

Mulbarton Parish Council

Annual Meeting of the Parish Council Agenda

(published 17 May 2023)

Date: Monday 22 May 2023 Time: 7.30pm
Place: Committee Room, Mulbarton Village Hall

Councillors are summoned to attend the next meeting of the Parish Council. The public are welcome to attend.

Lorraine

1. To elect a chair
2. To elect a vice-chair
3. To receive apologies for absence
4. To receive declarations of interest in items on the agenda and consider any requests for dispensations
5. To consider any declarations of acceptance of office that have not been received and decide whether to grant an extension or declare the seat vacant
6. To approve the minutes of the parish council meeting held on 3 April 2023
7. Open forum for Public Participation: an opportunity to hear from members of the public and County and District Councillors
8. To confirm the eligibility and to consider adopting the General Power of Competence
9. To report on items not on the agenda from the last meeting (information only)
10. To agree the quote to reseed areas of The Meadows play areas
11. To consider reallocation of the £200 South Norfolk District Council Coronation grant, previously awarded to the Scout Group
12. To consider subscription to Norfolk Association of Local Councils
13. To note clerk's overtime and agree if this is to be paid or taken as time in lieu
14. Finance
 - 14.1. To consider the Internal Auditor's report for 2022/23
 - 14.2. To agree the accounts for year-end 31 March 2023
 - 14.3. To consider the assertions on, and complete, the Annual Governance Statement 2022/23 and to authorise the Chair and Clerk to sign the document

- 14.4. To consider and approve the Accounting Statements 2022/23 and to authorise the Chair to sign the document
- 14.5. To note Parish CIL Income and Expenditure report, to be published by 31 December
- 14.6. To review the asset register and to consider any changes
- 14.7. To note invoices raised and income received in April 2023
- 14.8. To note the bank reconciliation as at 15 May 2023
- 14.9. To note year to date v budget as at 30 April 2023
- 14.10. To agree the payment list and ratify payments made since the last meeting

15. Planning

- 15.1. To receive update on application decisions taken by Breckland District Council
- 15.2. To consider any new planning applications, as listed below, and agree comments
- 15.3. To note applications since the last meeting with no comments made
- 15.4. To discuss planning application 2022/1007, land north of Lantana, Norwich Road, new dwelling (resubmission of 2021/1647)

16. To consider quotes for tree surveys to be carried out at The Meadows and Orchard Park

17. To consider quotes to repair The Meadows play area

18. To consider quotes to repair The Common play area

19. To consider quotes to remove the ramp at The Meadows

20. To consider quote for replacement gate post at Long Lane

21. To consider purchase of replacement grit bin for new bin damaged on Long Lane

22. To consider taking on one of the containers on Orchard Park from the Cricket Club

23. To consider a quote to remove the blue shipping container in Treetops nursery garden

24. To agree on the Parish Partnership Scheme grant award for a SAM2 sign and authorise the Chair and Clerk to sign on behalf of the Parish Council

25. Litter picks

- 25.1. To receive an update on the litter pick on 3 June and agree times
- 25.2. To agree additional date(s) for litter picking

26. To receive an update on the Annual Parish Meeting

27. To note strategy session for councillors and clerk on 13 June

28. To agree data protection policy

29. Allotment Working Group

- 29.1. To appoint members to the group
- 29.2. To receive an update from the group
- 29.3. To receive an update on water availability at each site
- 29.4. To receive an update on the transfer of water account from Hopkins Homes for Long Lane and Oakley Park South
- 29.5. To note damage to plot holders shed on Oakley Park South
- 29.6. To receive an update on new tenancy agreement and rules and regulations
- 29.7. To receive an update on setting up a community allotment

- 29.8. To discuss placing plot numbers on each plot
- 30. Planning Working Group
 - 30.1. To appoint members to the group
 - 30.2. To receive an update from the group
 - 30.3. To agree attendees to South Norfolk District Council's meeting discussing the process and options for reviewing a Neighbourhood Plan
- 31. Open Spaces and Play Areas Working Group
 - 31.1. To appoint members to the group
 - 31.2. To receive an update from the group
 - 31.3. To discuss replacement play equipment for the ramp at The Meadows
 - 31.4. To consider implementing a policy that details the use of Orchard Park and how/if it can be booked.
- 32. Footpath and Public Rights of Way Working Group
 - 32.1. To appoint members to the group
 - 32.2. To receive an update from the group
- 33. Common Steering Group
 - 33.1. To appoint members to the group
 - 33.2. To receive an update from the group
 - 33.3. To discuss the dumping of a sofa on The Common
- 34. To note the closure letter from Spire Solicitors for the lease of Mulberry Park
- 35. To note the temporary closure of the Post Office
- 36. To receive an update on the appointment of a Parish Warden
- 37. Meadows Wood/land by The Meadows
 - 37.1. To receive an update on officially naming the land by The Meadows allotment
 - 37.2. To receive an update on signage for the area
- 38. To receive an update on the proposed wildflower planting at Catmere Herne
- 39. To discuss traffic calming measures and how these may be beneficial in the parish
- 40. Mulbarton Wanderers CIC
 - 40.1. To consider request to reposition the entry gate to Mulberry Park
 - 40.2. To consider confirming permission for the CIC to install changing facilities on Mulberry Park as previously granted in October 2016
- 41. Village Hall
 - 41.1. To consider quote for tree works in the car park to allow for additional parking
 - 41.2. To consider quote for repairs to play area
 - 41.3. To consider appointing a trustee on to the Management Committee
- 42. Correspondence (information only)
 - 42.1. Environment Agency Maintenance Work
 - 42.2. Funded mini forest – expressions of interest
 - 42.3. Volunteering opportunities and The Big Help Out
 - 42.4. CPRE – hedgelife help out, Spring newsletter, AGM and Star count
 - 42.5. Unity Trust Bank newsletter

- 42.6. Community Champions Tribute
- 42.7. Post Election Governance Processes, South Norfolk District Council
- 42.8. New premises licence submitted by Mulbarton Wanderers and Belles Football Club
- 42.9. Norfolk Community Biodiversity Awards 2023
- 42.10. Road closure in Swardeston from 22 May to 9 June
- 42.11. Bus Service 37A East Harling to Norwich update

43. To receive items for next meeting 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 item:

44. To receive an update and agree next steps relating to the Village Hall

Item 15.2 Planning applications for consideration

Planning Ref	Location	Description
2023/1227	16 Kestrel Close	Conversion of existing garage with addition of single storey side extension