

## Meeting minutes of Mulbarton Parish Council

Monday 6 November 2023 at 7:30 PM, held at The Committee Room, Mulbarton Village Hall

Parish Councillors present: Adam Banham, Danny Gaskin, Mark Kerr and Dennis Wells

District Councillors present: None

Also, present Lorraine Trueman (clerk) and members of the public

### 1. To receive apologies for absence

Apologies were received from Louis Kaszczak, Suzanne Aylmer, Rebecca Harvey and District Councillors.

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

Adam Banham declared an interest in planning matters, agenda items 7 and 19.

Danny Gaskin declared an interest in Village Hall matters, agenda item 11.

Dennis Wells declared an interest PCC under agenda item 21.

### 3. To approve the minutes of the Parish Council Meetings held on 2 October 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 Clerk's Report was available to the public ahead of the meeting. Danny Gaskin reported the bus shelter on Norwich Road would be removed over the coming weeks.

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

The District Councillor Report was available to the public ahead of the meeting.

A member of the public asked about the bus shelter on Cuckoofield Lane, nearest the roundabout. The clerk advised this was in Bracon Ash and they had been contacted by the clerk a few months ago. The member of the public reported that it was very dirty and some panes were no longer in place. Another member of the public reported Bracon Ash were aware of the situation.

The Scouts gave an account of their firework display held over the weekend, which was a successful event with lots of positive feedback. They gave thanks to Mulbarton Wanderers CIC, Village Hall Management Committee, Social Club and Parish Council. Mulbarton Wanderers CIC and the Parish Council reported that the grounds of Orchard Park were left in good condition. Footpath access to and around the Village Hall site was reported to need some adjustment.

### 6. To review the risk register, financial section.

No changes.

## 7. Planning applications (LK)

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

2023/2533, 4 Old Rectory Close, Non-material amendment of 2022/2196 - small section false pitched roof has been added to what was a flat roof joining the house to the garage. **APPROVED**

2023/2097, 8 Gudgeon Road, Single and two storey rear extensions, single storey front extension and first floor extension above garage. **APPROVED WITH CONDITIONS**

### 7.2. To consider any new planning applications, as listed below

None.

## 8. Finance (LT)

### 8.1. To note the bank reconciliation dated 31 October 2023

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

### 8.2. To note actual v budget to 31 October 2023

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

### 8.3. To note any invoices raised and income received in September & October 2023

The council noted income received of £43,676.02.

### 8.4. 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.

### 8.5. To consider 2024/25 budget

A draft had been prepared and was shared with councillors ahead of the meeting. Council discussed items within the draft budget and a deadline of January 2024, with the date to be set by South Norfolk Council. **ACTION:** all councillors and working groups to feedback suggested changes to the clerk and to query any figures they are unsure about. Clerk to consider all matters raised and update the draft budget to discuss at December's meeting.

### 8.6. To agree implementation of finance software

The clerk proposed the council proceeded with Scribe. Councillors discussed the benefits of using software for finance and allotments.

The council **AGREED** to proceed with Scribe with a year one cost of £1,559 and ongoing yearly costs of £1,080.

### 8.7. To agree clerk to apply for council credit card

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The council **AGREED** for the clerk to apply for a credit card from Unity Trust Bank at an initial cost of £50 and a monthly charge of £3.00, with a credit limit of £2,000. This is only to be used by the clerk in line with current policies.

## **9. To receive an update from working groups**

### **9.1. Allotments Working Group (MK/DW)**

The water at all allotments has now been switched off. Mark Kerr had attended the NPTS update seminar and took part in an allotment session. He reported the allotments were running well in places but there were areas the council improve on, e.g. communications.

### **9.2. Planning working group (LK)**

No update.

### **9.3. Open Spaces and Play Areas Working Group (AB/DW)**

Suggestions and quotes for replacement equipment at the Meadows are being collected. Target Trees will be carrying out tree maintenance at Orchard Park and The Meadows next week. The working group thanked Mark Kerr for removing the graffiti from the skatepark.

### **9.4. Footpath and Public Rights of Way Working Group (DW)**

The 20mph sign on Cuckoofield Lane has been replaced.

## **10. Common Steering Committee (LK/MK)**

### **10.1. To receive an update from the working group**

The Common Steering Group had meet last week. Two trees are being purchased (Holme Oak and Small Leaf Lime) to be planted near the village sign.

Works are planned at Birchfield Lane Pond over 2023/24, if budget allows.

### **10.2. To receive an update on the works to the car park/Village Hall entrance**

The resurfacing of the Village Hall entrance, across Common Land, has been complete. Reports of the entrance being difficult to locate in the dark have been received. Council discussed marking the entrance with reflectors/road markings.

## **11. Village Hall Committee**

### **11.1. To receive an update on progress made**

### **11.2. To consider request for funding for legal fees (£5k) and maintenance costs**

With a councillor declaring an interest in Village Hall matters, the council would not be quorate. The council **AGREED** to defer agenda item 11.

## **12. Mulbarton Community (Hub) Project**

### **12.1. To agree to appoint Mark Kerr as Council representative**

The council **AGREED** to appoint Mark Kerr as the Council representative.

### **12.2. To receive an update on the project**

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South Norfolk had shared a draft feasibility scope as agreed at the Community Project meeting on 19 October. The clerk had sent this on to the group, elected at the meeting on 19 October, being Mark Kerr (Parish Council), Shane Didwell (Village Hall Management Committee), Danny Gaskin (Mulbarton Wanderers CIC) and Chris White (1<sup>st</sup> Mulbarton Scouts) and Lorraine Trueman (admin support).

## **12.3. To consider applying for a grant from South Norfolk Council, Pride in Place and agree level of funding to be applied for**

The council **AGREED** to apply for £20k from Pride in Place grant and the clerk to work with South Norfolk District Council to secure this. Council also **AGREED** to contribute 10% of the cost to a maximum of £2,000.

## **13. To receive SAM2 data**

The council noted the data that was available to them ahead of the meeting and graph that was available to the public on the website. Council discussed sharing the information on Facebook.

## **14. To receive information about RAAC in the Parish Office and Committee Room**

The Village Hall Management Committee have advised RAAC is not a concern.

## **15. To receive a report on meeting with Gigaclear and to consider request to install fibre broadband equipment on council land**

The council **AGREED** to allow Gigaclear to install fibre broadband equipment in 2 underground cabinets on their land at Gowing Road, to accept payment of £936 and gave **APPROVAL** to the clerk to sign the agreement.

## **16. To receive a report on the NPTS seminar attended by the Chair and Clerk**

Both gave a brief account of subject matters covered, including allotments, charity, open spaces, email addresses. It was a good opportunity to meet other clerks, chairs and councillors and discuss different approaches.

## **17. Office**

### **17.1. To agree new broadband and phone line provider(s)**

The council **AGREED** to proceed with the 2-year deal with Aerial Direct for both phone and broadband at a cost of £51.13 per month.

### **17.2. To consider moving to .gov.uk email addresses**

The council **AGREED** to the clerk, chair and vice-chair to move to .gov.uk email addresses. The cost will fall within the clerk's delegated authority.

## **18. To agree funding towards a Xmas Tree on the Common**

The chair explained this request had come from a trustee of the Village Hall Management Committee. The council **AGREED** to fund up to £300 for a tree if Village Hall Management Committee would fund and arrange the decorating of the tree. **ACTION:** clerk to discuss with the Village Hall Management Committee

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## **19. To consider response to the consultation on the Greater Norwich Local Plan, Proposed Main Modifications**

The deadline for responses is 6 December. With a councillor declaring an interest in Village Hall matters, the council would not be quorate. The council **AGREED** to defer agenda item 19.

## **20. To consider response to the review of Polling Districts and Places 2023-24**

The council **AGREED** not to comment.

## **21. To consider grant request of £3,786 from Mulbarton Church**

With a councillor declaring an interest in the Church matters, the council would not be quorate. The council **AGREED** to defer agenda item 21.

## **22. To agree to be party to the agreement between Hopkin Homes and Anglian Water to use a manhole on council land**

The council **AGREED** to be party to the agreement on the understanding legal fees would be covered by Hopkin Homes.

## **23. To full council meeting dates for 2024**

The council **AGREED** to move meeting dates to the 3<sup>rd</sup> Monday of each month.

## **24. Correspondence**

- 24.1. Rural services bulletin(s)**
- 24.2. Community matters newsletter**
- 24.3. District Councillor structure**
- 24.4. Broadland and South Norfolk Business Awards**
- 24.5. Empowering communities newsletter**
- 24.6. Parish Online newsletter**
- 24.7. NPTS news**
- 24.8. Temporary road closure, Brick Kiln Lane, Newton Flotman**
- 24.9. Flooding advice**

The correspondence was noted.

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

MALGA will be holding Open Gardens on 21 July 2024.

A member of the public raised a concern about the impact the new entrance to the Village Hall across Common Land was having on a mobility buggy. The individual felt the bumps were too harsh and they were frightened to access the site. A discussion took place which suggested it was the narrowness of the speed bumps that was causing the problem, rather than the height. The pedestrian access on the other side of the site leads into a car parking space and had barriers, to prevent cycles riding through, which prevents buggies accessing via this route. **ACTION:** Mark Kerr to discuss this with South Norfolk Council.

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A member of the public suggested the council meetings were held on the 1<sup>st</sup> Monday of the month to ensure District Councillors could attend. **ACTION:** the clerk to discuss with District Councillors.

## 26. To receive items for the next agenda

Deferred items from above.

**Meeting closed at 8.56pm**

## Item 8.4 Payments ratified and agreed

Mulbarton Parish Council - Items to be ratified & payment list for approval on 6 Nov 2023			
<b>Transfer &amp; payments to be ratified</b>			
<b>Payment to</b>	<b>Description</b>	<b>Payment</b>	<b>VAT</b>
No Bull	Parish Warden to w/c 16 Oct	330.00	-
Wave	Water for The Meadows, Swamp and OPS	260.03	-
<b>Total to ratify</b>		<b>590.03</b>	<b>-</b>
<b>Payments for approval</b>			
<b>Payment to</b>	<b>Description</b>	<b>Payment</b>	<b>VAT</b>
APC Pest Control	Meadows Nov 24 to Jan 25	144.00	24.00
BT	Phone & Broadband	92.68	15.44
Iceni	Jubilee Gardens maintenance (Sep)	76.00	-
Ribbonsdale	Grounds maintenance (7 of 7)	1,211.82	201.97
Wave	Water Long Lane allotments	33.54	-
<b>Total excl. staffing &amp; VH</b>		<b>1,558.04</b>	<b>241.41</b>
<b>Staffing Costs</b>			
Lorraine Trueman*	Salary	TBC	
HMRC*	Tax & NI	TBC	-
Norfolk Pension Fund*	ER & EE pension cont	TBC	-

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Lorraine Trueman	Domain Oct 23 to Oct 24 (WIX)	14.35	2.39
<b>Total staffing costs</b>		<b>14.35</b>	<b>2.39</b>
<b>Total payments for approval</b>		<b>1,572.39</b>	<b>243.80</b>

<b>Mulbarton Parish Council (Village Hall) account payment list for approval on 6 Nov 2023</b>			
<b>Payment to</b>	<b>Description</b>	<b>Payment</b>	
Ribbonsdale	Grounds maintenance (7 of 7)	210.00	
<b>Total Village Hall payments</b>		<b>210.00</b>	

**TOTAL PAYMENTS** **2,372.42**      **243.80**

\*due last working day of the month