

Meeting minutes of Mulbarton Parish Council

Monday 17 June 2024 at 7:30 PM, held at The Committee Room, Mulbarton Village Hall

Parish Councillors present: Adam Banham, Louis Kaszczak, Danny Gaskin, Dennis Wells, Suzanne Aylmer and Steve Sewell
Also, present Lorraine Trueman (clerk) and members of the public

1. To receive apologies for absence

Suzanne Aylmer sent her apologies.

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

Adam Banham declared an interest in agenda item 8, Danny Gaskin declared an interest in agenda item 11 and Dennis Wells declared an interest in agenda items 9.4 and 15.

3. To approve the minutes of the Annual Parish Council Meeting held on 20 May 2024

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

4. Open forum for public participation: an opportunity to hear from members of the public

The Social Club raised the issue of parking on site. This was also discussed under item 10.4. Mulbarton Environmental Group (MEG) raised the trees works carried out at The Meadows in May. Item 15 was moved forward.

15. To discuss management of the land north of The Meadows

The Parish Council previously agreed to take responsibility for the land on the understanding that this would be managed by MEG. It is now accepted that MEG do not have the resources to manage the area, but they have expressed a desire to be involved in an advisory capacity and for the Parish Council to provide the resources. MEG agreed to provide a management plan for the council to discuss at their September meeting. The council **AGREED** to defer the item.

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

The clerk's report was available, via the website, to the public ahead of the meeting.

6. Finance (LT)

6.1. To note the bank reconciliation dated 31 May 2024

Noted

6.2. To note actual v budget to 31 May 2024

It was noted all cost centres were close to the budget to date, except The Meadows which has 57% of budget left for 10 months.

6.3. To receive a report on invoices raised in May and an update on unpaid invoices

Invoices raised in May total £314.33 and overdue invoices total £3,161.65.

The 2 invoices to the Village Hall Management Committee are still outstanding. The clerk advised the small claims court would cost a few hundred pounds and that the council would need to name individual trustees rather than charity.

The VHMC had suggested they may be able to get a grant from South Norfolk Council to pay for their contribution to the car park. **ACTION:** clerk to ask for an update.

The VHMC had not confirmed if the survey arranged by a trustee had the approval of the charity.

ACTION: the Village Hall Committee to advise full council on next steps and clerk to contact VHMC for an update.

6.4. To note any income received in May 2024

Income received totals £1,462.68

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

The council **RATIFIED** the payment at the bottom of the minutes.

The council discussed the invoice from Mulbarton Village Hall Management Committee for the office rent and concluded that the invoice was not valid on the grounds that the Parish Council owned the site as per the solicitor's letter.

The council **AGREED** to pay all other invoices, and these are listed at the bottom of the minutes.

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

The council **AGREED** to move points 5.1 to 5.10 from medium to low based on the recent internal auditors report.

8. Planning applications (LK)

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

No decisions have been made since the last meeting.

8.2. To consider any new planning applications

2024/1529, Land North of Lantana Norwich Road, Proposed vehicular access on to Norwich Road
No comments.

9. Allotment Working Group

9.1. To receive an update from the working group

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

9.2. To consider action to be taken on uncultivated plots allotment plots

An update was given on all uncultivated plots with many being returned to the council. No further action required.

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9.3. To consider action to be taken in relation to invasive weed, horsetail, at The Meadows

Termination notices had been issued to plots 15 and 17 at The Meadows, which gave 19 June for the plot to be cleared by the current tenants. The council had received a request to extend the time allowed to clear the site to the end of the summer. The council **AGREED** to extend the deadline to 30 June and offer the tenants the option of leaving the sheds in place, as these would be difficult to move. **ACTION:** the clerk to find out what the council can do with any equipment left on site after the 30 June deadline.

The council discussed the horsetail which had spread out of the allotment area and across to the stream. **ACTION:** clerk to seek robust advice and costs to deal with horsetail across whole area.

9.4. To discuss working with MALGA to setup a Community Allotment

The council and MALGA discussed the plots available. **ACTION:** clerk to arrange site meeting with MALGA.

10. To consider requests from the Social Club

10.1. To host activities in patio and play areas during beer festival on 28/29 June

The council thanked the Social Club for providing risk assessments, licence and insurance documents and **AGREED** to the Social Club using the outside space as detailed in their submission.

10.2. To install additional seating area around the village hall car park

The Social Club spoke about the requirement for additional seating to attract more people to the facility. All were concerned about pedestrians and vehicles mixing. **ACTION:** PC and SC to meet on Thursday to discuss.

10.3. To consider a Xmas Tree outside the village hall

The location of the tree was discussed but no agreement was reached. The council **AGREED** in principle and earmarked £500.

10.4. To discuss allowing additional car parking on Orchard Park

The Social Club and council discussed parking with all agreeing it was an issue. The Social Club will raise this with the feasibility study currently being carried out.

11. To consider requests from Mulbarton Wanderers CIC

Danny Gaskin answered questions and then left the meeting.

11.1. To consider Mulberry Park to be known as The Abode Arena

The council **AGREED** to the non-official renaming which will be valid while the sponsorship deal is in place. This will allow MWCIC to raise funds to reinvest back into the ground.

11.2. To install signage at entrances to Mulberry Park

The council **AGREED** to the signage on the proviso this was legally allowable.

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11.3. To agree funding and installation of perimeter fencing along village hall side of Mulberry Park

The council **AGREED** in principle to the installation of a new perimeter fence but require a legal check and feedback from the feasibility study before confirming.
The council **AGREED** to earmark £9,000 from general reserves to contribute towards the fence.

12. To discuss recent vandalism in the Parish

The council discussed the recent vandalism and the clerk explained how this was a huge draw on the Parish Warden's time.

13. To appoint councillors to carry our clerk's appraisal

The council **AGREED** to appoint Steve Sewell and Suzanne Aylmer.

14. To agree terms of reference for working groups, see below

14.1. Allotment working

14.2. Planning working

14.3. Open Space and Play Areas

14.4. Footpath and Rights of Way

The council **AGREED** to change the Footpath and Rights of Way document to allow a councillor to report problems, with the clerk being copied in. No other changes were required.

15. To discuss management of the land north of The Meadows

This was discussed after item 4.

16. To note clerk's holiday at the end of June

Noted

17. Correspondence

17.1. Extension to Norwich to Tilbury consultation

18. Open forum for public participation: second opportunity to hear from the public

Social Club reported a suspected hornets nest by the recycling bins. **ACTION:** clerk to investigate. MALGA reported the grass verge at Swamp urgently needed cutting. The clerk is struggling to get a contractor and it is not safe for a volunteer to take this on.

19. To receive items for the next agenda

None.

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

All members of the public left the meeting.

20. To agree the lease agreement for Blakeys Bus

The lease agreement was not ready for council to consider.

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21. To agreed Heads of Terms relating to renewal of phone mast lease

The council **AGREED** to defer signing the head of terms.

Meeting closed at 9.25pm

Item 6.5 Payments ratified and agreed

Mulbarton Parish Council							
Payments to ratify							
Voucher No	Date	Supplier	Invoice No	Description	Net	VAT	Total
50	10/06/2024	British Telecommunications plc	M160 NL	Office broadband & phone	53.65	10.73	64.38
Payments to approve							
Voucher No	Date	Supplier	Invoice No	Description	Net	VAT	Total
39	28/05/2024	South Norfolk Council	4224057	Mulberry Park	-	-	-
40	18/06/2024	Rob McLean (No Bull Home Improvements)	NOBull0006PC	Allotment - Meadows maintenance	167.7	-	167.7
41	18/06/2024	Rob McLean (No Bull Home Improvements)		Grounds maintenance	480	-	480
42	18/06/2024	Rob McLean (No Bull Home Improvements)	NOBullmisc1 No.LongLane	Allotment - Long Lane maintenance	125.5	-	125.5
43	18/06/2024	Rob McLean (No Bull Home Improvements)	NOBullmisc1 GrafitiV2	Grounds maintenance	50	-	50
44	18/06/2024	Bob Burkey (Ribbonsdale Nurseries)	3540	Grounds maintenance	1,231.57	246.31	1,477.88
45	18/06/2024	Norse Eastern Ltd	05IN-1070630	Village Hall grounds maintenance	118.42	23.68	142.1
46	18/06/2024	Marina Carter		S137	120	-	120
47	18/06/2024	Norse Eastern Ltd	05IN-1069641	Village Hall grounds maintenance	118.42	23.68	142.1
48	18/06/2024	Iceni Gardening & Landscaping	23558	Grounds maintenance	98	-	98
49	18/06/2024	Rob McLean (No Bull Home Improvements)	NOBull0007PC	Play equipment maintenance	187.98	-	187.98
51	28/06/2024	Lorraine Trueman		Salary	1,945.63	-	1,945.63
52	28/06/2024	Norfolk Pension Fund		Pension Contributions	729.11	-	729.11
53	28/06/2024	HMRC		Tax & NI	601.75	-	601.75
Total to approve for payment					5,974.08	293.67	6,267.75