

Meeting minutes of Mulbarton Parish Council

Monday 6 March 2023 at 7:30 PM, held at The Committee Room,
Mulbarton Village Hall

Parish Councillors present: Adam Banham, Louis Kaszczak, Mark Kerr, Danny Gaskin, Laurence Hughes, Dennis Wells, Suzanne Aylmer and Rebecca Harvey
District Councillors present: Gerald Francis and Nigel Legg
Also, present Lorraine Trueman (clerk) and members of the public

1. To receive apologies for absence

Apologies from Ian Spratt and Barry Duffin

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

Adam Banham declared an interest in planning matters, item 6. Danny Gaskin declared an interest in matters relating to Mulbarton Wanderers, items 26 and 27, and the village hall, item 28. Rebecca Harvey declared an interest in village hall, item 28, and planning application matters, item 6.2.

3. To approve the minutes of the Parish Council Meetings held on 6 February 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)

Nothing to report.

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

District Councillor Nigel Legg gave an update on Noah's Ark at Catmere Herne. Bracon Ash Parish Council will pursue the matter.

A member of the public asked about the Village Hall Annual Parish Meeting. Mark Kerr explained that this was with solicitors and no agreement financial or otherwise had been reached.

6. Planning applications (LH/LK)

6.1. To receive an update on any application decisions made by South Norfolk council since the last meeting

There were no decisions since the last meeting.

6.2. To consider any new planning applications

2023/0316, Kupressos, The Rosery, Single storey rear and side extension. **No comments.**

7. Finance (LT)

7.1. To receive an update on the bank accounts

The Santander current account has been closed but not the savings account.

ACTION: another letter to be sent to the bank asking for the savings account to be closed and the funds transferred to the Unity current account.

The only direct debits that require transferring over are for Anglian Water/Wave and British Telecommunications. Neither company will speak to the clerk as she is not a named administrator, and neither are any of the current councillors. **ACTION:** the clerk to contact both Wave and British Telecommunications again to advise of the situation and support to resolve.

7.2. To note the bank reconciliation dated 28 February 2023

The bank reconciliation was noted.

7.3. To note any income received since last report

Income totalling £153.80 from leases and the MUGA

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

The council **RATIFIED** and **AGREED** payments as detailed at the bottom of these minutes.

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

Mark Kerr provided a report ahead of the meeting and thanked Chris Sampson for working with the council.

9. To receive an update from planning working group (LK/LH)

Following on from the strategy session the working group are still considering the option of a Parish Plan, ahead of the Neighbourhood Plan Review.

10. To receive an update from the Common Steering Committee (LK/MK)

The next meeting of the Common Steering Committee is to take place in April.

11. To receive an update from the Open Spaces and Play Areas Working Group (AB)

Adam Banham reported significant tree planting has taken place at the Meadows.

Dennis Wells and Adam Banham are inspecting the play areas but still need to action some repairs. The council discussed the condition of the ramp at the Meadows. **ACTION:** Dennis Wells to check the condition and close off if dangerous.

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

Dennis Wells has 6 items logged with Norfolk County Council, including trees blocking footpaths, damaged gates, ploughed field and missing finger post.

13. Staffing (RH/DG)

13.1. Parish Warden

13.1.1. To agree job description, weekly hours, to appoint a contractor and contract length

13.1.2. To appoint group to advertise vacancy and to interview

The council **AGREED** to defer to the next meeting.

14. Policies and risk assessments (LT)

14.1. To agree the equality policy and privacy statement

The council **AGREED** to equality policy and privacy statement.

14.2. To agree financial risk assessment has been superseded by general risk assessment

The council **AGREED** the financial risk assessment had been superseded by general risk assessment.

15. To receive a report on the Hornsea Three Community Fund drop in (RH)

Rebecca Harvey shared a report ahead of the meeting and updated the council.

ACTION: clerk to add information to the council website.

16. To discuss the maintenance of The Meadows east boundary (LT)

The clerk shared the latest tree survey from 2021. The council discussed opinions that had been received and it was believed the general preference was not to cut the tree trees. The council **AGREED** not to take any action at this time.

17. To receive a report from Mulbarton Speed Watch Group (DW)

Dennis Wells gave an update.

18. To discuss flooding on B1113/East Carleton Road and southwest corner of The Common (LT)

The clerk and a member of the public had contacted Highways who had carried out a site inspection. Highways will confirm if any of the issues fall to The Common to resolve.

19. To consider request from the Scout Group for the use of Orchard Park on Mon 8 May 2023 (LT)

The council asked the Scouts representative questions and **AGREED** to grant the request but would like to see the risk assessments ahead of the event.

20. To consider supporting Scouts to attend the 25th World Scout Jamboree taking place in South Korea in summer 2023 (LT)

The council had received requests from Scouts asking for financial support to enable them to attend this activity. The clerk advised that the council do not have the power to support individuals. Councillors discussed how else they might be able to help and Danny Gaskin suggested a stall at the Mulbarton festival and the Chair of Mulbarton Wanderers suggested a stall at on a match day at football. **ACTION:** the clerk to contact the Scouts and put them in touch with Danny Gaskin and Duane James.

21. To approve “how to prepare for a neighbourhood plan” training for Rebecca Harvey, cost £48

The council **DID NOT AGREE** to support this training as the planning team were still considering a Parish Plan.

22. To agree clerk’s holiday, overtime worked and future overtime

The council **AGREED** to the clerk using her holiday in March, subject to the need to an EGM. The council **AGREED** to pay the clerk hours additional hours 36.2 hours. It was believed the overtime would reduce once the Village Hall management and Mulberry Park lease had been completed.

23. Correspondence

- 23.1. Sheringham Shoal Offshore Wind Farm Extension Project and Dudgeon Offshore Wind Farm Extension Project – Notification of hearings**
- 23.2. Norfolk Pension Fund 2022 Actuarial Valuation**
- 23.3. Funding to improve walking and cycling routes from Department of Transport**
- 23.4. Parish elections 4 May**

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

MALGA expressed desire for a community allotment and the Hornsea Community Fund could be used to help with funding.

A King's Coronation grant from South Norfolk District Council can be applied for by the parish council to support local groups. **ACTION:** the clerk to apply for the grant on behalf of the Scout Group.

The Cricket Club has closed. Mulbarton Wanderers will look into maintaining the cricket square.

Mulbarton secondary school pupils are not getting their preferred school because of oversubscription.

It was noted the Village Hall are doing a great job at the warm spaces. It was thought the Parish Council could use space to meet and chat to residents.

Mulbarton Wanderers advised there had been some problems with parking on the verge on Saturday. It was thought that this was because lots of clubs were running activities at the same time. Mulbarton Wanderers will arrange for cones to be placed along the verges to deter parking on the verges during busy times.

W.I. has closed due to lack of attendance.

Mulbarton Wanderers have reached the semi-finals and play at Gorleston on 5 April.

25. To receive items for the next agenda

MALGA community allotment, metal box on Bluebell Road and Long Lane, Annual Parish Meeting

Danny Gaskin and the public left.

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 (item 25);

26. Mulberry Park (LT/AB)

26.1. To agree Mulberry Park lease

26.2. To agree rental for Mulberry Park

The council **AGREED** to defer the lease until feedback had been received from the solicitor. The council **AGREED** a figure to propose to Mulbarton Wanderers CIC.
ACTION: the clerk to discuss this figure with the CIC.

27. To appoint Orchard Park contractor for 2023/22

The council **AGREED** to defer this until the Mulberry Park lease had been agreed.

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 (item 27);

Rebecca Harvey left the meeting.

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

The clerk advised she was waiting for the solicitor to confirm the Parish Council's legal position. As advised by the solicitor, a detailed list of the Parish Council's income and expenditure relating to the Village Hall from 2009 had now been completed.

The council **AGREED** to suspend standing orders and continue over the 2-hour period.

The council discussed using a mediation resource to help speed up the process. **ACTION:** the clerk to contact Community Action Norfolk.

Meeting closed at 9.40pm

Item 7.4 Payments ratified and agreed.

Items to be ratified & payment list for approval

Payments to be ratified on 6 March 2023			
Payment to	Description	Payment	VAT
South Norfolk DC	Waste disposal	33.91	
BT	Monthly fee	81.78	TBC
		<hr/>	
Sub total		115.69	-
		<hr/>	
Total to be ratified		115.69	-

Payments for approval on 6 March 2023			
Payment to	Description	Payment	VAT
Crook Powerwashing	MUGA clean	350.00	
East Tuddenham PC	Update seminar (clerk)	18.00	

K Gooch	Cut and tidy Common	270.00	
NPTS	Induction training (SA, DW, RH)	144.00	
NPTS	Update seminar (MK & RH)	108.00	
NPTS	Annual subscription	535.00	
South Norfolk DC	Waste disposal (final)	33.91	
South Norfolk DC	Annual dog bin charge	1,858.08	309.68
Target Trees	Tree surgery at The Meadows/Nightingale Close	800.00	133.33
Sub total		4,116.99	443.01
Staffing Costs			
Staffing costs		1,848.87	7.40
Total for approval		5,965.86	450.41
TOTAL		6,081.55	450.41