

Meeting minutes of Mulbarton Parish Council

Monday 18 March 2024 at 7:30 PM, held at The Committee Room, Mulbarton Village Hall

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

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 Steve Sewell

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

Adam Banham declared an interest in planning matters under agenda item 7

Danny Gaskin declared an interest in Mulbarton Wanderers under agenda item 17.2 & 17.3

Dennis Wells declared an interest in MALGA/MEG under agenda item 17.4

3. To approve the minutes of the Parish Council Meeting held on 19 February 2024

The minutes of the meeting held on 19 February 2024 were **APPROVED** 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 report was not available but will be on the website in a few days.

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

The District Councillors report was on the website ahead of the meeting. Ian Spratt and Jim Webber gave a summary with issues including planning at Hethel for Lotus Cars, no change in the Inspiration Trust feeder schools, information about the progress being made on the flooding on B1113 in Swardeston and the Norwich to Tilbury update.

A member of the public also spoke about the flooding of B1113 in Swardeston and the progress being made along with some of the challenges being faced. Swardeston Parish Council will be discussing this in their council meeting on 11 April.

A MALGA representative thanked the clerk for keeping the group informed on allotment matters. All thought it was important to keep communications open to make the most out of the facility and to resolve any issues quickly.

6. To review the risk register, general section (All)

No change.

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ACTION; All councillors and clerk to review the risk register ahead of next meeting.

7. Planning applications (LK)

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

2024/0543, 1 The Old Rectory Close, T1 Eastern Redbud – fell. **No objection**

7.2. To consider any new planning applications

2024/0530, Pond Cottage Long Four Acres Avenue Bracon Ash, Proposed first floor & two storey extension with single storey extension to side & rear.

A member of the public raised a concern about the size of the extension. Councillors noted the concern and **AGREED** not to comment on this application. It was noted this property was in the Parish of Bracon Ash.

2024/0687, Hyde Cottage, Norwich Road, Proposed garage extension, **No comment.**

2024/0583, Annexe At The Old Hall The Common, Replacement of existing wooden windows with similar aluminium windows using the same 'Boat House Blue' **No comment.**

8. Finance (LT)

8.1. To note the bank reconciliation dated 29 February 2024

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

8.2. To note actual v budget to 29 February 2024

The council noted the reports which showed actual income of £118,436 and expenditure of £91,666.

8.3. To receive a report on invoices raised in February and unpaid invoices

Invoices raised total £1,412.50 and unpaid invoices to 13 March total £2,912.50.

The clerk advised that £2,880 was from one organisation who despite being chased had not responded.

The remaining £32.50 is outstanding from an allotment tenant and the clerk as advised the tenant that the due to non-payment the plot will be relet. The council **AGREED** for that the clerk should chase again and if payment had not been received by the end of the month, a credit should be issued and the plot relet.

8.4. To note any income received in February 2024

The council noted income of £362.08

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

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

8.6. To agree asset register

The council **AGREED** to defer this item.

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9. To receive an update from working groups

9.1. Allotments Working Group (DW)

One plot on Long Lane had not been paid for, this was discussed under item 8.3. A plot at Oakley Park South had been vacated but not cleared. The working group had removed items left behind, including toys and a wheelbarrow and this plot has been relet.

Several reports of the car park flooding at Oakley Park South had been received. The reports suggested the water was coming up from the ground rather than overflowing from the adjacent ditch. **ACTION:** Louis Kaszczak to visit site when the issue reoccurs.

9.2. Planning working group (LK)

The Greater Norwich Local Plan is due to be considered by South Norfolk Council later this month. Mulbarton's Neighbourhood Plan should be considered for review.

9.3. Open Spaces and Play Areas Working Group (AB/DW)

The spider ropes at The Meadows have been replaced but the zipline requires more repairs than initially quoted.

MEG (Mulbarton Environmental Group) have used the woodchip leftover from the tree works on the north end of The Meadows.

ACTION: clerk to get a sign for the zipline to say only one child and no adults, arrange the replacement basket swing, bring information about new play equipment to be shared with the public to the next meeting and arrange a walk round to agree which bins to move away from benches.

9.4. Footpath and Public Rights of Way Working Group (DW)

The signpost on the path from The Rosery to the Bluebell Estate is still pointing the wrong way.

ACTION: Dennis Wells to meet with Highways.

10. To receive an update from the Common Steering Group (LK)

A resident had asked for help in repairing some potholes on an access road on The Common to private properties. The clerk had responded advising this is outside the Parish or District Council's responsibility and put the resident in touch with South Norfolk Council if they wished to discuss further. Ponds funding is available. Next Steering Group meeting is in April.

11. To agree grounds maintenance contractor for Village Hall site (LT)

Three quotes were considered by the council, and they **AGREED** to accept the quote from Norse which included some one-off work around the site at a total cost of £3,040.38

12. To consider tree works at The Meadows and Village Hall

Tree work has been carried out recently at The Meadows, but the tree surgeons would not do the planned work on the trees by the stream, at the north end, because they do not believe it to be cost effective. They proposed to reduce the height of the trees to 1m. The council **AGREED** to accept the new quote of £3,333 from Target Trees, being an additional cost of £2,500.

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The council **AGREED** to a quote from Target Trees of £966 to remove the birch trees in the village hall car park, adjacent to Mulberry Park. This work to include the grinding down of the tree stumps below ground level.

13. To discuss litter pick on Saturday 20 April

The council **AGREED** litter picking to run between 9 and 12, giving people a window to drop in, with refreshments provided. **ACTION:** clerk to advertise

14. Village Hall Committee (AB/LK/DW/SA)

14.1. To receive minutes from the Village Hall Committee

The council received the minutes from the meeting held on 19 February.

14.2. To consider request for additional legal fees

The committee asked for additional legal fees of £3k and the council **AGREED** to defer this until after agenda item 26.

15. To receive update on the Community Project

The grant application to the Pride in Place scheme has been successful (£17,640) and the Parish Council (£1,960) had also previously agreed to support a feasibility study meaning this will now go ahead. The study is due to start in April. The council thanked South Norfolk Council for their work in the application process.

16. To receive SAM2 data (DW/LT)

The latest data had been downloaded but the software was not currently importing it. The SAM2 sign had been moved and was now on B1113. The Speedwatch group reported a significant reduction in speeding in this location, during their count while the SAM2 sign was in place. **ACTION:** clerk to put the data on the website once issue resolved

17. To consider grant applications from

17.1. Social Club for 2023-24

The council **AGREED** to the grant £550 for works required in the social club and agreed to add this to this month's payment list.

Danny Gaskin left the room

17.2. Mulbarton Wanderers for 2023-24

The council **AGREED** to the grant of £500 to support with coach education and agreed to add this to this month's payment list.

17.3. Mulbarton Wanderers for 2024-25

The council **AGREED** to award a grant of £1,500 towards the end of season youth presentations. **ACTION:** clerk to include in April's payment list

Danny Gaskin returned to the meeting and Dennis Wells left.

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17.4. Mulbarton Allotment & Leisure Gardeners Association/Mulbarton Environmental Group for 2024-25

A MEG representative explained the maintenance work was needed to help support the trees in the first few years.

The council and MEG discussed the ownership of the benches and noticeboards which were included in the grant request.

The council **AGREED** to grant MEG £786 for maintenance and bulbs, to move £1,800 from the 2024/25 grant budget to capital expenditure for benches and notice boards and **APPROVED** the clerk to purchase benches and notice boards.

ACTION: clerk to include £786 grant in April's payment list.

Dennis Wells returned to the meeting

18. To consider inviting Hornsea Three representative to speak at a future Parish Council meeting

ACTION: the clerk to invite Hornsea Three to join the Annual Parish Meeting

19. To consider a response to the draft biodiversity net gain (BNG) planning guidance notes

The council **AGREED** not to respond.

20. To agree date for Annual Parish Meeting and speakers

The council tried to find a suitable date that allow the APM to be on a different night to a full council meeting but were not able to do this. The council **AGREED** to hold the APM on Monday 17 June at 7pm with a reduced full council meeting agenda after the annual meeting. **ACTION:** clerk to invite same speakers as last year, and Hornsea Three, as per agenda item 18, the open spaces working group to present information about possible new play equipment and the Community Project group to give an update on the feasibility study. The clerk to arrange drinks and nibbles to be provided.

21. To receive correspondence from Swardston Parish Council on the matter of flooding on the B1113 and to agree any questions to be put forward at the meeting at on 11 April

Steve Sewell, Louis Kaszczak and Adam Banham **AGREED** to attend the meeting on 11 April.

22. Correspondence

- 22.1. Town and Parish Forum Notes
- 22.2. Play Streets Grant
- 22.3. Rural Bulletin

ACTION: clerk to put details of Play Streets Grant on the website & Facebook

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

A member of the public suggested putting information about the possible play equipment in the Parish News.

The Social Club thanked the council for awarding the grant under item 17.1.

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24. To receive items for the next agenda

None.

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

All members of the public left the meeting.

25. To consider response from Blakey's Bus regarding rental charge

REDACTED

26. To receive additional information shared by the Village Hall Management Committee and consider Village Hall Committee recommendations (AB/LK/DW/SA)

REDACTED

The council considered item **14.2 To consider request for additional legal fees**
The Village Hall Committee agreed in February to ask full council for £3,000.

REDACTED

The council **AGREED** to an allocate a further £5,000 for legal advice and keep a further £5,000 earmarked for mediation.

Meeting closed at 10.02pm

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Item 8.5 Payments ratified and agreed

Payment ratified

Mulbarton Parish Council
PAYMENTS LIST

13 March 2024 (2023 - 2024)

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
166	Broadband & phone	28/02/2024	Unity Trust Current /		Office broadband & phone	British Telecommunications	S	70.87	14.17	85.04
Total								70.87	14.17	85.04

Payment approved

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PAYMENTS LIST

20 March 2024 (2023 - 2024)

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
167	Training	19/03/2024	Unity Trust Current /		Training	Norfolk Parish Training & S	X	108.00		108.00
168	Subscriptions	19/03/2024	Unity Trust Current /		Subscriptions	Norfolk Parish Training & S	X	545.00		545.00
170	Subscriptions	19/03/2024	Unity Trust Current /		Subscriptions	SLCC	Z	238.00		238.00
169	Jubilee Garden maintenance	19/03/2024	Unity Trust Current /		Jubilee Garden maintenance	Iceni Gardening & Landscap	X	665.00		665.00
171	Allotment - Swamp	19/03/2024	Unity Trust Current /		Allotment - Swamp maintenanc	Steve Sewell	X	12.00		12.00
172	Allotment - Long Lane	19/03/2024	Unity Trust Current /		Allotment	Lorraine Trueman	S	7.29	1.46	8.75
172	Allotment - Meadows	19/03/2024	Unity Trust Current /		Allotment	Lorraine Trueman	S	7.29	1.46	8.75
172	Allotment - OPS	19/03/2024	Unity Trust Current /		Allotment	Lorraine Trueman	S	7.29	1.46	8.75
172	Allotment - Swamp	19/03/2024	Unity Trust Current /		Allotment	Lorraine Trueman	S	7.29	1.45	8.74
173	Allotment - Long Lane	19/03/2024	Unity Trust Current /		Allotment	Lorraine Trueman	S	2.91	0.58	3.49
173	Allotment - Meadows	19/03/2024	Unity Trust Current /		Allotment	Lorraine Trueman	S	2.91	0.58	3.49
173	Allotment - OPS	19/03/2024	Unity Trust Current /		Allotment	Lorraine Trueman	S	2.92	0.58	3.50
173	Allotment - Swamp	19/03/2024	Unity Trust Current /		Allotment	Lorraine Trueman	S	2.92	0.59	3.51
174	Allotment - Long Lane	19/03/2024	Unity Trust Current /		Allotment	Lorraine Trueman	S	8.33	1.67	10.00
174	Allotment - Meadows	19/03/2024	Unity Trust Current /		Allotment	Lorraine Trueman	S	8.33	1.67	10.00
174	Allotment - OPS	19/03/2024	Unity Trust Current /		Allotment	Lorraine Trueman	S	8.33	1.66	9.99
174	Allotment - Swamp	19/03/2024	Unity Trust Current /		Allotment	Lorraine Trueman	S	8.33	1.66	9.99
175	Allotment - Long Lane	19/03/2024	Unity Trust Current /		Allotment	Lorraine Trueman	S	0.35	0.07	0.42
175	Allotment - Meadows	19/03/2024	Unity Trust Current /		Allotment	Lorraine Trueman	S	0.35	0.07	0.42
175	Allotment - OPS	19/03/2024	Unity Trust Current /		Allotment	Lorraine Trueman	S	0.35	0.07	0.42
175	Allotment - Swamp	19/03/2024	Unity Trust Current /		Allotment	Lorraine Trueman	S	0.34	0.07	0.41
179	Grounds maintenance	19/03/2024	Unity Trust Current /		Grounds maintenance	No Bull Home Improvemen	E	130.00		130.00
179	Grounds maintenance	19/03/2024	Unity Trust Current /		Grounds maintenance	No Bull Home Improvemen	E	130.00		130.00
179	Grounds maintenance	19/03/2024	Unity Trust Current /		Grounds maintenance	No Bull Home Improvemen	E	130.00		130.00
180	Grants	19/03/2024	Unity Trust Current /	18 Mar 2024 minute ref 17.1	Grant	Mulbarton Social Club	X	550.00		550.00
181	Grants	19/03/2024	Unity Trust Current /	18 Mar 2024 minute ref 17.2	Grant	Mulbarton Wanderers CIC	X	500.00		500.00
176	Staff salaries	28/03/2024	Unity Trust Current /		Salary	Lorraine Trueman	X	1,918.45		1,918.45
177	Tax & NI	28/03/2024	Unity Trust Current /		Tax & NI	HMRC	X	646.23		646.23
178	Pension contributions	28/03/2024	Unity Trust Current /		Pension Contributions	Norfolk Pension Fund	X	724.17		724.17
Total								6,372.38	15.10	6,387.48