

Meeting minutes of Mulbarton Parish Council

Monday 2 October 2023 at 7:30 PM, held at The Committee Room, Mulbarton Village Hall

Parish Councillors present: Adam Banham, Louis Kaszczak, Danny Gaskin, Rebecca Harvey, Suzanne Aylmer and Tony Martin

District Councillors present: Ian Spratt, Jim Webber and Bob McClenning

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

With Mark Kerr absent, Adam Banham (Vice-Chair) led the meeting.

1. To receive apologies for absence

Apologies were received from Mark Kerr, Rebecca Harvey, Suzanne Aylmer and Dennis Wells.

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

Adam Banham declared an interest in planning, agenda item 7.

Tony Martin declared an interest in allotments, agenda items 9.1 and 11.

3. To approve the minutes of the Parish Council Meetings held on 4 September 2023

The minutes were **APPROVED** by council and the Chair signed them as a true and accurate record.

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

The Clerk's Report was available to the public ahead of the meeting.

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

The District Councillor Report was available to the public ahead of the meeting, which Ian Spratt gave a summary of. The District Council had awarded the Parish Council a 50% grant for the repairs to the Village Hall entrance and more funding is available for parish organisations. Ian Spratt introduced new District Councillor Bob McClenning. Jim Webber will attend Police and Crime session next week. Bob McClenning spoke about working together as a strong team.

The public asked District Councillors about the nutrient neutrality.

6. To review the risk register, management and compliance section.

No changes.

7. Planning applications (LH/LK)

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

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2023/2540, The Old Hall, The Common, T1 – tulip tree to fell/remove. **NO OBJECTIONS**

2023/2778, Applegrove, Norwich Road, T1 ash tree- fell. **EXEMPT TREE WORKS**

7.2. To consider any new planning applications, as listed below

Not discussed. Adam Banham had declared an interest resulting in the Parish Council not being quorate for this item.

8. Finance (LT)

8.1. To note the bank reconciliation dated 30 September 2023

Due to timings, the bank reconciliation was not available. The council **AGREED** to defer this item.

8.2. To note actual v budget to 30 September 2023

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

8.3. To note any invoices raised and income received in September 2023

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

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

The council **AGREED** the payment list as detailed at the bottom of these minutes.

8.5. To consider 2024/25 budget

Councillors discussed a need for funding of £20-£30k for play areas and the Common. The allotments were discussed and if spend should exceed income and the growing cost of tree maintenance.

9. To receive an update from working groups

9.1. Allotments Working Group (MK/DW)

The water will be turned off at the end of October and a quote will be provided for upgrading the pipework. Tony Martin is checking the quote for the water trough covers. The working group have prioritised action as pipework, plot number signage, then water trough covers. Quotes for the plot signage has been received.

9.2. Planning working group (LK)

No update at present. The working group are awaiting feedback from the Community Hub.

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

The working group and looking at the grounds maintenance requirements and are getting quotes for repairs and replacement equipment at the Meadows. The basket swing has been taken down for safety issues. **ACTION:** Danny Gaskin to remove basket swing from the play area and a volunteer will treat the bench on the Common when the weather allows.

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The Parish Warden is inspecting the play areas on The Common and The Meadows while council volunteer/members are inspecting those on the village hall site.

9.4. Footpath and Public Rights of Way Working Group (DW)

A 20mph sign on Cuckoofield Lane is being investigated by Norfolk County Council.

10. Common Steering Committee (LK/MK)

10.1. To receive an update from the working group

Next meeting October.

10.2. To agree Parish Council actions to support the car park closure during the works to the entrance to the village hall and Mulberry/Orchard Parks

This has already been advertised on the Parish Council website and Facebook page. Both the Village Hall and CIC have been advised.

South Norfolk Council are producing signage, and these will be put up in advance. The council ask the Village Hall and CIC to let their users know.

10.3. To receive an update on the contributions towards the cost of works to the entrance (see 10.2)

The council thanked Mulbarton Wanderers CIC for agreeing to contribute £1,500 towards the cost and noted discussions with the Village Hall Management Committee were ongoing about a contribution from them.

11. To agree pipework at the allotments

The council **AGREED** to defer this item until the water had been switched off.

12. To agree quote for repairs to The Meadows play area

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

13. SAM2 sign

13.1. To receive SAM2 data

The data was not available.

13.2. To consider the use of the pole at the lower Common

The clerk advised Cadent Gas had granted permission for the Council to use the post but they would not be liable for any damage to the post or sign if they had to take any action in regards to the gas main. The Council insurance has advised the policy would not cover damage to the sign and post caused by Gas Cadent. The council **AGREED** to use the post. **ACTION:** the clerk to ask Cadent Gas for notification of any works.

14. To consider appointing a trustee on to the Village Hall Management Committee

No one had come forward to be a trustee on the Management Committee. The council **AGREED** not to appoint anyone at this time.

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15. Correspondence

- 15.1. Norfolk Pension Fund update
- 15.2. Rural Services Updates
- 15.3. CPRE – local flooding
- 15.4. CAN – empowering communities
- 15.5. Norfolk ALC update
- 15.6. Norfolk PTS update
- 15.7. Documentation to support Scouts firework event

Noted.

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

The dog bin on Cuckoofield Lane, opposite the bus stop, is close to the road leading to users being on the road.

The number 37 bus is still stopping for driver breaks on Cuckoofield Lane in the early morning. Residents reported there use to be a bench on the land MALGA have recently started to manage but this is no longer there.

Orchard Park – a bench has gone missing, the bins have not been emptied, holes from the old play shelter have been filled and could the council consider placing a dog bin on the park.

There is a rotten barrier near the Scouts which needs to be reported to the Village Hall Management Committee.

8.28pm Sue Aylmer arrived

17. To receive items for the next agenda

Louis Kaszczak and Suzanne Aylmer send their apologies.

Meeting closed at 8.30pm

Item 8.4 Payments ratified and agreed

Mulbarton Parish Council - Items to be ratified & payment list for approval on 2 Oct 2023			
Transfer & payments to be ratified			
Payment to	Description	Payment	VAT
Gallagher	Annual insurance	2,310.86	-
Total to ratify		2,310.86	-
Payments for approval			
Payment to	Description	Payment	VAT

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BT	Phone & Broadband	92.02	15.33
Iceni	Jubilee Gardens maintenance (Sep)	76.00	-
MVHMC	Hall Hire (Jul - Sep)	45.00	-
No Bull	General maintenance (to 24 Sep)	378.10	-
Ribbonsdale	Grounds maintenance (6 of 7)	1,211.82	201.97
Total excl. staffing & VH		1,802.94	217.30
Staffing Costs			
Total staffing costs		3,122.27	-
Total payments for approval		4,925.21	217.30

Mulbarton Parish Council (Village Hall) account payment list for approval on 2 Oct 2023			
Payment to	Description	Payment	
Ribbonsdale	Grounds maintenance (6 of 7)	210.00	
Total Village Hall payments		210.00	

TOTAL PAYMENTS

7,446.07

217.30