Hall and concern was raised over the safety of a eucalyptus tree. **ACTION:** the clerk to contact the owner of Old Hall.

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

The clerk's report was available on the website ahead of the meeting.

## 8. Finance (LT)

### 8.1. To note the bank reconciliation dated 31 December 2024

Noted

### 8.2. To review actual v budget as at 31 December 2024

Noted

### 8.3. To receive a report on invoices raised in December and an update on outstanding invoices

Invoices raised in December totalled £3,062.50. Unpaid invoices on 31 December totalled £4,695.00.

### 8.4. To note any income received in December

Income received in December totalled £2,957.44

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

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

### 8.6. To appoint internal auditor for 2024/25

The council **AGREED** to reappoint Robin Goreham at a cost of £80.

### 8.7. To note the reduced interest rate from Unity Trust Bank

Noted

### 8.8. To agree changes to bank mandate

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The council **AGREED** to remove Adam Banham from the bank mandate.

## 9. To review the risk register, financial section (All)

The council **AGREED** no changes.

## 10. Planning applications (LK/SS)

### 10.1. To receive an update on any application decisions made by South Norfolk council

2024/2613, 14 Birchfield Lane, replace the existing wooden fence with a 31m long and 2.2m high. **APPROVED**

2024/3658, The Old Hall, The Common, T1 walnut – fell. **NO OBJECTIONS**

### 10.2. To consider any new planning applications (see below)

2024/3693, 104 Bromedale Avenue, loft conversion including dormer construction to rear and velux roof lights to front. **NO COMMENTS**

## 11. To receive an update from the Allotment Working Group (DW/SS)

### 11.1. To receive an update

Dennis Wells will remove the rubbish at Long Lane allotment. There is no update on the removal of the barriers/fencing on the Long Lane allotment, which the clerk is chasing. The next treatment of the Horsetail at Meadows is due to happen in Spring.

### 11.2. To consider entering into an agreement with Richs Trust regarding Long Lane allotment site boundary

Steve Sewell declared an interest in this item leaving the council inquorate. The item was deferred. Steve gave a summary of the problem and councillors asked for maps to be shared.

## 12. To receive an update from footpath and public rights of way working group (DW/SS)

Norfolk County Council's website to report issues was not accepting new reports but the council were made aware of a tree across a footpath in the wooded area near Catbridge Lane and the footpath between The Rosery and Bluebell Road had been ploughed. A member of the public thought they may be able to clear the tree. These items will be reported to Norfolk County Council, if still an issue, when the website allows.

## 13. Open Spaces and Play Areas working group (DW/DG)

### 13.1. To receive an update

The village hall climbing frame is due to be repaired this week and the annual MUGA clean has been booked for early April.

The clerk continues to meet potential contractors to discuss the new play equipment at The Meadows.

The baby swing on the Common has been fixed.

### 13.2. To consider damage to trees at Meadows

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Council noted the damage and would prefer to be contacted if anyone wishes to carry out work on council property. The council **AGREED** to take no further action.

## **13.3. To consider land north of Meadows**

The council had not received any response to their questions raised in November. District Councillor, Jim Webber, would try to progress this.

## **14. To receive an update from the Planning working group (LK/SS)**

No update

## **15. Village Hall Committee (LK)**

### **15.1. To receive an update**

Louis Kaszczak advised trustees and councillors had met and were making good progress. Councillors and trustees are due to meet again in February.

### **15.2. To appoint member to the Committee to replace Adam Banham**

The council **AGREED** to appoint Steve Sewell.

## **16. To receive an update from the Common Steering Group (LK/SS)**

No response had been received on the flooding issues. Residents had raised concerns about the work carried out on the pond on the corner of Birchfield Lane and South Norfolk Council had responded to these. The next steering group meeting is due to take place in April.

## **17. To receive an update from the Community Project Group (LK/LT)**

No update

## **18. To receive SAM2 data (DW)**

The data was available from the Common on the website.

## **19. To receive an update on Blakey's Bus lease agreement and agree who to re-sign on behalf of the Parish Council (LT)**

The lease agreement had been signed by Adam Banham, but this was no longer valid due to Adam's resignation. The council **AGREED** Louis Kaszczak and Steve Sewell would sign the agreement.

## **20. To receive an update on a temporary structure on Mulberry Park (DG)**

Danny Gaskin gave an update.

## **21. To consider a grant application from Parish Church of St Mary Magdalen Mulbarton (All)**

Dennis Wells declared an interest in this item leaving the council inquorate. The item was deferred.

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## 22. To appoint grounds maintenance contractor(s) for 2025

The council **AGREED** to appoint Norse to maintain Orchard Park, The Meadows and Jubilee Gardens at a cost of £4,835 and Ribbonsdale to maintain Village Hall, Highways and Other areas (excluding The Common) at a cost of £6,125. The clerk explained 3 quotes had not yet been received for The Common but this would be on the February agenda.

## 23. To receive a report on work carried out by the Parish Warden and to discuss future work

The council noted work completed and hours worked. **ACTION:** clerk to remove Meadow's gate and add repainting of Common notice board to task list. Clerk to view village sign for possible maintenance.

## 24. To agree attendance at Norfolk Parish Training & Support's Spring Seminar (All)

The council **AGREED** this would be attended by Steve Sewell and the clerk at a cost of £56 each.

## 25. Open forum for public participation: second opportunity to hear from members of the public

The railings around Todd's Pond and Common notice board were discussed.

## 26. To receive items for the next agenda

Items deferred.

**Meeting closed at 8.36pm**

## Item 8.5 Payments ratified and agreed

### Mulbarton Parish Council January 2025 payment list

#### Current Account

Supplier	Description	Net	VAT	Total
Anglian Water Business (National) Ltd	Allotment - Swamp water	12.07	-	12.07
Anglian Water Business (National) Ltd	Allotment - OPS water	16.57	-	16.57
Anglian Water Business (National) Ltd	Allotment - Long Lane water	18.51	-	18.51
Bob Burkey (Ribbonsdale Nurseries)	Grounds maintenance	500	100	600
British Telecommunications plc	Office broadband & phone	53.65	10.73	64.38
Community Action Norfolk (CAN)	Professional advice	157.1	-	157.1
HMRC	Tax & NI	631.88	-	631.88
Information Commissioner's Office (ICO)	Subscriptions	35	-	35

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Lorraine Trueman	Salary	1,994.91	-	1,994.91
Norfolk Pension Fund	Pension Contributions	750.94	-	750.94
Norse Eastern Ltd	Village Hall grounds maintenance	212.37	42.47	254.84
Norse Eastern Ltd	Orchard Park maintenance	118.42	23.68	142.1
Rob McLean (No Bull Home Improvements)	Grounds maintenance	270	-	270
Unity Trust Bank	Bank charges	8.4	-	8.4
<b>Total current account</b>		<b>4,779.82</b>	<b>176.88</b>	<b>4,956.70</b>

## Credit Card

Supplier	Description	Net	VAT	Total
Post Office	Postage	0.85	-	0.85
Toolstation Ltd	Play equipment maintenance	21.65	4.33	25.98
Microsoft	Subscriptions	0.66	0.13	0.79
Timson Ltd	Grounds maintenance	8.33	1.67	10
		<b>31.49</b>	<b>6.13</b>	<b>37.62</b>
		<b>4,811.31</b>	<b>183.01</b>	<b>4,994.32</b>