

## Meeting minutes of Mulbarton Parish Council

Monday 21 October 2024 at 7:30 PM, held at The Committee Room, Mulbarton Village Hall

Parish Councillors present: Adam Banham, Louis Kaszczak, Dennis Wells and Steve Sewell  
District Councillors present: Ian Spratt, Bob McClenning and Jim Webber  
Also, present Lorraine Trueman (clerk) and members of the public

Adam Banham thanked the Social Club for hosting the Humbleyard Practice briefing earlier in the evening.

Suzanne Aylmer has stepped down as a Parish Councillor and the members gave thanks for all her hard work and wished her all the best for the future.

### 1. To receive apologies for absence

Danny Gaskin sent his apologies.

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

Adam Banham declared an interest in planning matters under agenda items 8 and 12. Dennis Wells declared an interest in item 20.

### 3. To approve the minutes of the Parish Council Meeting held on 16 Sept 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 and District Councillors

A trustee of the Village Hall Management Committee advised that there was a pothole near Blakey's Bus, as you come into the village hall site. The clerk will check the location and speak to the Parish Warden about a repair. The trustee also advised that the referees changing room, in the village hall, had been redecorated.

It was suggested that the railings around Todd's Pond needed repainting and the trustee offered to carry out this work. It is thought that the railings belong to Norfolk County Council and would need their agreement. This will be discussed by the Common Steering Group at their next meeting on Wednesday.

Mulbarton Wanderers had had another break-in with equipment stolen. The Social Club are considering installing an additional CCTV camera and are asking Mulbarton Wanderers, Village Hall Management Committee and Parish Council to contribute towards the cost. The clerk will put this on the next agenda.

The District Councillors had shared a report ahead of the meeting and this was available on the website. A summary of the report was given.

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A member of the public asked the Parish Council to support the suggestion that the 20mph limit extends past Long Lane to the village hall entrance. A discussion took place about the benefits and possible restrictions. The chair moved item 26 to be considered next.

## **26. To discuss the speed limit from Long Lane, north along The Common, to B1113**

The council discussed the possibility of an additional SAM2 location on this section of road, purchasing an additional SAM2 sign and entering discussions with Highways on the suggested extension to the 20mph. It may be possible to use the Parish Partnership Scheme to support the purchase of an additional SAM2 sign but this year's application may be used to support road safety around the school. **ACTION:** clerk to ask Highways for additional SAM2 location and inquire about extending the 20mph zone.

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

The clerk's report was available on the website ahead of the meeting.

## **6. Finance (LT)**

### **6.1. To note the bank reconciliation dated 30 Sept 2024**

Noted

### **6.2. To review actual v budget as at 30 Sept 2024**

Noted

### **6.3. To receive a report on invoices raised in Sept and an update on outstanding invoices**

Invoices raised in September totalled £500 and outstanding invoices total £2,880. No progress has been made on the outstanding invoices.

### **6.4. To note any income received in Sept**

Income received in September totalled £45,705.54.

### **6.5. To note an increase in website fees from Wix**

The council noted the increase from £108.00 to £129.60 with effect from 13 October 2024.

### **6.6. To ratify payments made since the last meeting and agree payment list**

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

### **6.7. To consider the external auditor's interim report for 2023/24 and agree any action**

The council noted the external auditor's interim report and the clerk's responses. The council **AGREED** no further action was required at this stage.

### **6.8. To consider 2025/26 budget, version 1**

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The council discussed the draft budget. **ACTION:** clerk to consider including additional SAM2 sign, depending on the response from Highways and to see if there are any other grants available. Clerk to provide councillors with information on other local council precepts for comparison.

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

The council **AGREED** no changes.

## 8. Planning applications (LK/SS)

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

2024/2311, 20 Hare Close, proposed rear extension, extending 6.80m from the rear wall of the original dwelling house, with a maximum height of 3.20m and an eaves height of 2.30m, Prior approval not required

2024/1973, land East of Long Lane, Non-material amendment to 2015/1281 - Updating parking court surface from tar spray shingle to tarmacadam. Approved.

2024/2371, 9 Barbel Close, Proposed single storey rear extension, extending 4.95m from the rear wall of the original dwelling house, with a maximum height of 3.55m and an eaves height of 2.39m, Prior approval not required

2024/2353, 15 Otter Drive, Single storey side extension with duo-pitched roof, approved.

2024/0687, Hyde Cottage Norwich Road, proposed garage extension, withdrawn.

### 8.2. To consider any new planning applications (none)

None.

## 9. To receive an update from the Allotment Working Group (DW/SS)

The last available plot at Long Lane has been taken and the gas contractors are continuing their work on site.

The water has been switched off at all sites.

**ACTION:** clerk to get an update on the horsetail treatment at The Meadows.

## 10. To receive an update from footpath and public rights of way working group (DW/SS)

Council discussed horses using the footpath between The Rosery and Oakley Park South.

**ACTION:** clerk to contact the management company, EWS.

## 11. Open Spaces and Play Areas working group (AB/DW/DG)

### 11.1. To receive an update

The council noted the cargo net at the village hall play area was showing signs of wear. The clerk had asked for a quote to repair but this had not been received.

The Meadows play area will be discussed at next month's meeting.

### 11.2. To consider tree works quotes at The Meadows and Orchard Park

# MULBARTON PARISH COUNCIL

The council **AGREED** to proceed with the quote from Talking Elm at a cost of £1,450.

## **12. Planning working group (LK/SW)**

### **12.1. To receive an update**

No update.

With Adam Banham declaring an interest the council were unable to agree any comments on items 12.2 and 12.3.

### **12.2. To agree on comments to submit on the second consultation in relation to the emerging Broadland and South Norfolk Design Code**

### **12.3. To consider the Newton Flotman Neighbourhood Plan**

## **13. To receive an update from the Village Hall Committee (LK)**

Draft minutes from 16 September were available on the website ahead of the meeting.

## **14. To receive an update from Common Steering Group (LK/SS)**

The next meeting is on 23 October. The Common is looking in good shape.

## **15. To receive an update from the Community Project Group (LK/LT)**

The final feasibility report has not yet been released.

## **16. To receive SAM2 data (DW)**

Noted.

## **17. To agree new fencing around Mulberry Park**

The councillors noted the Village Hall Management Committee raised no objections to Mulbarton Wanderers request and **AGREED** to proceed with their support to replace the fence. The fence will be replaced by Mulbarton Wanderers with the Parish Council supporting financially.

## **18. To receive an update on the Parish Partnership Scheme and road safety around the school**

Norfolk County Council are waiting for the Primary School to share their travel plan.

## **19. To receive an update on Blakey's Bus lease agreement**

All documents have been sent to Spire Solicitors.

## **20. Land north of The Meadows**

With Dennis Wells declaring an interest the items 20.1 and 20.2 were deferred until next month.

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**20.1. To agree to take on responsibility for land, owned by South Norfolk Council**

**20.2. To agree maintenance schedule for land to be included in tender process**

**21. To receive an update on the Community Emergency Plan**

No update.

**22. To consider maintenance of the cricket square on Orchard Park**

The council **AGREED** not to maintain the cricket square. **ACTION:** the clerk to amend the grounds maintenance requirements ensuring the square is included in the regular cut and arrange for the fence around the square to be removed.

**23. To agree grounds maintenance schedule to be put out to tender**

The council **AGREED** the draft grounds maintenance schedule, subject to further amendments from the Common Steering Group. **ACTION:** clerk to make amendments as agreed with Common Steering Group and then seek quotes.

**24. Village Hall**

**24.1. To agree new location for recycling and waste bins**

The council **AGREED** to moving the recycling bins from their current location to the area next to bike racks, where the youth shelter used to be. **ACTION;** clerk to ask contractors to move bins

**24.2. To agree on Xmas decorations for site**

The council **AGREED** the clerk to spend maximum £500 on Xmas decorations with support from the Social Club.

**25. To receive a report on Project Process and Grant Funding training session attended by clerk**

The clerk shared the presentation ahead of the meeting. The council discussed the need for working scopes, transparency, fairness and the need for a scoring system to assist with the contractor appointment. The clerk also advised the council would need to follow current legislation and their own internal policies.

**26. To discuss the speed limit from Long Lane, north along The Common, to B1113**

This item was discussed after agenda item 4.

**27. To agree 2025 meeting dates**

The council **AGREED** to continue meeting on 3<sup>rd</sup> Monday of the month. The dates for 2025 were agreed as 20 January, 17 February, 17 March, 14 April, 19 May (Annual Parish Council Meeting), 16 June, 21 July, 18 August, 15 September, 20 October, 17 November and 15 December. The Annual Parish Meeting will be held on 7 April.

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## **28. Correspondence**

### **28.1. Norwich to Tilbury update**

Noted

## **29. Open forum for public participation: second opportunity to hear from members of the public**

None

## **30. To receive items for the next agenda**

CCTV camera support, pump track, land north of Meadows, Newton Flotman neighbourhood plan

**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.

## **31. To agreed Heads of Terms relating to renewal of phone mast lease**

The council **AGREED** to defer the matter.

## **32. To consider contractor matters**

The council discussed contractor matters.

**Meeting closed at 9.30pm**

# MULBARTON PARISH COUNCIL



## Item 6.6 Payments ratified and agreed

Mulbarton Parish Council

### Payment List

Voucher No	Supplier	Description	Net	VAT	Total
129	Printerland Starboard Systems t/a Scribe	Stationery	219.20	43.84	263.04
130	Accounts	Subscriptions	1,080.00	216.00	1,296.00
132	Norfolk Parish Training & Support Bob Burkey (Ribbonsdale Nurseries)	Training	40.00	-	40.00
133		Grounds maintenance	1,156.57	231.31	1,387.88
134	Spire Solicitors	Legal fees	350.00	70.00	420.00
140	Norse Eastern Ltd	Allotment - Swamp maintenance	172.74	34.55	207.29
141	Norse Eastern Ltd	Village Hall grounds maintenance	212.37	42.47	254.84
142	Norse Eastern Ltd	Orchard Park maintenance	118.42	23.68	142.10
143	Iceni Gardening & Landscaping	Jubilee Garden maintenance	98.00	-	98.00
144	Cloud Next	Office broadband & phone	49.99	10.00	59.99
145	Lorraine Trueman	Salary	1,945.43	-	1,945.43
146	HMRC	Tax & NI	601.95	-	601.95
147	Norfolk Pension Fund	Pension Contributions	729.11	-	729.11
148	Spire Solicitors	Village Hall legal fees	3,000.00	600.00	3,600.00
<b>Total</b>			<b>9,773.78</b>	<b>1,271.85</b>	<b>11,045.63</b>

### Payments to ratify

Voucher No	Supplier	Description	Net	VAT	Total
150	Screwfix	Bus shelter maintenance	40.37	8.09	48.46
149	Post Office	Postage	1.65	-	1.65
139	WIX.com	Website	11.96	2.39	14.35
138	Amazon	Play equipment maintenance	15.40	3.08	18.48
137	Lloyds Bank	Bank charges	3.00	-	3.00
131	Screwfix	Grounds maintenance	8.65	1.73	10.38
135	British Telecommunications plc	Office broadband & phone	53.65	10.73	64.38
<b>Total</b>			<b>134.68</b>	<b>26.02</b>	<b>160.70</b>
<b>TOTAL PAYMENTS</b>			<b>9,908.46</b>	<b>1,297.87</b>	<b>11,206.33</b>