

Meeting minutes of Mulbarton Parish Council

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

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

District Councillors present: Ian Spratt, Gerald Francis and Nigel Legg
Also, present Lorraine Trueman (clerk) and members of the public

Mark Kerr opened the meeting at 7.32pm

1. To receive apologies for absence

Apologies were received from Rebecca Harvey, Laurence Hughes and Suzanne Aylmer.

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

Adam Banham declared an interest in planning matters under items 7, 18 and 19.
Dennis Wells declared an interest in MALGA under item 12.2.
Danny Gaskin declared interests in Mulbarton Wanderers, item 17, and the Village Hall item 27.

3. To approve the minutes of the Parish Council Meetings held on 9 January 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 reported that her and Louis Kaszczak were still looking into the BT agreement. It might be possible for the council to obtain internet via the Village Hall but no costings had been received yet.

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

A member of the public thanked the council for working with MALGA on the allotments' maintenance.

The public discussed the reopening of the Post Office, it was suggested this would be happening in April.

The Village Hall gave an update on the success of the warm spaces' initiative with at least 50 visiting each session. The council thanked the Village Hall for opening their doors.

MALGA reported they had planted 150 trees on land adjacent to The Meadows, with help from volunteers.

A member of the public asked if the council would support the planting hedgerows. Mark Kerr advised it would be something the council would consider if they had to power to do so.

District Councillor, Nigel Legg gave an update, and his report was available to councillors and the public ahead of the meeting. Nigel also gave an update on Noah's Ark (see item 20) and advised that the Planning Department at South Norfolk District Council are looking into the situation.

District Councillor, Gerald Francis provided an update on the doctors surgery at Hethersett and hoped Mulbarton would retain their surgery, although reduced facilities.

District Councillor, Ian Spratt spoke about the planned pylons to run from Norfolk to Essex. There had been a meeting last week between National Grid, Graham Stuart MP (Minister of State in the Department for Business, Energy and Industrial Strategy) and Sir Bernard Jenkins MP.

6. To discuss letter from pupils at Mulbarton Primary School in relation to solar farms

The council **AGREED** to send their comments to the clerk for passing on to the pupils.

7. Planning applications (LH/LK)

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

2022/2377, 5 Barbel Close, single storey side extension and two storey rear extension. **APPROVED**

2022/2066, Mulbarton Telephone Exchange, Norwich Road, creation of secure storage compound to rear of telephone exchange with two 6m containers sited within compound. **APPROVED**

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

2023/0144, 33 Long Lane, two storey and single storey rear extensions with front porch and creation of garage. **No comments.**

8. Finance (LT)

8.1. To receive an update on the bank accounts

The switch from RBS to Unity had been completed but Santander had been unable to allow the council to use the switching service. A cheque has been written to transfer money from Santander to Unity, although this has not cleared yet. A letter has been written to Santander asking them to close both the accounts and transfer the funds to the Unity current account. The clerk will set up the direct debits manually.

8.2. To agree bank signatories for separate account to hold funds relating to the village hall

The council **AGREED** to appoint Louis Kaszczak and Adam Banham.

8.3. To review Q3 finance and to note the bank reconciliation dated 31 January 2023

The council noted the bank reconciliation.

8.4. To note any income received since last report

£490 had been received since the last meeting relating to the MUGA and Mulberry Park.

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

The council **RATIFIED** and **AGREED** the payments as listed at the bottom of these minutes.

8.6. To receive an update on the VAT advice

The clerk advised she had found a contact who was providing VAT advice in relation to income and costs relating to the Village Hall. The situation is dependent upon the final agreement with the Village Hall.

9. Allotments Working Group (MK)

9.1. To receive an update from the Allotments Working Group

Mark Kerr had shared a report with councillors ahead of the meeting. Allotments inspections have begun with The Swamp.

9.2. To consider quotes for levelling of footpath at Oakley Park South

Two quotes had been received and the council **AGREED** to appoint Ribbonsdale.

10. To receive an update from planning working group (LK/LH)

Louis Kaszczak reported the strategy session had redirected the thoughts of the working group in regards to the Neighbourhood Plan Review to a Parish Plan.

11. To receive an update from the Common Steering Committee (LK/MK)

Following a meeting with the Steering Committee, Mark Kerr had shared a report with councillors ahead of the meeting. Mark went on to advise that Todd's Pond is Common Land and parking is not permitted around it, although residents do have access rights over the Common.

The Common owners have given permission for brown/tourist signs to be erected but these also need permission from Highways and will need to be funded by the relevant organisation(s).

The owners gave consent for signs advertising the festival provided these were removed quickly after the event and for the Parish Council to place another bench.

The owners did not agree to a grit bin by the school as it was thought these are not used and are often used as a bin.

The Steering Committee concluded that the potholes are the responsibility of those who use the right of way.

The next meeting is due to take place in April and then every six months.

12. To receive an update from the Open Spaces and Play Areas Working Group (AB)

12.1. To receive an update from the Open Spaces and Play Areas Working Group (AB)

Adam Banham advised a meeting with Dennis Wells and the clerk had taken place to discuss the actions required in the play areas. **ACTION:** the clerk to get quotes from contractors and purchase various items for repairs. The working group to arrange repairs that can be done by councillors/volunteers.

12.2. To consider a request from MALGA for wildflower planting on grass verges and tree planting in The Meadows play area

MALGA had sent a presentation ahead of the meeting and this had been shared with councillors.

Council **AGREED** to proceed with the planting in The Meadows, but MALGA reported this is likely to be in the Autumn.

MALGA had suggested 3 sites to begin wildflower planting but 1 site is managed by EWS (Oakley Park) and 2 sites are owned by Highways, although the Parish Council has delegated authority to maintain these sites. The clerk explained that as part of the agreement between the Parish Council and Highways, the sites must be maintained in accordance with Highways specification.

Council and MALGA discussed the wildflower planting but the 3 areas highlighted by MALGA

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

Dennis Wells had shared a report with councillors ahead of the meeting after walking the paths. Dennis has reported issues of fallen trees and broken gates to Norfolk County Council.

14. Staffing (RH/DG)

14.1. Parish Warden

14.1.1. To agree job description, weekly hours, to appoint a contractor and contract length

Council **AGREED** to defer to the next meeting. **ACTION:** clerk to update draft job description.

14.1.2. To appoint group to advertise vacancy and to interview

Council **AGREED** to defer to the next meeting.

14.2. To agree Clerk's job description

The clerk had shared the job description with councillors ahead of the meeting. The council **AGREED** to job description.

15. Policies and risk assessments

15.1. To agree the risk assessment

15.2. To agree health and safety policy

15.3. To agree safeguarding policy

The council **AGREED** to all policies and the risk assessment.

16. To appoint grass contractors for 2023/24

Four quotes were shared with councillors ahead of the meeting. The council **AGREED** to appoint Icen Gardening to maintain Jubilee Gardens and Ribbonsdale to maintain the Village Hall site and all areas the Parish Council is responsible for, except Orchard Park. The council **AGREED** to defer the decision on Orchard Park until the Mulberry Park lease had been agreed.

Danny Gaskin left the meeting

17. Mulberry Park (LT)

17.1. To receive an update on the new lease for Mulberry Park and discuss rent

The council **AGREED** the estimated legal fees of £1,350 for drawing up the lease.

The draft lease was not received in time for councillors to review ahead of the meeting. The council **AGREED**, councillors to send the clerk their comments by Thursday 9 February, Adam Banham and the clerk to work with the solicitor to amend the current draft and share the updated lease with Mulbarton Wanderers CIC. The draft lease is to be signed off by the council at the next meeting.

17.2. To consider a request from Mulbarton Wanderers CIC to hold the Mulbarton Festival on Mulberry Park

The event will be held by Mulbarton Wanderers and Belles Football Club and council **AGREED** to grant the request providing updated risk assessment was provided.

Danny Gaskin returned to the meeting.
Adam Banham left the meeting.

18. To consider a response to the pre-submission version of the Village Clusters Housing Allocation Plan, deadline 6 March

The council **AGREED** no comments.

19. To consider a response to Greater Norwich Local Plan focused consultation on sites for Gypsies and Travellers, deadline 13 March

The council **AGREED** no comments.

Adam Banham returned to the meeting.

20. To receive an update on Noah's Arch, in Bracon Ash (NL)

Nigel Legg covered under public forum.

21. To agree who will attend Norfolk Parish Training and Support's update seminar in March

Many councillors and the clerk expressed an interest. Those wishing to attend should notify the clerk.

22. To agree a date for a follow up strategy session

ACTION: Mark Kerr to send proposed dates to the clerk.

23. To agree a date for the Annual Parish Meeting and discuss speakers and format

The council **AGREED** to hold the meeting on 22 May, just before the Annual Parish Council Meeting. The council **AGREED** to appoint the clerk, Adam Banham, Suzanne Aylmer and Rebecca Harvey to arrange the meeting.

24. Correspondence

- 24.1. Hornsea Three Community Fund drop-in's**
- 24.2. Email from resident regarding speeding and dog mess**
- 24.3. LGA Code of Conduct**
- 24.4. Poster notifying of the need for photo ID at a polling station**

Rebecca Harvey will attend the Hornsea Three Community Fund drop in.

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

A member of the public reminded the council that the orchard planted within Oakley Park South allotments would need attending too soon.

Concern was raised about the traffic outside the school and drop off and pick up times.

26. To receive items for the next agenda

No items were received.

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 and Danny Gaskin left

27. To receive an update and agree next steps relating to the village hall

Council received an update, discussed options and **AGREED** to take the following steps recommended by the solicitor, the clerk to continue working through income and expenses, councillors to review minutes from relevant timeframes and to discuss the findings with the barrister. The council **AGREED** to the cost of the barrister at £1,800 payable in advance.

Item 8.5 Payments ratified and approved

Items to be ratified & payment list for approval

Payments to be ratified on 6 February 2023				
Payment to	Description	Payment	VAT	Method
ICO	Annual fee	35.00	-	DD
South Norfolk DC	Waste disposal	33.91		DD
Anglian Water	Allotments	13.56		DD
BT	Monthly fee	92.90	TBC	DD
James Pool	Legal fees	<u>1,980.00</u>	<u>330.00</u>	Tfr
Sub total		<u>2,155.37</u>	<u>-</u>	
Total to be ratified		<u>2,155.37</u>	<u>330.00</u>	

Payments for approval on 6 February 2023				
Payment to	Description	Payment	VAT	Method
APC Pest Control	Feb to Apr pest control	144.00	24.00	Tfr
Hatch Brenner	Legal fees	600.00	100.00	Tfr
Mulbarton Village Hall	Oct to Dec hall hire	78.75	-	Tfr
Norfolk PTS	Strategy training	280.00	-	Tfr
PKF	External audit fees 2021/22	360.00	60.00	Tfr
Spire Solicitors	Legal fees	181.50		Tfr
Spire Solicitors	Legal fees	2,378.00	398.00	Tfr
Spire Solicitors	Legal fees	2,205.30	337.30	Tfr
Sub total		6,227.55	919.30	
Staffing Costs				
Staffing costs		1,746.04		
Total for approval		7,973.59	919.30	
TOTAL		10,128.96	1,249.30	