

# Annual Meeting minutes of Mulbarton Parish Council

Monday 23 May 2023 at 7:30 PM, held at The Committee Room,  
Mulbarton Village Hall

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

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## 1. To elect a chair

Mark Kerr was nominated by Dennis Wells, seconded by Louis Kaszczak and unanimously **AGREED**. Mark signed the declaration of acceptance of office.

## 2. To elect a vice-chair

Adam Banham was nominated by Louis, seconded by Rebecca Harvey and unanimously **AGREED**.

## 3. To receive apologies for absence

Apologies were received from Suzanne Aylmer

## 4. To receive declarations of interest in items on the agenda and consider any requests for dispensations

Rebecca Harvey and Danny Gaskin declared an interest in matters relating to the Village Hall, agenda items 11, 41 and 44.

Adam Banham declared an interest in planning matters, item 15 and 30.

Danny Gaskin declared an interest in matters relating to Mulbarton Wanderers CIC, item 40.

## 5. To consider any declarations of acceptance of office that have not been received and decide whether to grant an extension or declare the seat vacant

The council **AGREED** to grant an extension to Suzanne Aylmer.

## 6. To approve the minutes of the parish council meeting held on 3 April 2023

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

## 7. Open forum for Public Participation: an opportunity to hear from members of the public and County and District Councillors

The Chair congratulated Ian Spratt and Jim Webber for winning the May elections.

Ian Spratt introduced Jim Webber and sent apologies for Julian Fulcher. Ian went on to explain all 3 District Councillors are from the same political party, Liberal Democrats, and so the Parish should see a more joined up approach and better service.

Members have been given their allowances of £1k for the year and the CAF (Community Action Fund) has also opened.

Ian has joined the Common Steering Committee where he is looking into grant funding for the entrance to the Village Hall across Common Land.

Progress is being made on the pylons which Ian had shared ahead of the meeting. This information is available on the Parish Council website.

Nigel Legg, no longer being District Councillor, was not present at the meeting which a member of the public thought was sad. It was noted that Nigel has become a Parish Councillor for a few local councils.

A member of the public advised one of the tyres on the Common swing had become detached.

**ACTION:** DW to look at.

With no further questions from the public the Chair read out the below statement.

“MPC has been in and continues to be in ongoing close dialogue with the MVHC since being informed of VHMC concerns regarding the ownership of the Mulbarton Village Hall complex.

You may have heard from the explanation given at the VHMC EGM, that this a very complex legal situation that stretches back for almost 40 years. As part of trying to resolve this matter, the PC have had to try to find and examine numerous public records, documents and archives going back many decades.

At the time when the new village has was built and the old village hall sold, a few members of the PC were also members of the VHMC, and vice versa. In addition, a separate MVH steering group was created made up of both PC and VHMC members with the purpose of building the new village hall. At this time there was very much a blurring of the lines of who was responsible for what regarding the village halls and who was making decisions for which group and how decisions were made and documented. Everyone was trying to do the best for the village and pulling towards the same direction. Some of this blurring of roles and confusion has led us to the position we find ourselves in today.

The PC have been working closely with VHMC to try and unravel all of this and work out what is the best way forwards for the village hall both now and in the future. The PC met with the VHMC the night before their EGM. The PC also met with the VHMC again last week to try and make further progress.

The PC want to reassure all residents of Mulbarton village that all monies received by the PC from any of the Village Hall land, that is currently in question, have been fully re-invested into the ongoing development, running and maintenance of the Mulbarton village hall. This investment in the village hall has also been supported by significant additional PC funds over the same period. This can be clearly evidenced within the fully audited and publicly available PC accounts, which are available on the PC website.

As stated, the PC will continue to work closely with the VHMC and our legal advisors to try and resolve this complex matter as quickly as we can. We are looking to obtain the best possible outcome for all of the Mulbarton village hall users, Mulbarton village residents and also our local council taxpayers.”

#### **8. To confirm the eligibility and to consider adopting the General Power of Competence**

The council noted they were not eligible.

#### **9. To report on items not on the agenda from the last meeting (information only)**

The clerk now has access to both Anglian Water/Wave and BT accounts. Neither have new direct debits setup. The BT account is paid up to date. Wave have been sent metre readings from The Meadows and The Swamp and new bills are due. Payment has been made in respect of The Swamp but nothing should be due for The Meadows water usage.

**ACTION:** LK, RH and LT to look at other broadband and phone line options

#### **10. To agree the quote to reseed areas of The Meadows play areas**

The council **AGREED** to the quote of £80 to reseed The Meadows play area as highlighted during the annual inspection.

Danny Gaskin and Rebecca Harvey left the meeting.

#### **11. To consider reallocation of the £200 South Norfolk District Council Coronation grant, previously awarded to the Scout Group**

The council **AGREED** to reallocate the £200 grant to Mulbarton Village Hall Management Committee.

Danny Gaskin and Rebecca Harvey re-joined the meeting.

#### **12. To consider subscription to Norfolk Association of Local Councils**

The council **AGREED NOT** to renew the subscription to NALC for £712.38 as it had subscribed to Norfolk PTS at a cost of £508.65, earlier in the year.

#### **13. To note clerk's overtime and agree if this is to be paid or taken as time in lieu**

The council **AGREED** to pay the clerk overtime hours of 24.4 hours.

#### **14. Finance**

##### **14.1. To consider the Internal Auditor's report for 2022/23**

The internal auditor had made 4 recommendations, 1) the cashbook should include a separate column for S137 expenditure, this has been added for 2023-24, 2) council

to consider increasing Fidelity Insurance to £200,000, council will consider this at renewal time, 3) council should set a General Reserve Policy, **ACTION:** clerk to draft policy, 4) the council should adopt a Data Protection Policy, this is covered under item 28.

The council congratulated the clerk for the audit conclusion.

**14.2. To agree the accounts for year-end 31 March 2023**

The council **AGREED** the accounts for year-end 31 March 2023

**14.3. To consider the assertions on, and complete, the Annual Governance Statement 2022/23 and to authorise the Chair and Clerk to sign the document**

The Chair read each statement, the council voted, and results recorded. The council **APPROVED** the Chair and Clerk to sign the document.

**14.4. To consider and approve the Accounting Statements 2022/23 and to authorise the Chair to sign the document**

The council **APPROVED** the Accounting Statements 2022-23 and for the Chair to sign the document.

**14.5. To note Parish CIL Income and Expenditure report, to be published by 31 December**

The council noted the CIL report for 2022-23

**14.6. To review the asset register and to consider any changes**

The council **AGREED** to defer this item until next meeting.

**14.7. To note invoices raised and income received in April 2023**

The council noted the invoices raised in April and income of £47,072.00 received, for precept £41,432.50, allotments £812.50 and leases £4,827.00.

**14.8. To note the bank reconciliation as at 15 May 2023**

The council noted the bank reconciliation.

**14.9. To note year to date v budget as at 30 April 2023**

The council noted the year to dated v budget.

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

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

## **15.Planning**

### **15.1. To receive update on application decisions taken by South Norfolk District Council**

2023/0316, Kupressos The Rosery, Proposed single storey rear and side extensions. **APPROVED**

2023/0144, 33 Long Lane, Two storey and single storey rear extensions with front porch and creation of garage. **APPROVED**

2023/0486, Tabor House Norwich Road, Proposed front, side and rear extensions to dwelling, including roof alterations and cladding of existing extensions and proposed part conversion of garage into garden room. **APPROVED**

### **15.2. To consider any new planning applications, as listed below, and agree comments**

2023/1227, 16 Kestrel Close, conversion of existing garage with addition of single storey side extension. No comments.

### **15.3. To note applications since the last meeting with no comments made**

None

### **15.4. To discuss planning application 2022/1007, land north of Lantana, Norwich Road, new dwelling (resubmission of 2021/1647)**

**ACTION:** clerk to check if application has been called in

## **16.To consider quotes for tree surveys to be carried out at The Meadows and Orchard Park**

The council **AGREED** to proceed with the quote from Talking Elm at £730.

## **17.To consider quotes to repair The Meadows play area**

The council **AGREED** to appoint Online Playgrounds to all of the work totalling £1,515.10.

## **18.To consider quotes to repair The Common play area**

The council **AGREED** to appoint DJ Ireland at a cost of £1,392.60.

## **19.To consider quotes to remove the ramp at The Meadows**

The council **AGREED** to proceed with Online Playgrounds who will also remove the seized round-about at a cost of £1,186.

## **20. To consider quote for replacement gate post at Long Lane**

The council **AGREED** to proceed with the quote from DJ Ireland at a cost of £326.

## **21. To consider purchase of replacement grit bin for new bin damaged on Long Lane**

The council **AGREED NOT** to purchase a replacement grit bin.

## **22. To consider taking on one of the containers on Orchard Park from the Cricket Club**

The council **AGREED** to take on one of the containers on Orchard Park from the Cricket Club and thanked the Cricket Club for the offer.

## **23. To consider a quote to remove the blue shipping container in Treetops nursery garden**

The clerk explained that she had only been able to gain one quote. The council **AGREED** to proceed with the quote from K Rackham & Son at £779.00

## **24. To agree on the Parish Partnership Scheme grant award for a SAM2 sign and authorise the Chair and Clerk to sign on behalf of the Parish Council**

The council **AGREED** to the conditions as laid out by Norfolk County Council and **APPROVED** the Chair and Clerk to sign the acceptance form.

## **25. Litter picks**

### **25.1. To receive an update on the litter pick on 3 June and agree times**

The clerk advised all parties had been invited to take part. The council **AGREED** a start time of 10am, meeting at the office in the Village Hall.

### **25.2. To agree additional date(s) for litter picking**

The council **AGREED** mid Sept and the clerk to contact the school to see if the school children can be involved.

## **26. To receive an update on the Annual Parish Meeting**

The Annual Parish Meeting will be held on 13 June in the Jubilee Room between 6.30 and 7.30pm. **ACTION:** RH to email clerk with details of who to invite

## **27. To note strategy session for councillors and clerk on 13 June**

The council noted the strategy session on 13 June to follow the APM.

## **28. To agree data protection policy**

The council **AGREED** the data protection policy.

## **29. Allotment Working Group**

### **29.1. To appoint members to the group**

The council appointed Mark Kerr and Dennis Wells

### **29.2. To receive an update from the group**

All water troughs are now in use. One at The Swamp has low pressure, and the working group is looking into this.

Water accounts for Oakley Park South and Long Lane have not been handed over to the council yet due to a problem with Anglian Water. Hopkin Homes have contacted Ofwat to help resolve the issue.

The chicken run at the Swamp is now available for rent at a cost of £10pa.

**ACTION:** the working group to consider numbering all allotment plots on the 4 sites.

### **29.3. To receive an update on water availability at each site**

See 29.2

### **29.4. To receive an update on the transfer of water account from Hopkins Homes for Long Lane and Oakley Park South**

See 29.2

### **29.5. To note damage to plot holders shed on Oakley Park South**

Noted, the resident did not inform the police.

### **29.6. To receive an update on new tenancy agreement and rules and regulations**

The clerk had shared a few documents with the working group and MALGA for consideration.

### **29.7. To receive an update on setting up a community allotment**

There is no plot available.

### **29.8. To discuss placing plot numbers on each plot**

See 29.2

## **30. Planning Working Group**

### **30.1. To appoint members to the group**

Louis Kaszczak was appointed to the group. No other members at this time.

### **30.2. To receive an update from the group**

No update.

**30.3. To agree attendees to South Norfolk District Council's meeting discussing the process and options for reviewing a Neighbourhood Plan**

LK and the clerk to attend.

**31. Open Spaces and Play Areas Working Group**

**31.1. To appoint members to the group**

The council appointed Adam Banham and Dennis Wells.

**31.2. To receive an update from the group**

The group reported weekly inspections on The Common and The Meadows were taking place. The ramp at The Meadows is not safe and is taped off but this is often removed allowing access. Under item 19, the council approved removal of the ramp and the working party asked the clerk to make this a priority.

**31.3. To discuss replacement play equipment for the ramp at The Meadows**

The working party would like to include this in the Annual Parish Meeting.

**31.4. To consider implementing a policy that details the use of Orchard Park and how/if it can be booked.**

The clerk explained how she was unable to grant the Scouts permission to use Orchard Park as any requests currently need to come to full council and in the case there was not enough time. The main users of the park are the Scouts and Mulbarton Wanderers CIC. **ACTION:** the clerk to work with the groups to draft a policy/procedure.

**32. Footpath and Public Rights of Way Working Group**

**32.1. To appoint members to the group**

The council appointed Dennis Wells.

**32.2. To receive an update from the group**

DW reported the footpath from The Rosery to Bluebell Road had been ploughed and the hedge had become overgrown it was difficult to pass through. The fingerposts have been removed.

**33. Common Steering Group**

**33.1. To appoint members to the group**

The council appointed Mark Kerr and Louis Kaszczak.

**33.2. To receive an update from the group**



The Steering Committee had met and discussed grants to repair the Village Hall entrance, agreed to monitor the boot camp and had arranged for the removal of the sofa that had been dumped on the Common.

**33.3. To discuss the dumping of a sofa on The Common**

See item 33.2

**34. To note the closure letter from Spire Solicitors for the lease of Mulberry Park**

Noted

**35. To note the temporary closure of the Post Office**

Noted

**36. To receive an update on the appointment of a Parish Warden**

No update

The council **AGREED** to defer items 37 and 38.

**37. Meadows Wood/land by The Meadows**

**37.1. To receive an update on officially naming the land by The Meadows allotment**

**37.2. To receive an update on signage for the area**

**38. To receive an update on the proposed wildflower planting at Catmere Herne**

**39. To discuss traffic calming measures and how these may be beneficial in the parish**

The council and residents discussed measures that could be used to reduce the speed of traffic. Council will work with Speed Watch and the police to build up some statistics.

Danny Gaskin left the meeting.

**40. Mulbarton Wanderers CIC**

**40.1. To consider request to reposition the entry gate to Mulberry Park**

The council **AGREED** to the repositioning of the gate as per the diagram provided by the Mulbarton Wanderers CIC.

**40.2. To consider confirming permission for the CIC to install changing facilities on Mulberry Park as previously granted in October 2016**

The Football Association require the CIC to improve their changing facilities at the same time the pitch is upgraded in order to receive funding.

The council discussed plans for site to include Parish Council, Village Hall, Scouts and CIC working together. The Chairs of the organisations are currently trying to arrange a meeting to discuss the future of the site.

The CIC were currently considering temporary structures that could be used as changing facilities and a quick fix that would allow the pitch to go ahead.

The council **AGREED**, in principle to the changing facilities being installed on Mulberry Park.

Rebecca Harvey left the meeting.

#### **41. Village Hall**

##### **41.1. To consider quote for tree works in the car park to allow for additional parking**

The council **AGREED** they would like to proceed with this but asked the clerk to seek agreement from the Village Hall Management Committee before confirming with the contractor.

##### **41.2. To consider quote for repairs to play area**

The council **AGREED** they would like to proceed with this but asked the clerk to seek agreement from the Village Hall Management Committee before confirming with the contractor.

##### **41.3. To consider appointing a trustee on to the Management Committee**

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

Danny Gaskin and Rebecca Harvey returned to the meeting.

#### **42. Correspondence (information only)**

- 42.1. Environment Agency Maintenance Work**
- 42.2. Funded mini forest – expressions of interest**
- 42.3. Volunteering opportunities and The Big Help Out**
- 42.4. CPRE – hedgelife help out, Spring newsletter, AGM and Star count**
- 42.5. Unity Trust Bank newsletter**
- 42.6. Community Champions Tribute**
- 42.7. Post Election Governance Processes, South Norfolk District Council**
- 42.8. New premises licence submitted by Mulbarton Wanderers and Belles Football Club**
- 42.9. Norfolk Community Biodiversity Awards 2023**
- 42.10. Road closure in Swardeston from 22 May to 9 June**
- 42.11. Bus Service 37A East Harling to Norwich update**

The council noted the correspondence.

#### **43.To receive items for next meeting agenda**

Consider amending the Financial Regulations to increase the value before 3 quotes are required.

#### **Open to the public**

Mulbarton Belles played at Carrow Road on 19 May and saw the highest attendance on record.

MALGA held their meeting this evening and reported that had appointed Brian Curtis and Chris Samson to work with the council.

A member of the public advised a tractor and trailer had hit an oak tree by The Rosary, causing a power cut.

All members of the public and Rebecca Harvey and Danny Gaskin left the meeting.

**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:**

#### **44.To receive an update and agree next steps relating to the Village Hall**

The council **AGREED** to suspend standing orders and extend the meeting.

# REDACTED

**REDACTED**

# REDACTED

Meeting closed at 9.47pm

## Item 14.10 Payments ratified and agreed

<b>Mulbarton Parish Council - Items to be ratified &amp; payment list for approval</b>			
<b>Transfer &amp; payments to be ratified on 18 May 2023</b>			
<b>Payment to</b>	<b>Description</b>	<b>Payment</b>	<b>VAT</b>
Mulbarton Scouts	Donation (now repaid)	200.00	-
BT	Phone & Broadband	172.08	28.68
Mulbarton Wanderers	Orchard Park Maintenance	642.86	-
Chris Samson	Swamp key cut	4.50	-
Wave	Water at The Swamp	255.24	-
BT	Phone & Broadband		
<b>Total to ratify</b>		<b>1,274.68</b>	<b>28.68</b>
<b>Payments for approval on 18 May 2023</b>			
<b>Payment to</b>	<b>Description</b>	<b>Payment</b>	<b>VAT</b>
APC Pest Control	May to July services	144.00	24.00
Catherine Moore	2022-23 Internal audit	95.00	-
Dennis Wells	Stop cock key for allotments	12.59	2.10
Iceni Gardening	March & April Jubilee Garden maintenance	152.00	-
Marina Carter	Supprot village website (S137)	120.00	-
Mulbarton Village Hall	Hall hire Jan to Mar	90.00	-
Mulbarton Village Hall	Coronation donation	200.00	-

Printerland	Toners (yellow & magenta)	306.13	51.02
Ribbonsdale	Grounds maintenance (1 of 7)	1,211.82	201.97
Ribbonsdale	Reseeding at The Meadows play area	96.00	16.00
SLCC	Annual subs (1/3 of fee)	75.48	-
Spire	Credit note due	(2,378.00)	(398.00)
Spire	Legal fees	1,124.40	187.40
Spire	Legal fees	421.20	70.20
<b>Total exenses excl. staffing &amp; VH</b>		<b>857.03</b>	<b>128.59</b>
<b>Staffing Costs</b>			
<b>Total staffing costs</b>		<b>2,431.62</b>	<b>-</b>
<b>Total payments for approval</b>		<b>3,288.65</b>	<b>128.59</b>

<b>Mulbarton Parish Council (Village Hall) account payment list for approval on 18 May</b>				
<b>Payment to</b>	<b>Description</b>		<b>Payment</b>	
Ribbonsdale	Grounds maintenance (1 of 7)		210.00	
<b>Total Village Hall payments</b>			<b>210.00</b>	

**TOTAL PAYMENTS**

**4,773.33 157.27**