

Meeting minutes of Mulbarton Parish Council

Monday 3 July 2023 at 7:30 PM, held at The Committee Room,
Mulbarton Village Hall

Parish Councillors present: Adam Banham, Louis Kaszczak, Mark Kerr, Dennis Wells and Rebecca Harvey

District Councillors present: Ian Spratt and Jim Webber

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

1. To receive apologies for absence

Apologies were received from Sue Aylmer and Danny Gaskin.

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

Adam Banham declared an interest in planning items 7 and 10.

3. To approve the minutes of the Parish Council Meetings held on 22 May 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 referred councillors to the Clerk's Report which had been shared ahead of the meeting and advised the Highway Rangers would be visiting Mulbarton soon and any requests should be with the clerk by 12 July.

7.33pm Rebecca Harvey arrived

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

District Councillor Ian Spratt had shared a report ahead of the meeting and this was available to councillors and members of the public via the website. He reminded council grants were available for various projects/activities that may benefit the parish. He was currently looking into support for the entrance across the Common to the Village Hall car park as per item 11.2.

Planning application 2022/1007, land north of Lantana had been approved with conditions but Ian had raised concerns at the DMC meeting over the size of the property and the lack of clarity provided in the application. This application is under agenda item 7.3.

The East Anglia Green (Pylons) has been rebranded Great Grid Upgrade, Norwich to Tilbury, see agenda item 28. The second non-statutory consultation period is running until early August. Councillors had attended a briefing where all who attended expressed concern about the detrimental effect this would have on our communities.

District Councillor Jim Webber advised a preapplication had been received for an Anglian Water mast to be erected in Bracon Ash, close to The Meadows. The mast will be close to the road with little screening.

A resident asked if it was possible for double yellow lines to be painted to improve the situation around the school. The clerk advised this was a matter for Highways.

ACTION: traffic issues to be included on the next agenda.

6. To receive an update on the Parish Council's storage

The container in Treetops Nursey Gardens has been disposed of and the container on Orchard Park was being used. The council gave thanks to Mulbarton Wanderers CIC for the use of their skip.

7. Planning applications (LH/LK)

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

2023/1227, 16 Kestrel Close, conversion of existing garage with addition of single side extension. APPROVED

2023/0510, Dental Surgery, The Common, single storey rear extension to form two new dental suites. APPROVED.

7.2. To consider any new planning applications (none)

None

7.3. To receive an update on 2022/1007, land north of Lantana, Norwich Road

Provided by District Councillor Ian Spratt under item 5.

8. Finance (LT)

8.1. To note the bank reconciliation dated 30 June 2023

The council noted the bank reconciliation that was available ahead of the meeting.

8.2. To note actual v budget to 30 June 2023

The council noted actual v budget that was available ahead of the meeting.

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

The council noted the invoices and credit notes raised in May and June and income received, totalling £3,520.11 in May and £12,512.42 in June.

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

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

8.5. To agree the asset register for 2022-23

The council thanked Dennis Wells for all his work in checking the assets and **AGREED** the disposals in the asset register as shared ahead of the meeting.
ACTION: the clerk to make additions/amendments as suggested.

8.6. To agree change in Financial Regulations to increase spend before 3 quotes are required

The council **AGREED** increase the limit £2,000 before 3 quotes are required.
ACTION: the clerk to update the Financial Regulations

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

Mark Kerr advised that all water troughs and standpipes were working, although one at The Swamp had low pressure. He noted that Oakley Park South has covers on the water troughs and suggested this is something the council should consider installing on the other sites. **ACTION:** clerk to investigate.
A tree that fell on Long Lane allotment has been cleared and Mark Kerr is working with the Rich's Trust to confirm ownership of the trees.
The rotten gate post at Long Lane will be replaced in July.

10. Planning working group (LK)

10.1. To receive an update from the working group

See item 10.2

10.2. To receive a report on South Norfolk Council's Neighbourhood Plan Review meeting

Louis Kaszczak gave a report on the meeting and suggested the current neighbourhood plan was still relevant for small scale developments. A review had been carried out by consultants, but the council had not seen this. **ACTION:** ex-councillor Steve Sewell and the clerk to find report.

11. Common Steering Committee (LK/MK)

11.1. To receive an update from the working group

One quote had been received for the entrance across the Common to the Village Hall car park. Members of the Steering Group are looking into funding for this project.

The school would like to be involved in building a mini pier across the pond near the school. The children will use this for pond dipping.

Requests had been received from residents for more benches on the Common and these to be placed away from dog bins.

11.2. To discuss Village Hall entrance across the Common car park

See item 11.1.

12. Open Spaces and Play Areas Working Group (AB)

12.1. To receive an update from working group

The annual play area inspection had been completed in June and these reports were shared with councillors ahead of the meeting. The clerk advised the ramp and carousel at The Meadows were due to be removed and was waiting for a date from the contractor, and the repairs to The Common, agreed at the last meeting, were due to be completed before the school holidays.

12.2. To discuss tree surveys and agree action required

The reports were available to the councillors ahead of the meeting. **ACTION:** the clerk to gain quotes for works classified 1 to 4.

12.3. To discuss trees overhanging private gardens at Partridge Drive

This was covered in 12.2.

12.4. To discuss cutting of hedge at The Meadows to improve visibility when accessing the highway

The clerk advised the issue had been raised by a resident. Council **AGREED** to appoint Icen Gardening at a cost of £195 to cut the hedge.

12.5. To discuss play area inspection reports and agree action required

See item 12.1.

Council also discussed possible equipment for replacement and gaining views of the users.

12.6. To discuss gas canisters in the Scout Field

The Scouts had reported nitrous oxide gas canisters had been found in the Scout Field. The matter has been reported to the police.

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

Dennis Wells reported he had cleared brambles from a blocked path and reported a sharp metal stump to Highways. Dennis has also sprayed the stump to make it more visible to walkers.

14. To note clerk's timesheet for May and June 2023

The council noted the clerk's time sheet for May and June 2023.

15. To receive an update on the Parish Warden vacancy

No further progress has been made. **ACTION:** Rebecca Harvey, Danny Gaskin, and the clerk to agree advert and to publish.

16. To agree how the 2023 community benefits paid from Brickkiln Farm will be allocated

Funds received in June were £5,175.74 and must be spent for the benefit of the community. The council **AGREED** to defer this item.

17. To receive an update on the SAM2 sign from the Parish Partnership scheme

The clerk advised posts had been installed and further information was due.

18. Village Hall

18.1. To receive an update on tree works in the car park

The tree works have been completed as agreed.

18.2. To receive an update on repairs to the play area

The repairs to the play area will take place before the school holidays.

18.3. To discuss appointing a trustee to the management committee ahead of the AGM

Rebecca Harvey advised the AGM would be held on 13 September.

18.4. To agree to work with the Village Hall Management Committee on the phone mast renewal lease and to agree how to fund any fees incurred

The council **AGREED** to work with the Management Committee's nominated trustee and nominated Louis Kaszczak as the council's representative. They also **AGREED** to work with the Management Committee's consultant Fisher German.

19. To agree who will present at "How Green is Mulbarton" on 30 Sept

The council **AGREED** Mark Kerr would present at the event.

20. To agree Community Champion Tribute nominations

The council **AGREED** to nominate Danny Gaskin and Rebecca Harvey.

21. To agree any training and updates for councillors and clerk

The council **AGREED** to the clerk and Mark Kerr attending the update seminar, run by Norfolk PTS in October.

22. To discuss dog fouling at Woodyard Close play area

The clerk this had been reported to South Norfolk District Council but no action taken to date.

23. To consider options for office phone, internet, and computer(s)

The council **AGREED** to defer this item. **ACTION:** the clerk to check compatibility of the portable device to the SAM2 and Louis Kaszczak to contact BT for landline and broadband prices.

24. To discuss 20mph zones and the benefits of these moving to 20mph limits

Council discussed and Dennis Wells advised Speed Watch were unable to operate in 20 mph zones, although they could operate in 20 mph limits. **ACTION:** the clerk to contact Highways and enquire about limits/zones and traffic calming options.

25. To consider applying for the 2024-25 Parish Partnership Scheme grant

The council discussed and agreed to discuss again next month.

26. Parish Council Strategy

26.1. To discuss Parish Plan and Neighbourhood Plan Review

The council **AGREED** to review the document raised in item 10.2 and the Greater Norwich Plan. A Parish Plan would cover the possibility of a village hub.

26.2. To discuss the use of social media as a form of communication with parishioners

Council discussed the use of Facebook and the option not to allow comments. The council **AGREED** to appoint Rebecca Harvey, Danny Gaskin, and the clerk to review policies and make recommendations.

27. Village Hall and Mulberry and Orchard Parks

27.1. To receive a report on the meeting to discuss the future of the Village Hall and Mulberry and Orchard Parks and agree next steps

Adam Banham had provided a report from the meeting on 22 June ahead of the meeting. Mulbarton Wanderers CIC gave a further update on the groups that could be involved in the project and initial first steps.

The council discussed how to resource the project and **AGREED** to appoint Rebecca Harvey and Louis Kaszczak to a working group.

ACTION: Mulbarton Wanderers CIC to setup next meeting to discuss forming a steering group and the clerk to draft terms of reference for the group.

27.2. To discuss applying for a Pride in Place grant for a feasibility study

The council **AGREED NOT** to proceed with the application at this time.

28. To discuss National Grid's proposed Norwich to Tilbury route for an overhead line to pass through Mulbarton

District Councillor Ian Spratt covered this under item 5. Louis Kaszczak will attend a session on 18 July at Tasburgh Village Hall.

29. Correspondence

- 29.1. Public consultation on Green Spaces in Greater Norwich
- 29.2. S&DEP notification of hearings
- 29.3. Hornsea 3 Community Fund – Stakeholder Consultation Summary Report and May 2023 newsletter
- 29.4. Chairman of South Norfolk Council
- 29.5. Email from resident regarding grit bin on Lark Rise, benches on The Common and lightbulb ideas
- 29.6. Norfolk ALC training and grants
- 29.7. Email from resident requesting an evening bus from Norwich
- 29.8. Community Action Norfolk update
- 29.9. Norfolk Pension Fund newsletter

Council noted the possible funding through Bloys Grove.

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

A member of the public asked about the maximum height of speed humps and discussed traffic calming methods.

31. To receive items for the next agenda

Discuss traffic issues in the parish, 2024-25 Parish Partnership Scheme

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;

Members of the public and Rebecca Harvey left.

The council **AGREED** to suspend Standing Orders and extend the meeting.

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

REDACTED

Item 8.4 Payments ratified and approved

Mulbarton Parish Council - Items to be ratified & payment list for approval			
Transfer & payments to be ratified on 3 July 2023			
Payment to	Description	Payment	VAT
Lorraine Trueman	June salary	1,187.30	-
HMRC	Tax & NI	158.53	-
Norfolk Pension Fund	ER & EE pension contributions	393.50	-
BT	Phone & Broadband	96.34	16.05
Plumbing & Heating Co	Repair leak on Mulberry Park	711.23	118.54
Total to ratify		2,546.90	134.59
Payments for approval on 3 July 2023			
Payment to	Description	Payment	VAT
BT	Phone & Broadband	92.02	15.33
David Bracey	Play area inspections (The Meadows & The Common)	180.00	30.00
Dennis Wells	Shackle for Common swing	2.82	-
Iceni	Jubilee Garden maintenance & strimming, weeding at OPS allotments	156.00	-

Mulbarton Wanderers CIC	Orchard Park grass cutting, 2 months	428.56	-
K Rackham & Son Engineering	Disposal of container in Treetops Garden	934.80	155.80
Ribbonsdale	Grounds maintenance (2 of 7)	1,211.82	201.97
Ribbonsdale	Grounds maintenance (3 of 7)	1,211.82	201.97
Talking Elm	Tree survey on Orchard Park	540.00	90.00
Talking Elm	Tree survey at The Meadows	336.00	56.00
Wave	Water (Swamp)	9.94	-
Wave	Water (Meadows)	10.58	-
Lorraine Trueman	A4 paper & MS Licence	64.74	10.00
Total excl. staffing & VH		5,179.10	761.07
Staffing Costs			
Lorraine Trueman*	Salary	1,174.90	-
HMRC	Tax & NI	170.93	-
Norfolk Pension Fund*	ER & EE pension cont	393.50	-
Total staffing costs		1,739.33	-
Total payments for approval		6,918.43	761.07

Mulbarton Parish Council (Village Hall) account payment list for approval on 3 July 2023				
Payment to	Description	Payment		
Ribbonsdale	Grounds maintenance (2 of 7)	210.00		
Ribbonsdale	Grounds maintenance (3 of 7)	210.00		
Target Trees	Tree works in car park	300.00		
Total Village Hall payments		720.00		

TOTAL PAYMENTS

10,185.33 895.66