

# Meeting minutes of Mulbarton Parish Council

Monday 3 April 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 Rebecca Harvey  
District Councillors present: Gerald Francis, Ian Spratt and Nigel Legg  
Also, present Lorraine Trueman (clerk) and members of the public

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## **1. To receive apologies for absence**

Apologies were received from Suzanne Aylmer.

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

Danny Gaskin declared an interest in items 14 and 31, Rebecca Harvey declared an interest in items VH 31, Dennis Wells declared an interest in item 26 and Adam Banham declared an interest in item 6.

## **3. To approve the minutes of the ordinary Parish Council Meeting held on 6 March 2023 and the extraordinary meetings held on 14 and 27 March 2023**

Mark Kerr amended March 6 to include Dennis Wells and Suzanne Aylmer as being present then signed all the minutes as a true and accurate record.

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

The clerk advised she now has access to the Wave account. Once readings have been taken these will be logged with Wave and then any direct debits setup. 2 new accounts have been requested for Long Lane and Oakley Park South allotments. No response has been received from BT re the direct debit.

Quotes for tree surveys of Orchard Park and The Meadows are being drawn up. These should be available for the council to consider at the next meeting.

The Scout Group and Parish Council were successful in winning the £200 grant for the Scout's Coronation Event.

Mulbarton Wanderers CIC and the Parish Council have agreed a 50-year lease on Mulberry Park.

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

Nigel Legg sent in a report ahead of the meeting, this was published on the website. The head of Hethersett High School is trying to arrange a meeting with the cabinet member.

Ian Spratt advised both him and Gerald Francis are working to support the school situation.

For information on the Coronation Norfolk Lieutenancy visit [NALC.gov.uk](http://NALC.gov.uk).

The District Council voted against the devolution proposal on the grounds that both Norfolk and Suffolk were not getting the best deal.

Town and Parish Council forum have mindful towns and villages programme, giving low level mental health training to individuals for more information visit South Norfolk District Council website.

Nutrient Neutrality has been resolved so the planning application process should be getting back to normal soon.

A reminder that Photo ID will be required at the polling station.

Ian had been contacted about the increase in the Parish Council's precept. The clerk advised there was more information about the increase on the parish council's website.

Ian read out a press release from Essex, Suffolk & Norfolk Pylons. This will be made available on the Parish Council's website, along with a letter from Secretary of State.

## **6. Planning applications (LH/LK)**

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

2022/2196, 4 Old Rectory Close, erection of 2 storey side extension, single storey front extension and front porch. **APPROVED**

### **6.2. To consider any new planning applications (none)**

None

## **7. Finance (LT)**

### **7.1. To receive an update on the bank accounts**

Both Santander accounts are closed and the Parish Council's, Village Hall account is open with Unity Trust. Mark Kerr and Louis Kaszczak have been added to the bank mandate.

### **7.2. To note the bank reconciliation dated 31 March 2023**

Council noted bank reconciliations for Parish Council and Village Hall accounts.

### **7.3. To note any income received since last report**

Income since last reported was £571.21 for MUGA, donation, interest and lease.

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

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

#### **7.5. To review the asset register for 2022-23**

The council will check items against file. **ACTION:** clerk to put on One Drive with write access.

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

Water will be switched on in the coming days to all allotments and all metre readings will be taken. There is a problem with the pipework at Long Lane and the councillors are in the process of fixing this. The Meadows needs 6 posts replacing and this will be done when the weather improves.

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

No updates.

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

The next meeting is on 26 April, items to be discussed include a campervan parked on Common land and the bootcamp.

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

The clerk will be meeting contractors in April to discuss works required. The ramp at The Meadows has been taken out of use but tape and posts are often removed. **ACTION:** the clerk to gain quotes to get this equipment removed. Councillors to fix the bird spikes and basketball net at the Village Hall.

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

All trees that have been reported have removed, the reported rotting gate is no longer in situ and Norfolk County Council are dealing with the outstanding fingerpost.

#### **13. To agree a date for next strategy session**

See item 23.

Danny Gaskin left the meeting.

#### **14. To appoint Orchard Park contractor for 2023/24**

The council discussed maintaining the cricket square, but no contractors had been asked to consider this.

The council **AGREED** to appoint Mulbarton Wanderers CIC.

Danny Gaskin returned to the meeting.

**15. To agree Parish Warden job description, terms and to appoint group to advertise position and interview**

The council **AGREED** the job description and term and to appoint Danny Gaskin, Rebecca Harvey and the clerk to advertise and interview candidates.

**16. To agree how the 2022 community benefits paid from Brickkiln Farm will be allocated**

The council **AGREED** to ring fence the funds for play equipment.

**17. To discuss Big South Norfolk Litter pick 2023 and agree dates for litter picking**

The council **AGREED** to litter pick on 3 June. **ACTION:** the clerk to contact Scouts, School, Mulbarton Wanderers CIC, Village Hall and the litter picking group on Facebook to ask if they would be interested in joining in.

**18. To consider request for an assessor to support Duke of Edinburgh award scheme participant**

The council **AGREED** Louis Kaszczak to be the assessor.

**19. To discuss updating allotment tenancy agreement and rules and regulations**

**ACTION:** the clerk to work with allotment working party and MALGA to draft replacement tenancy agreement and rules and regulations.

**20. To discuss setting up a community allotment**

**ACTION:** clerk to reserve a plot at Long Lane.

**21. To discuss water recharges to Sir Edwin Rich Charitable Trust**

The clerk had been advised by the charity that an agreement was in place to charge £15 per plot.

**22. To discuss metal box on the junction of Bluebell Road and Long Lane**

This does not belong to parish council and is on Highways land.

**23. To receive an update on the Annual Parish Meeting and agree date, time and place of meeting**

The council AGREED the hold the meeting on Tuesday 13 June 6.30 and the strategy session to follow the meeting. **ACTION:** working party to send list of invitees to the clerk. Clerk to book the room.

**24. To note the successful bid for a SAM2 sign from the Parish Partnership scheme**

The council noted the successful bid and discussed traffic calming.

**25. To consider a request to cut trees between The Meadows and Kestrel Close**

The council **AGREED** to defer the decision until the tree survey had been carried out.

**26. MALGA – Environmental Group**

**26.1. To receive an update on tree planting**

Tree planting has been recorded under Queen’s Canopy.

**26.2. To consider a request to name the area at The Meadows**

The council **AGREED** “Meadows Wood”. **ACTION:** clerk to check with South Norfolk District Council on naming process.

**26.3. To discuss signage for the area at The Meadows**

**ACTION:** clerk and MALGA to work together to agree wording and trees. Clerk to gain quote

**26.4. To grant permission for the planting of wildflowers at Catmere Herne**

The council believe this land may be maintained by Saffron. **ACTION:** the clerk to clarify which parcel of land is being referred to.

**26.5. To consider request to present at “How Green is Mulbarton” on Sat 30 Sept**

The request is for the Parish Council to give a presentation of 5-10 minutes to talk about what the council is doing and any plans for the future. The council **AGREED** to present at the meeting.

**27. To note the resignation of Mark Kerr from Village Hall Management Committee and discuss next appointment**

The council noted Mark Kerr’s resignation and that the person appointment does not need to be a councillor.

**28. Correspondence**

**28.1. Closure letter from PKF Littlejohn for 2021/22**

- 28.2. Thank you from SEN for donation
- 28.3. Norfolk Lieutenancy newsletter
- 28.4. Town and Parish Council briefing
- 28.5. South Norfolk Community Awards 2023
- 28.6. Mulbarton Allotment & Leisure Garden Association – Environmental newsletter
- 28.7. Norfolk Pension Fund newsletter
- 28.8. Passenger consultation – East Harling to Norwich (37A)
- 28.9. Minor works on phone mase at Village Hall
- 28.10. 2022/23 AGAR external auditor instructions
- 28.11. Email from resident, mowing of land between Primrose Close and Wild Radish Close
- 28.12. Risk assessments from Scout Group for 8 May 2023

The correspondence was noted.

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

Litter bin by Worlds End is broken.

Mulbarton Belles are through to the Cup Final. They will play Norwich City Women on 19 May at Carrow Road.

Thanks was given to the Parish Council for lease on Mulberry Park and the Parish Council gave thanks to Mulbarton Wanderers for setting up the CIC.

Warm spaces will open between 11am – 2.30pm every Monday (closed bank holiday) but will soon have a name change to reflect the warmer weather.

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

Discuss traffic calming,

### **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;**

Danny Gaskin, Rebecca Harvey and members of the public left

### **31. To receive an update and agree next steps relating to the village hall**

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

The council **AGREED** they are custodian trustees of the charity.

**ACTION:** check with solicitor on difference between land and property, update the income and expenditure file and share with councillors, share income and expenditure with Village Hall Management Committee and arrange a meeting with all trustees from the Village Hall Management Committee and all councillors to discuss a way forward.

Closed 21.51pm

## Item 7.4 Payments to be ratified and approved

<b>Transfer &amp; payments to be ratified on 3 April 2023</b>			
<b>Payment to</b>	<b>Description</b>	<b>Payment</b>	<b>VAT</b>
Mulbarton Village Hall	2022-23 income less expenses	1,452.05	-
Mulbarton Wanderers	Donation	1,500.00	
<b>Sub total</b>		<b>2,952.05</b>	<b>-</b>
<b>Total to be ratified</b>		<b>2,952.05</b>	<b>-</b>
<b>Payments for approval on 3 April 2023</b>			
<b>Payment to</b>	<b>Description</b>	<b>Payment</b>	<b>VAT</b>
Ribbonsdale	Levelling path at OPS allotment	818.00	136.00
Spire Solicitors	Legal advice	311.40	51.90
<b>Sub total</b>		<b>1,129.40</b>	<b>187.90</b>
<b>Staffing Costs</b>			
<b>Staffing costs</b>		<b>2,702.05</b>	<b>-</b>
<b>Total payments for approval</b>		<b>3,831.45</b>	<b>187.90</b>
* due 28 April 2023			
<b>TOTAL</b>		<b>6,783.50</b>	<b>187.90</b>

<b>Mulbarton Parish Council (Village Hall) payment list for approval on 3 April</b>		
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<b>Payment to</b>	<b>Description</b>	<b>Payment</b>	<b>VAT</b>
Crook Powerwashing**	MUGA repairs	475.00	-
<b>Total</b>		<b>475.00</b>	<b>-</b>
** after work is completed			