

# Meeting minutes of Mulbarton Parish Council

Monday 5 September at 7:30 PM, held at The Committee Room, Mulbarton Village Hall

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Parish Councillors present: Adam Banham, Nigel Legg, Florence Ellis, Roger Dyndal, Louis Kaszczak and Danny Gaskin

District Councillor present: Gerald Francis

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

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Adam Banham opened the meeting at 7.30pm. He welcomed the residents and thanked the district councillors for continuing to fill the role of parish councillors.

The council **AGREED** to appoint Adam Banham as chair.

## 1. To receive apologies for absence

Apologies were received from Parish Councillors, Steve Sewell, Laurence Hughes and Barry Duffin, and District Councillor Ian Spratt.

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

Adam Banham declared an interest in planning matters. Danny Gaskin declared a pecuniary interest in the Village Hall.

## 3. To approve the minutes of the Extraordinary Parish Council Meeting held on 4 August 2022

The council **APPROVED** the minutes as being a true and accurate record of the meeting. The Chair signed the minutes.

## 4. To report progress on items not on the agenda from the meetings held on 27 June and 4 August 2022 (information only)

The clerk reminded councillors a date for whole council training still needed to be agreed.

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

Nigel Legg gave an update on the move of the council offices to Broadland Business Park. South Norfolk District Council and Natural England are waiting for consultants to produce a report on nutrient neutrality before planning a way forward. South Norfolk District Council are keen to move some planning applications through to see how Natural England will respond.

Nigel Legg also advised of a hardship fund where residents could apply for support of up to £150.

South Norfolk District Council are considering setting a target of 2030 to reach net zero emissions. The district council have also arranged accommodation locally for asylum seekers.

Finally, Nigel Legg advised a drainage officer has been appointed and we will work together to help resolve local issues.

The Scout Group asked if the council would grant permission for a firework display and bonfire. Adam Banham explained that this could not be agreed because it was not on the agenda. It was thought that this event happens on an annual basis, and it is unlikely to be refused this year. **ACTION:** the clerk to put this on the agenda for next month

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

Mark Kerr put himself forward to become a councillor and introduced himself. The council **AGREED** to co-opt Mark as a councillor. The declaration of acceptance of office was signed by Mark and the clerk. Mark decided to continue the rest of the meeting as a councillor.

## **7. Planning applications**

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

2022/1289, Three Gables 1 The Rosery Mulbarton Norfolk NR14 8AL, Single storey rear extension, front porch and garage extension with various internal alterations. **Approved with conditions.**

2022/1163, Rosary Cottage The Rosery Mulbarton Norfolk NR14 8AL, Rear extension. **Approved with conditions.**

2022/1049, The Nurseries Norwich Road Mulbarton Norfolk NR14 8DE, Remove condition 3 of FH13523 - following granting of certificate of lawfulness existing application 2022/0332. **Approved with conditions.**

2022/0819, Woodview The Rosery Mulbarton Norfolk NR14 8AL, Retrospective application for erection of two bay cartlodge. **Approved with conditions.**

### **7.2. To note the comments sent to South Norfolk District Council since the last meeting (none)**

No comments have been submitted since the last meeting.

### **7.3. To consider any new planning applications, as listed below, and agreed comments**

2022/1585, Kenningham Hall Brick Kiln Lane Mulbarton Norfolk NR14 8AJ, Change of use for tennis court in an adjoining grass paddock. The council **AGREED** no comment.

2022/1561, 39 Birchfield Lane Mulbarton Norfolk NR14 8BZ, Re-build existing lean-to extension and erect cartlodge. The council **AGREED** no comment.

## **8. Finance**

### **8.1. To agree the addition of signatories for all bank accounts**

The council **AGREED** to appoint Danny Gaskin and Mark Kerr to be signatories.

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

Adam Banham has internet banking but Steve Sewell and clerk do not yet.

### **8.3. To note any income received since last report on 28 June**

The council noted a total income of £5,460.88 income since 28 June;

### **8.4. To ratify payments made since 28 June meeting**

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

### **8.5. To agree the payment list**

The council **AGREED** the payment list recorded at the bottom of the minutes. The clerk advised there may be a delay to the payments being processed due to the lack of signatories.

### **8.6. To note the bank reconciliation dated 25 August 2022**

The council noted the bank reconciliation

### **8.7. To agree an internal auditor for next audit due Spring 2023**

The council agreed to **DEFER** this item until the next meeting.

### **8.8. To consider insurance policy for 2022/23**

The council **AGREED** to discuss this under item 24 as information was requested from the Village Hall.

### **8.9. To consider ideas for the 2023/24 Parish Partnership Scheme**

A SAM2 was the only suggested idea. This will be discussed further under item 13.2

### **8.10. To consider 2023/24 budget**

Adam Banham asked councillors to consider activities/projects they may wish the council to budget for in 2023/24 and to be prepared to discuss further at the October meeting.

**8.11. To consider opting out of the central procurement of external auditors**

The council **AGREED** not to opt out of the central procurement of external auditors

**9. To receive an update on the progress made on the new website**

The clerk gave update on the progress made so far. She asked for a bio from each councillor and for any photos that could be added to the website.

**10. To agree council representative to be appointed to The Common Steering Group**

Nigel explained meetings are informal and not held on a regular basis. The council **AGREED** to appoint Louis Kaszczak and Mark Kerr onto The Common Steering Group

**11. To receive an update on the Post Office closure**

Nigel Legg has contacted MP Richard Bacon to support the move to return a Post Office to the parish. The Post Office is advertising for someone to fulfil the role but are also asking that this forms part of a business outlet. The council would be keen to hear from anyone who can accommodate a Post Office.

**12. To consider a request from Treetops Nursery to remove the container in their garden**

The council **AGREED** in principle to move the container. **ACTION:** the clerk to investigate options for the removal, relocation, disposal.

**13. Highways**

**13.1. To discuss speeding in the parish**

Speedwatch members were asked to speak. They gave a clear report to council about the challenges they face and the success they had seen. They also reported that they currently only have 6 members but to become more effective they need more volunteers. A speed awareness week will be held in November with more details being available nearer the time.

**13.2. To consider a request to purchase a SAM2 sign**

The council **AGREED** to work with the Speedwatch group to look at purchasing a SAM2

**14. To agree members of a working groups responsible for**

**14.1. Open spaces/play areas/allotments**

The council **AGREED** to form an Open Spaces & Play Area working group with Adam Banham & Danny Gaskin leading the group, and an Allotment working group lead by Steve Sewell.

#### **14.2. Footpaths & public rights of way**

The council **AGREED** Roger Dyndal would lead the footpaths working group.

#### **14.3. Planning**

The council **AGREED** Steve Sewell and Louis Kaszczak would lead the planning working group.

#### **15. To agree weekly inspections of play areas**

The council **AGREED** to restart the weekly play area inspections. Mark Kerr suggested an app that the councillors can use when carrying out the checks and the information can be shared with the clerk. **ACTION:** the councillors to review the app to decide if this should be used.

The clerk advised the annual check on the play areas will take place in September.

#### **16. To receive an update on the transfer of the allotment land at Oakley Park South**

The clerk advised she had chased the lawyers and spoken to Hopkins Homes but no further information had become available. **ACTION:** Nigel Legg to check all planning conditions have been met

#### **17. To consider a licence agreement, between the Parish Council and South Norfolk District Council, for the land at The Meadows, Bracon Ash**

Items 17, 18 and 19.2 were discussed as one. See item 19.2

#### **18. To consider a request from a member of the public to purchase the triangle of land north of The Meadows for tree planting**

See item 19.2

#### **19. The Meadows**

##### **19.1. To receive an update on the trees and hedges alongside The Meadows**

Nigel Legg and Roger Dyndal had spoken to resident and are awaiting their response

##### **19.2. To consider a request from Mulbarton Allotment and Leisure Garden Association (MULGA) to plant trees on land adjacent to The Meadows**

The parish council had previously taken on the responsibility of the land but had relinquished this a few years ago. Nigel Legg had contacted South Norfolk District Council about the parish council purchasing the land, but the district council had suggested a licence agreement instead.

MULGA have carried out a great deal of research and provided the parish council with a very considered approach. The council discussed their proposal but there was concern that this would not be acceptable to South Norfolk District Council.

The council **AGREED** to set up a working group including Nigel Legg, Adam Banham & MULGA.

## **20. The Common**

### **20.1. To consider a donation request of £750 towards tree planting**

The council **AGREED** to the donation.

### **20.2. To consider a request for more benches, away from bins**

The council **AGREED** to ask the Common Steering Committee

## **21. Correspondence**

**21.1. Jubilee Trees for Norfolk Scheme**

**21.2. Taximeter tariff consultation**

**21.3. Letter of thanks from Lady Dannatt MBE**

**21.4. National Grid East Anglian Green Energy Enablement project update**

**21.5. Bloy's Grove Solar Farm – permission granted**

**21.6. Christmas Market to be held by Village Hall and Social Club on 11 Dec**

**21.7. Maintenance of Mulbarton Stream**

**21.8. Neighbourhood Plan Network Meeting 21 Sept**

The correspondence was noted

## **22. To discuss cover for clerk annual leave**

The council thanked the clerk for her work since joining in May and **AGREED** that the email would have an out of office during her annual leave.

## **23. To receive items for the next agenda (Monday 3 October 2022)**

An update on Speedwatch/SAM2, budget, Scouts fireworks/bonfire request, overgrown hedges along Long Lane.

It was reported Co-op had been approached to house the Post Office but they had declined.

MULGA reported that they were keen to work with parish council to monitor allotment safety.

Members of the public and Danny Gaskin left the meeting.

## **24. 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;**

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

It was **AGREED** to suspend Standing Orders to extend the meeting over 2 hours.

Roger Dyndal gave a summary of the current situation and explained that there was still some information required before any final agreement could be reached. The council

thanked the working group for all their hard work and determination to work towards finding a resolution.

The council **AGREED** that they must let the phone mast company know that the land is owned by Village Hall. They also **AGREED** to seek further legal advice as required.

The clerk explained that the insurance was due for renewal before the next parish council meeting but there were some concerns about who was insuring some of the assets. She had contacted the Village Hall for confirmation of the items they had insured but not yet received a response. **ACTION:** clerk to chase for a response and to check the insurance policy for officials' indemnity cover.

The meeting was closed at 10.17pm

#### Item 8.4

<b>Mulbarton Parish Council</b>			
<b>Payments to be ratified at 5 Sept meeting</b>			
<b>Pymt method</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
DD	BT	Phone & internet	82.68
DD	Anglian Water	Monthly direct debit	13.56
102849	Lorraine Trueman	Salary - July	745.44
102850	HMRC	Tax & NIC - July	212.56
102851	Iceni	Jubilee Gardens - May & Jun maintenance	172.80
102852	Mulbarton Village Hall	Room hire - Apr to Jun	45.00
102853	Ribbonsdale Nurseries	Grounds maintenance - pymt 4 of 7	1,370.28
102854	Talking Elm	Cut back hedge by The Meadows allotment	870.00
102855	Canc		
102856	Norfolk PTS	Annual subscription 2022/23	508.65
102857	DJ Ireland	Path from Forge Orchard to Birchfield Lane	6,955.20
102858	AC Leigh	Replacement lock for office	135.70
102859	Fenland Lesiure	Repairs to play area on The Common	3,531.36
102860	Spire Solicitors	Legal fees for advice on Village Hall	501.60
DD	South Norfolk Council	Waste collection - Auguat	£33.91
DD	BT	July	93.66
DD	Anglian Water	Monthly direct debit	13.56
102861	APC Pest Control	Pest control - Aug to Oct	144.00
102862	Lorraine Trueman	Microsoft licence & postage	70.87
102863	Lorraine Trueman	Salary - August	745.44

102864	HMRC	Tax & NIC - August	186.40
<b>Total to ratify</b>			<b>16,432.67</b>

**Item 8.5**

<b>Mulbarton Parish Council</b>				
Payment list for approval on 5 Sept 2022				
<b>Payment to</b>	<b>Description</b>	<b>Payment</b>	<b>VAT (to be reclaimed)</b>	<b>Payment method</b>
Mulbarton Village Hall Management Committee	1/3 defib battery	89.00	-	cheque
South Norfolk Commerical Waste	Refuse collection - Sept	33.91	-	DD
Iceni Gardening	Jubilee Gardens - Jul & Aug	172.80	28.80	cheque
Ribbonsdale	Grounds maintenance (5 of 7)	1,390.28	231.71	cheque
<b>Total</b>		<b>1,685.99</b>	<b>260.51</b>	