

## Meeting minutes of Mulbarton Parish Council

Monday 16 Sept 2024 at 7:30 PM, held at The Committee Room, Mulbarton Village Hall

Parish Councillors present: Adam Banham, Louis Kaszczak, Danny Gaskin, Dennis Wells, and Suzanne Aylmer

District Councillors present: None

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

### 1. To receive apologies for absence

Apologies were received from Steve Sewell and District Councillors Jim Webber, Ian Sprat and Bob McClenning.

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

Adam Banham declared an interest in item 8 and 12, Danny Gaskin declared an interest in item 16.

### 3. To approve the minutes of the Parish Council Meeting held on 19 August 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

All District Councillors had sent their apologies, but their report was on the website ahead of the meeting.

MALGA thanked the Parish Council for the grounds maintenance at The Swamp allotments. Information about the work at The Meadows allotment is in the clerk's report, with the first treatment expected to take place on 23 September.

A member of the public asked about updates from the District Councillors. It was explained that usually there are District Councillors present and that they provide a report which is available on the website.

A discussion took place about the B1113/flooding issues in Swardeston.

A member of the public asked about the village hall ownership dispute, advising they had been approached to give the Village Hall Management Committee advice and that there was a public website that holds many documents relating to ownership. The council stated they were not aware of such a website but asked that if there was any more documentation they were not aware of this be shared with them. The existence of any further information will be checked.

### 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)

September 2024

# MULBARTON PARISH COUNCIL

## 6.1. To note the bank reconciliation dated 31 August 2024

Noted

## 6.2. To review actual v budget as at 31 August 2024

Noted

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

Noted.

## 6.4. To note any income received in August

The council received £655 in August.

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

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

## 6.6. To agree insurance required and provider for 2024/25

The council **AGREED** to include the village hall building on their insurance policy and **AGREED** to accept the quote from Zurich of £3,614.45. **ACTION:** clerk to advise the Village Hall Management Committee and send them a copy of these minutes in draft form.

## 6.7. To discuss 2025/26 budget requirements

The council discussed, Parish Partnership Scheme and improvements highlighted by the school, pump track and additional play equipment, community hub/new pavilion, legal fees/court costs, village hall management costs.

## 6.8. To note reduced interest rate from Unity Trust Bank

Noted.

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

The council **AGREED** no changes.

## 8. Planning applications (LK)

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

2024/1864, 14 Tench Close, single storey rear extension. **APPROVED**

2024/2276, Scavaig The Common, T1(Ash) - Reduce to give 2 metres clearance from the property

### 8.2. To consider any new planning applications

# MULBARTON PARISH COUNCIL

2024/2522, 6 Owl Drive, single storey rear extension and side porch. No comments.

## **9. To receive an update from the Allotment Working Group**

An update was available in the clerk's report ahead of the meeting and Dennis Wells gave an update on The Meadows horsetail treatment, contractors at The Swamp and advised woodchip had been deposited on plot 1, Long Lane. This plot had been made available to contractors while they are upgrading the gas equipment. Nobody present at the meeting knew who was responsible for the woodchip. The clerk advised she had contacted the contractors. **ACTION:** the clerk to find out who is responsible for the woodchip and ask them to remove it.

## **10. To receive an update from footpath and public rights of way working group**

An update was available in the clerk's report ahead of the meeting and Dennis Wells gave a summary. **ACTION:** clerk to find out who owns land which has FP11 running across it from The Rosery towards Flordon and advise them that horses are using it.

## **11. To receive an update from the Open Spaces and Play Areas working group**

An update was available in the clerk's report ahead of the meeting and Adam Banham gave a summary.

## **12. To receive an update from the Planning working group**

No update.

## **13. To receive an update from Common Steering Group**

The Steering Group is due to meet in October and will discuss hay cutting and grounds maintenance.

## **14. To receive an update from the Community Project Group**

A draft feasibility report was available to the council ahead of the meeting. There were no further comments from the council on the draft report.

## **15. To receive SAM2 data**

The data was available to council ahead of the meeting and a graph had been shared on the council's website and Facebook page. Dennis Wells gave a summary of the latest data from Long Lane, north facing.

## **16. To receive an update on signage and fencing at Mulberry Park**

The Village Hall Management Committee had confirmed that they have no objections to the fence being replaced. **ACTION:** the clerk to include agreeing fencing to next agenda.

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

No update.

# MULBARTON PARISH COUNCIL

## 18. To receive an update on Blakey's Bus lease agreement and agree increased legal fees

The council's solicitor is waiting for Blakey's Bus to sign and return the lease agreement. The council **AGREED** to accept the additional fees, of circa £1,000, which are a result of the time taken, ownership dispute and correspondence.

## 19. To receive plans from Mulbarton Environmental Group on maintenance of land at The Meadows

MEG had provided a maintenance plan which had been shared with the council ahead of the meeting. MEG gave a summary of the area and the council discussed. **ACTION:** clerk to discuss management with South Norfolk Council, the landowners, and to add to next agenda.

## 20. To discuss the Community Emergency Plan

The council discussed the plan. **ACTION:** the clerk to prepare draft for the council to consider.

## 21. To agree cover arrangements for Clerk and Parish Warden

The council **AGREED** the clerk's out of office would signpost urgent matters to the chair and vice-chair and the office phone would be diverted to the vice-chair.

The council **AGREED** the clerk would carry out play area inspections on 19 and 25 September, with Adam Banham inspecting the village hall play area, MUGA and skatepark and Dennis Wells inspecting The Common and Meadows on 2 or 3 October and 9 or 10 October,

## 22. Correspondence

22.1. Email from resident about street lighting

22.2. Notice of surveys from Sheringham Shoal and Dudgeon Offshore Wind Farm

Noted

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

A member of the public asked about the conversations the Parish Council had had about road safety around the school. The council explained the request from the school and a subsequent meeting with Norfolk County Council.

A member of the public asked about the Community Project. The council explained that the Parish Council had won a grant to carry out a feasibility study.

A member of the public asked about the land at The Meadows being sold for development.

A member of the public mentioned the shingle at the school/doctor's car park needed maintenance.

## 24. To receive items for the next agenda

Management of the additional land at The Meadows, maintenance schedule, budget, tree work quotes. Humbleyard Practice will hold a public session before the start of the next meeting. The clerk to ask the Social Club if the meeting could be held there with a start time of 6.30pm.

**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**

# MULBARTON PARISH COUNCIL

All members of the public left the meeting.

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

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

**Meeting closed at 9.17pm**

## Item 6.5 Payments ratified and agreed

### Mulbarton Parish Council

#### Payment List - Sept 2024

Supplier	Description	Total
Glasdon UK Ltd	Street furniture	180.60
British Telecommunications plc	Office broadband & phone	64.38
No Bull Home Improvements	Grounds maintenance	160.00
No Bull Home Improvements	Grounds maintenance	150.00
No Bull Home Improvements	Grounds maintenance	150.00
No Bull Home Improvements	Grounds maintenance	30.00
No Bull Home Improvements	Grounds maintenance	214.64
No Bull Home Improvements	Grounds maintenance	20.00
South Norfolk Council	Dog bin - annual charge	810.00
South Norfolk Council	Dog bin - annual charge	162.00
South Norfolk Council	Dog bin - annual charge	1,296.00
Norse Eastern Ltd	Grounds maintenance	142.10
Norse Eastern Ltd	Allotment - Swamp maintenance	207.29
Norse Eastern Ltd	Village Hall grounds maintenance	1,019.38
Spire Solicitors	Legal fees	914.40
Lorraine Trueman	Salary	1,945.63
HMRC	Tax & NI	601.75
Norfolk Pension Fund	Pension Contributions	729.11
Ribbonsdale Nurseries	Grounds maintenance	890.75
Ribbonsdale Nurseries	Grounds maintenance	252.85
Ribbonsdale Nurseries	Grounds maintenance	244.28
Iceni	Jubilee garden maintenance	98.00
Norfolk Waste Management Solutions	Allotment - Meadows maintenance	900.00
		<b>11,183.16</b>
<b>Payments to ratify</b>		
<b>Supplier</b>	<b>Description</b>	<b>Total</b>
Post Office	Postage	4.60
Amazon	Village Hall grounds maintenance	29.38
		<b>33.98</b>
<b>GRAND TOTAL</b>		<b>11,217.14</b>