

Meeting of the Parish Council Agenda (published Wed 29 November 2023)

**Date & time:** Mon 4 December 2023 7:30 PM

**Place:** The Committee Room, Mulbarton Village Hall, The Common, NR14 8AE

Councillors are summoned to attend the next meeting of the parish council. The public are welcome to attend.

*L Trueman*

1. To receive apologies for absence
2. To receive declarations of interest in agenda items and consider any dispensation requests
3. To approve the minutes of the Parish Council Meeting held on 30 October 2023
4. To report progress on items not on the agenda (information only)
5. Open forum for public participation: an opportunity to hear from members of the public and the District/County councillors
6. To review the risk register, general section (All)
7. Planning applications (LK)
  - 7.1. To receive an update on any application decisions made by South Norfolk council
  - 7.2. To consider any new planning applications (see below)
8. Finance (LT)
  - 8.1. To receive an update on implementation of finance software, Scribe
  - 8.2. To agree the 2023/24 forecast figures in Scribe and to use these as budget
  - 8.3. To note the bank reconciliation dated 30 November 2023
  - 8.4. To note actual v budget to 30 November 2023
  - 8.5. To note any invoices raised and income received in November 2023
  - 8.6. To ratify payments made since the last meeting and agree payment list
  - 8.7. To consider allotment rent for 2025
  - 8.8. To discuss 2024/25 draft budget
9. To receive an update from working groups
  - 9.1. Allotments Working Group (MK/DW)
  - 9.2. Planning working group (LK)
  - 9.3. Open Spaces and Play Areas Working Group (AB/DW)
  - 9.4. Footpath and Public Rights of Way Working Group (DW)
10. To receive an update from the Common Steering Group (LK/MK)
11. To receive an update on the Mulbarton Community Project (MK/LT)
12. To receive SAM2 data (DW/LT)
13. To consider grant request of £3,786 from Mulbarton Church

14. To agree allotment policy, tenancy agreement and rules and regulations to be implemented 1 January 2025 (DW/MK/LT)
15. To discuss Community Emergency Plan (DW)
16. To discuss repairs to MUGA floodlights (LT)
17. The Meadows play area (DW/AB/LT)
  - 17.1. To agree repair to zip line
  - 17.2. To discuss new play equipment
18. To agree quote from Icení Gardening for work at Jubilee Gardens in February 2024
19. To consider request for a Councillor to do a reading at a Carol Service (DW)
20. Correspondence
  - 20.1. Hiscox Risk Academy
  - 20.2. NALC newsletter – biodiversity
  - 20.3. NPTS news – funding focus
21. Open forum for public participation: second opportunity to hear from members of the public and the District/County councillors
22. Village Hall Committee (MK/AB/LK/DW/AS)
  - 22.1. To receive the minutes and an update on progress made
  - 22.2. To consider recommendation for site maintenance costs for the remainder of 2023/24 of £2k
  - 22.3. To consider the recommendation to close the Village Hall bank account
  - 22.4. To consider approving budget of £5k for initial mediation
  - 22.5. To discuss CCTV requirement
23. To receive items for the next agenda

**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**

24. Village Hall Committee (MK/AB/LK/DW/SA)
  - 24.1. To agree recommendation on the renewal of Blakey’s lease
  - 24.2. To agree recommendations on the phone mast renewal
  - 24.3. To agree recommendation on rent review memorandums
  - 24.4. To receive an update on complaints with Management Committee and Charity Commission

**Item 7.2 New planning applications**

Ref No.	Location	Details
2023/3552	3 Otter Drive	Single storey rear extension and front first floor extension over garage
2023/3500	108 Ryefield Road	Installation of air source heat pump to rear