

Meeting minutes of Mulbarton Parish Council

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

Parish Councillors present: Adam Banham, Louis Kaszczak, Mark Kerr, Danny Gaskin, Dennis Wells, Suzanne Aylmer, and Rebecca Harvey
District Councillors present: Ian Spratt, and Jim Webber
Also, present Lorraine Trueman (clerk) and members of the public

Suzanne Aylmer signed the declaration of acceptance of office before the meeting.

1. To receive apologies for absence

None were received.

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

Adam Banham declared an interest in planning matters, agenda items 10 and 18, Danny Gaskin and Rebecca Harvey declared an interest in village hall matters, agenda item 20 and Dennis Wells declared an interest MEG, agenda item 24.

3. To approve the minutes of the Parish Council Meeting held on 3 July 2023

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

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

The clerk's report was available to councillors and published on the website ahead of the meeting. A complaint about ducks on Oakley Park South has been received but this needs to be dealt with by management company EWS.

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

District Councillors Ian Spratt and Jim Webber gave a summary of their report available on the website.

Mark Kerr thanked Ian Spratt for all his support in obtaining funding for the Village Hall entrance across the Common car park, see agenda item 11.2.

A member of the public thanked the council for the repairs to The Common play area.

6. To approve co-option of Tony Martin onto the Parish Council

The council **APPROVED** the co-option of Tony Martin, he signed the declaration of acceptance of office, and took part in the rest of the meeting as a councillor.

7. Planning applications (LH/LK)

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

None

7.2. To consider any new planning applications, 2023/2097, 8 Gudgeon Road, Two storey rear extension, single storey front extension and first floor extension above garage

No comments.

8. Finance (LT)

8.1. To note the bank reconciliation dated 31 July 2023

The council noted the bank reconciliation which was published on the website ahead of the meeting.

8.2. To note actual v budget to 31 July 2023

The council noted actual v budget figures which were made available ahead of the meeting.

8.3. To note any invoices raised (none) and income received in July 2023

The council noted income of £562.50

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

The council **RATIFIED** and **AGREED** the payment list as detailed at the bottom of these minutes. Note: staffing costs TBC due to item 29.2.

8.5. To agree changes in insurance requirements for 2023/24

The council **AGREED** with the insurance changes. **ACTION:** the clerk to arrange a meeting with Mark Kerr and insurers.

8.6. To agree appointment of Internal Auditor

The council **AGREED** to appoint Robin Goreham

9. To receive an update from the Allotments Working Group (MK)

Site visits with MALGA would be planned for later August/September. Key information could be found on i-auditor templates. The council will continue to monitor the area on Oakley Park South where the trees have been planted.

10. To receive an update from the Planning working group (LK)

The neighbourhood plan review could be influenced by the Greater Norwich Plan and Village Clusters. District Councillor Jim Webber will advise when more information is available.

11. Common Steering Committee (LK/MK)

11.1. To receive an update from the working group

The group are looking at benches and plan to work on the pond near Birchfield.

11.2. To agree contractor for Village Hall entrance, across the Common car park, and to discuss how this should be funded

The contractor will be decided by South Norfolk Council once the final quote has been received. District Councillor Ian Spratt had spoken about funding during the public session, and it is hoped the balance will be funded between the groups that use the access.

11.3. To consider purchase of litter bin for the Common, opposite Birchfield Lane

The council **AGREED** to purchase a litter bin up to the value of £200.

12. Open Spaces and Play Areas Working Group (AB/DW)

12.1. To receive an update from working group

Work had been carried out on The Common and Meadows, but more bark was required for The Common.

12.2. To receive a report on injury caused by damaged slide at The Meadows

A report was available to councillors ahead of the meeting. Contact had been made with the parent. The council thanked the volunteer for repairing the slide.

12.3. To consider quotes for works as highlighted on the tree surveys

The council **AGREED** to defer this item as 3 quotes were not available.

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

No new issues

14. To receive an update on the SAM2 sign and agree purchase of Windows device

The sign is currently at Long Lane but the battery is thought to be flat. **ACTION:** Dennis Wells to replace battery and the clerk to chase the use of the post on B1113.

The council **AGREED** to spend max £550 and asked the clerk to purchase.

15. To consider options for office phone and internet

The council **AGREED** to defer this item.

16. To agree any training for councillors and clerk

The council **AGREED** to training from NPTS for Tony Martin (Induction), and Dennis Wells (Council Finances) at a cost of £48 each.

17. To consider applying for the 2024-25 Parish Partnership Scheme grant

The council **AGREED** to defer this item.

18. To discuss carrying out a Parish Plan/Neighbourhood Plan Review/Village Consultation

The council **AGREED** to defer for 3 months.

19. Policies to agree

- **Social media policy and appoint clerk/councillor(s) who will post**
- **Reserves policy**

The council **AGREED** both policies and to appoint the clerk and councillors Rebecca Harvey and Suzanne Aylmer as Facebook administrators. The council will consider adding purdah requirements nearer election time.

20. To receive an update on a Community Hub

No update. **ACTION:** clerk to arrange a meeting with the same invites as previous meeting after the Village Hall AGM, in September.

21. To discuss the use of CCTV and legal requirements

The council **AGREED** not to use CCTV. **ACTION:** clerk to destroy data, update risk register, and check lone working policy.

22. To agree creating a Committee to focus on a Village Hall resolution

The council **AGREED** to appoint Adam Banham, Mark Kerr, Louis Kaszczak, Dennis Wells and Sue Aylmer.

23. To consider request from Scouts to hold their annual firework display on Orchard Park on 4 November

Since the last display Scouts have attended further training and are working with SNC small events team. The council **AGREED** to grant permission provided the Scouts provide the council with risk assessment, public liability insurance and provide feedback after the event.

24. To consider a grant request from Mulbarton Environmental Group (MEG) for £831.60

The council **AGREED** to grant MEG £756.

25. To consider a response to South Norfolk: Public Spaces Protection Order – Vehicle related anti-social behaviour

District Councillors had raised this matter under the public session. The council discussed further.

26. Correspondence

- 26.1. B1113 single lane closure from 19 July to mid-August**
- 26.2. Mulbarton Environmental newsletter**
- 26.3. Rural Bulletins**
- 26.4. South Norfolk New Compliance Manager**
- 26.5. Save the date/Pride in Place Funding/Survey**
- 26.6. CAN – Empowering Communities**
- 26.7. Norfolk ALC & NPTS newsletters**

Louis Kaszczak cannot make date identified in 26.5.

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

No progress had been made with the trough covers at the allotments. **ACTION:** the clerk to discuss with Tony Martin.

The clerk met with Highways to discuss the broken finger post on The Common. Highways have no budget. The Parish Council do have some parts that could be used but this need repairing. A volunteer has offered to refurbish both the signs on The Common.

The Common Steering Committee is expecting to receive a request for a memorial bench near the football pitch on The Common.

A volunteer has offered to oil the bench on the Common. **ACTION:** clerk to give the oil to the volunteer.

28. To receive items for the next agenda

Sharepoint, risk register needs to appear on every agenda, discuss recording councillor/volunteer hours and achievements

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;

9.10 pm the public left the meeting

29. Staffing

- 29.1. To receive an update on the Parish Warden role and confirm weekly hours**

Three applicants have been invited for an interview. The council AGREED Rebecca Harvey, Danny Gaskin and the clerk can appoint the contractor(s) for 4 hours a week at a maximum of £25/hour.

29.2. To agree clerk/deputy clerk hours and contract changes

The council **AGREED** to pay clerk overtime of 38 hours and to increase weekly hours to 28 from 1 August.

Rebecca Harvey and Danny Gaskin left the meeting.

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

REDACTED

Meeting closed at 9.45pm

Item 8.4 Payments ratified and agreed

Mulbarton Parish Council - Items to be ratified & payment list for approval on 7 August 2023			
Transfer & payments to be ratified			
Payment to	Description	Payment	VAT
BT	Phone & Broadband	92.92	15.48
No Bull	Repairs to water supply at OPS	115.00	-
Wave	Water for Meadows & Swamp	195.14	-
Total to ratify		403.06	15.48
Payments for approval			
Payment to	Description	Payment	VAT

APC	Pest control Aug to Oct	144.00	24.00
Dennis Wells	Padlocks for SAM2 sign	10.50	-
DJ Ireland	Repairs to Common play area & gate at Long Lane allotment	2,061.60	343.60
Iceni	Jubilee Garden maintenance & hedge cut at The Meadows	347.00	
MVHMC	Room hire Apr to Jun	70.00	-
Ribbonsdale	Grounds maintenance (4 of 7)	1,211.82	201.97
Online Playgrounds	Repairs to The Meadows play area	3,241.32	540.22
Westcotec	SAM2 sign	5,293.20	882.20
Total excl. staffing & VH		12,379.44	1,991.99
Staffing Costs			
Lorraine Trueman*	Salary	TBC	-
HMRC	Tax & NI	TBC	-
Norfolk Pension Fund*	ER & EE pension cont	TBC	-
Total staffing costs		-	-
Total payments for approval		12,379.44	1,991.99

Mulbarton Parish Council (Village Hall) account payment list for approval on 3 July 2023			
Payment to	Description	Payment	
Ribbonsdale	Grounds maintenance (4 of 7)	210.00	
DJ Ireland	Repairs to play area	461.88	
Total Village Hall payments		671.88	

TOTAL PAYMENTS

13,454.38 2,007.47