

# Meeting minutes of Mulbarton Parish Council

Monday 7 November at 7:30 PM, held at The Committee Room,  
Mulbarton Village Hall

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Parish Councillors present: Adam Banham, Roger Dyndal, Louis Kaszczak, Mark Kerr, Steve Sewell (chair) and Laurence Hughes  
District Councillors present: Nigel Legg, Barry Duffin, Gerald Francis and Ian Spratt  
Also, present Lorraine Trueman (clerk) and members of the public

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## 1. To receive apologies for absence

Apologies were received from Danny Gaskin.

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

Adam Banham declared an interest in planning matters.

## 3. To approve the minutes of the Parish Council Meetings held on 3 and 20 October 2022

The council **AGREED** the minutes and the chair signed them as a true and accurate records.

## 4. To report progress on items not on the agenda from the meetings held on 3 October 2022 (information only)

The notice board by Blakey's Bus has now been removed and recorded in the asset register.

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

District Councillor, Ian Spratt, advised of the closure of the South Norfolk District Council offices and from today all staff are based at Thorpe Lodge with Broadland District Council. This is a temporary move and staff will move again in Q1 2023. He explained that the temporary move had been disruptive for staff.

A full consultative meeting about the pylons will take place in early 2023. Ian is keeping in touch with groups and pushing to move to offshore.

Ian has members small ward funds remaining which needs to be used before March 2023. The Parish Council or other community groups can apply for this.

A text message was sent to Ian on Saturday night raising concerns about the firework display.

District Councillor, Gerry Francis, explained the move to Thorpe Lodge was agreed to save public money. He also had received concern about the fireworks.

A member of the public reported an injury occurred at the firework display and asked the council for more information. The council explained that they had not been made aware of the injury ahead of the meeting and therefore were unable to comment. The event was held by The Scouts.

Nigel Legg, District Councillor, spoke about the increase in homeless and advised the District Council are looking at how to accommodate people and how to find the extra funding required.

Nigel also has some funds left in the member ward grants. A request from the Parent Teacher Association is currently being considered but if any local organisations have a need this will also be considered.

The District Council is hoping to get regular home inspections on Saffron Housing properties. There have been a few issues, such as those at the rear of Cuckoofield Lane.

No progress had been made on a formal arrangement for the land adjacent to the Meadows with South Norfolk District Council, despite Nigel's efforts.

A member of public advised, Matthew Yates, at South Norfolk District Council had said MALGA's suggestions would be accepted.

MALGA have provisionally secured trees from The Woodland Trust.

A member of the public advised that he had been contacted by Nigel Legg and asked to get involved with setting up a replacement Post Office. He advised he had space at his property that may prove to be a suitable solution. It was reported the Hethersett Post Office is now open and is successfully operating from the library.

A member of the public highlighted the flooding, on the road, by the bus stop opposite the Co-op. Vehicles passing through often splash those waiting for the bus. This has been reported to Highways previously and some repairs were carried out at the time, but the problem never went away but is now getting worse again.

## **6. To approve the co-option of new councillor(s) onto the council**

Jon Herbert and Rebecca Harvey put themselves forward to be co-opted. Steve Sewell nominated Jon Herbert.

Councillors discussed a desire for more women/diversity within the parish council. The clerk advised South Norfolk District Council had expressed a preference for the council to fill the next 2 vacancies via the election process.

There were no seconders for Jon Herbert. He was not co-opted onto the Parish Council. Rebecca Harvey withdrew from the co-option process.

## **7. Planning applications**

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

2022/1722, 29 Pheasant Close Mulbarton, Garage conversion. **APPROVED**

2022/1771, Mulberry Park, The Common, Extension to spectator shelter.

**APPROVED**

2022/1832, Tabor House Norwich Road, T1 (Blackthorn/Sloe) - Fell, T2 (Blackthorn/Sloe) - Fell, T3 (Blackthorn/Sloe) - Fell, T4 (Blackthorn/Sloe) - Fell, T5 (Laurel) - Fell, T6 (Holly) - Fell to a height of 50cm, T7 (Elder) - Fell, T8 (Prunus) - Crown lift to 2m **NO OBJECTIONS**

2022/1908, Tabor House Norwich Road, T9 (Prunus Spp)) – fell. **NO OBJECTIONS**

## **7.2. To consider any new planning applications (none)**

## **8. Finance**

### **8.1. To receive an update on the addition of signatories for all bank accounts**

The clerk advised forms had been resubmitted to Santander and again returned. RBS needed a signed letter and this would be sent off shortly.

### **8.2. To receive an update on the progress made on internet banking with Santander**

Steve Sewell had spoken to Santander who had advised him it would not be possible for internet banking to require 2 signatories unless the council changed the type of bank account. **ACTION:** the clerk to investigate banking options.

### **8.3. To note any income received since last report on 3 October**

The clerk advised there had been £25,876.30 received since last reported and this was for the precept, MUGA and leases.

### **8.4. To ratify payments made since 3 October meeting and agree payment list**

The council **APPROVED** the payments as listed at the bottom of these minutes.

### **8.5. To note the bank reconciliation dated 25 October 2022**

The council noted the bank reconciliation.

### **8.6. To receive report on actual v budget**

The clerk reported that all spend for the year to date was below budget.

### **8.7. To receive an update on the insurance policy for 2022/23**

The clerk advised the invoice has now been received with a total cost of £1,999.00 and the cheque will be issued shortly.

### **8.8. To agree to appoint a VAT specialist**

District Councillor Florence Ellis has given the clerk a contact at South Norfolk District Council. Contact has been made but no advice has yet been received. The council **AGREED** to defer this until advice had been received.

#### **8.9. To discuss 2023/24 budget items and agree timetable**

**ACTION:** Working groups to feed into clerk and the clerk to draft a budget for review at the next meeting.

#### **9. To review the risk assessment document**

**ACTION:** Mark Kerr and the clerk to review and report back to full council.

#### **10. To note the new website (<https://www.mulbartonpcinfo.com>)**

The clerk advised the new website is up and running and the old website will no longer be updated. The new website is not yet coming up in google searches.

#### **11. To discuss the use of iAuditor (Safety Culture) inspection templates for play areas and allotments and agree inspection process.**

The council **AGREED** to use iAuditor. Play areas will be inspected weekly and allotments twice per annum. A member of the public reported some plots at The Swamp are not being cultivated.

#### **12. To receive an update from working groups and agree terms of references**

**12.1. Open spaces & play areas, including land adjacent to The Meadows**

**12.2. Allotments**

**12.3. Footpaths & public rights of way**

**12.4. Planning**

All working groups **AGREED** the terms of reference. There were no updates.

#### **13. To agree the transfer of the allotment land at Oakley Park South**

The council **RESOLVED** for the Chair and Clerk to sign the deeds.

#### **14. To consider removal or coppicing of trees along boundary of The Meadows/Nightingale Close**

Steve Sewell and Roger Dyndal met with a contractor on site. The contractor recommended reducing the height of the trees, rather than removal due to the potential damage removal could cause to the stream. **ACTION:** the clerk to gain 2 further quotes for reducing the height of the trees.

#### **15. To consider repairs to the footpath at Oakley Park South allotments**

The council **AGREED** to defer this until more quotes had been received.

**16. To receive an update on the removal of the container from Treetops Nursery Garden**

The clerk advised Treetops had confirmed the opportunity to remove the container was no longer viable. Treetops have asked for the fence between them, and the play area be changed. It is not clear if this is the responsibility of the Parish Council or Village Hall Management Committee, but it was thought the removal of the fence would not make it easier to remove the container. **ACTION:** the clerk to get quotes for cutting up and removing container.

**17. To discuss the repairs to the barriers on The Common car park**

The barrier is padlocked, and the council are not aware of the codes. **ACTION:** cut off padlocks and replace.

**18. To discuss the maintenance of the bins on Orchard Park**

The costs of South Norfolk District Council were not available, so the item was **DEFERRED**.

**19. To discuss the future management of Mulberry and Orchard Parks**

The council **AGREED** that they wanted to safeguard Orchard Park for public use and appointed Roger Dyndal and Louis Kaszczak to investigate the options.

**20. To receive a report on the discussion with EDF Renewables concerning Bloy's Grove Solar Farm**

Steve Sewell gave a report on his discussion with Cadno Communications and EDF Renewables.

**21. To consider proceeding with the Parish Partnership Scheme 2023/24 to purchase a SAM2 sign**

The council **AGREED** to apply to the Parish Partnership Scheme 2023/24 for a SAM2 sign.

**22. To receive a report from MALGA Environment Group on wildflower planting**

Lynne Middlemiss gave a report on the proposal from MALGA Environment Group.

**23. To consider the use of Microsoft Teams by the council**

The council discussed Microsoft Teams and other options such as Google Drive, One Drive, Zoom.

**24. To note a request to use the Common for evening bootcamps**

Nigel Legg spoke about the request that had been received. The frequency will depend on the uptake, and it is likely floodlights will be used during the sessions.

## **25. Correspondence**

Letter from The Planning Inspectorate re application by National Grid  
Traffic Order with diversion through Mulbarton  
Hornsea Three Community Newsletter

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

The Village Hall are holding their AGM on Wednesday at 7.30pm in the Committee Room. All are welcome.

The Village Hall asked about implementing brown signs. This is a matter for Highways but there may be complications due to the conservation area. The Parish Council offered to help where they can.

A member of the public thought the new council website was impressive.

A member of the public commented how beautiful The Common looked this summer and raised concerns about the damage the Bootcamp may do. It was asked if they could use Orchard Park instead.

## **27. To receive items for the next agenda (Monday 5 December 2022)**

2023 meeting dates, 2023/24 budget, lease for Mulberry Park

**To pass a resolution under the public admission to meetings act 1960 to exclude members of the public and press for the following confidential item;**

All members of the public, including District Councillors left the meeting.

## **28. To receive an update and agree next steps relating to the village hall**

9.30 all agreed to extend the meeting

Following the last meeting on 20 October correspondence had been sent to the Village Hall Management Committee and the solicitor. There was no further information from the Village Hall Management Committee and the solicitor had suggested the council needed further advice from a barrister. While the council accept the advice of the solicitor no cost has yet been confirmed.

9.50pm meeting closed

## 8.4 Items to be ratified & payment list for approval

### Payments to be ratified on 7 November 2022

Payment to	Description	Payment	VAT	Method
Lorraine Trueman/HMRC	Oct salary	958.00		Cheque
South Norfolk Council	Refuse	<u>33.91</u>		DD
<b>Total</b>		<b><u>991.91</u></b>	<b>-</b>	

### Payments for approval on 7 November 2022

Payment to	Description	Payment	VAT	Method
APC Pest Control	Nov to Jan	144.00	24.00	Cheque
Iceni	Jubilee Gardens maintenance	144.00	-	Cheque
Mulbarton Church	Maintenance of churchyard	1,640.00	-	Cheque
Mulbarton Village Hall Management Committee	Jul to Sep	45.00		Cheque
Norfolk Parish Training & Support	Whole council training	280.00		Cheque
Ribbonsdale	Grounds maintenance	1,390.28	231.71	Cheque
Spire Solicitors	Legal advice	312.00	53.00	Cheque
Steve Jackman	Website development	130.00		Cheque
BT*	Monthly charges	68.15	14.44	DD
Steve Jackman	Website development	<u>130.00</u>		Cheque
<b>Total</b>		<b><u>4,283.43</u></b>	<b><u>323.15</u></b>	

\* due 1 Oct