

Meeting minutes of Mulbarton Parish Council

Monday 4 December 2023 at 7:30 PM, held at The Committee Room, Mulbarton Village Hall

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

District Councillors present: Ian Spratt

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

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

Adam Banham declared an interest in planning matters, item 7.

Dennis Wells declared an interest in the church, item 13.

Danny Gaskin and Rebecca Harvey declared an interest in village hall, items 22 and 24.

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

See Clerk's report.

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 provided a report ahead of the meeting and gave a summary. The report is available on the website.

A member of the public mentioned the some of the new tarmac on Common car park entrance was beginning to breakup. Mark Kerr advised the Common Steering Group were aware of this and that South Norfolk Council are dealing with it.

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

The clerk advised there was an outstanding action for her to add the office environment to the risk register. Scribe accounts has the function for assets to be recorded within the software, which the clerk is investigating. The clerk advised data held was being reviewed.

The council reviewed the risk register.

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7. Planning applications (LK)

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

2023/2814, Lantana Norwich Road, rear extension. **APPROVED.**

7.2. To consider any new planning applications (see below)

2023/3552, 3 Otter Drive, single storey rear extension and front first floor extension over garage.
No comments

2023/3500, 108 Ryefield Road, installation of air source heat pump to the rear. **No comments.**

8. Finance (LT)

8.1. To receive an update on implementation of finance software, Scribe

The clerk gave an update of implementation, with assets and allotments still to complete.

8.2. To agree the 2023/24 forecast figures in Scribe and to use these as budget

The council **AGREED** to use the forecast figure for 2023/24 of £111,826.60 as detailed in the report shared ahead of the meeting.

8.3. To note the bank reconciliation dated 30 November 2023

Noted

8.4. To note actual v budget to 30 November 2023

Noted

8.5. To note any invoices raised and income received in November 2023

No invoices raised. £315 had been received.

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

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

8.7. To consider allotment rent for 2025

The council **AGREED** for rent to remain the same as 2024.

8.8. To discuss 2024/25 draft budget

Reports were available to councillors ahead of the meeting. The clerk presented version 2 of the budget with expenditure of £145,096, assuming no increase in precept this would give a deficit of £42,681 which the clerk suggested could be funded from reserves.

South Norfolk Council had not yet provided any information on the precept setting for 2024/25, meaning the deadline was not known. The next council meeting is due to take place on 15 January 2024.

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9. To receive an update from working groups

9.1. Allotments Working Group (MK/DW)

Pipework is due to be carried out over the winter months.

9.2. Planning working group (LK)

No update.

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

Council discussed new play equipment for The Meadows.

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

Dennis Wells reported the missing fingerpost had returned but was pointing the wrong way and crops are beginning to grow on some of the footpaths.

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

The Spar sign, which people had contacted the council about, has been removed. The Steering Group are investigating, tidying, and installing a platform at the pond near Birchfield, flailing the bund around the Common, cutting a path into the South side towards Mulberry Park, clearing some of the vegetation in front of Mulberry Park and improving pedestrian and disabled access on to the village hall site, across the Common.

11. To receive an update on the Mulbarton Community Project (MK/LT)

The feasibility scope document has been amended by the working group and returned to South Norfolk Council, along with a draft Pride in Place application.

12. To receive SAM2 data (DW/LT)

Noted

13. To consider grant request of £3,786 from Mulbarton Church

The council **AGREED** to grant the church £2,000 towards grass maintenance and emergency tree works.

14. To agree allotment policy, tenancy agreement and rules and regulations to be implemented 1 January 2025 (DW/MK/LT)

The clerk advised the proposed documents had been shared with MALGA and their recommendations had been reflected in the documents. Thanks was given to MALGA for their support.

The council **AGREED** the documents which had been shared ahead of the meeting.

15. To discuss Community Emergency Plan (DW)

Council discussed a CEP and the possibility of creating a working group.

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16. To discuss repairs to MUGA floodlights (LT)

The clerk advised an electrician is due on site.

17. The Meadows play area (DW/AB/LT)

17.1. To agree repair to zip line

Mark Kerr to contact a second contractor. The clerk is able to make a decision, under delegated authority, once feedback from the second contractor has been received.

17.2. To discuss new play equipment

The council discussed new play equipment.

18. To agree quote from Icen Gardening for work at Jubilee Gardens in February 2024

The council **AGREED** to the work quoted at a cost of £665.

19. To consider request for a Councillor to do a reading at a Carol Service (DW)

The council **AGREED** Dennis Wells would do the reading.

20. Correspondence

20.1. Hiscox Risk Academy

20.2. NALC newsletter – biodiversity

20.3. NPTS news – funding focus

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

Members of the public thanked the council for their work.

A member of the public advised Warm Spaces was doing well and that the village hall had received a grant to assist with this. The light switch on had been successful and an event is due to be held in the village hall on 18 December.

Danny Gaskin and Rebecca Harvey left the meeting.

22. Village Hall Committee (MK/AB/LK/DW/AS)

22.1. To receive the minutes and an update on progress made

No further update

22.2. To consider recommendation for site maintenance costs for the remainder of 2023/24 of £2k

The council **AGREED** £2k for maintenance costs.

22.3. To consider the recommendation to close the Village Hall bank account

The council **AGREED** to close to the account and transfer the funds to the parish council current account.

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22.4. To consider approving budget of £5k for initial mediation

The council **APPROVED** a budget, provided there is a need to mediation.

22.5. To discuss CCTV requirement

The council and public discussed CCTV and current legislation.

23. To receive items for the next agenda

Nothing

All members of 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 items

24. Village Hall Committee (MK/AB/LK/DW/SA)

24.1. To agree recommendation on the renewal of Blakey's lease

The council **AGREED** to renew the lease on Blakey's Bus and for the clerk to start the process.

24.2. To agree recommendations on the phone mast renewal

The council **AGREED** to renew the phone mast agreement and appoint Fisher German.

24.3. To agree recommendation on rent review memorandums

The council **AGREED** to accept the rent review memorandums.

24.4. To receive an update on complaints with Management Committee and Charity Commission

No update

Meeting closed 21.26

Item 8.6 Payments ratified

1 December 2023 (2023 - 2024)

Mulbarton Parish Council PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
114	21/11/2023		Unity Trust Current Ac		Grounds maintenance	No Bull Home Improvements	X	130.00		130.00
114	21/11/2023		Unity Trust Current Ac		Grounds maintenance	No Bull Home Improvements	X	130.00		130.00
114	21/11/2023		Unity Trust Current Ac		Grounds maintenance	No Bull Home Improvements	X	30.00		30.00
114	21/11/2023		Unity Trust Current Ac		Grounds maintenance	No Bull Home Improvements	X	30.00		30.00
114	21/11/2023		Unity Trust Current Ac		Grounds maintenance	No Bull Home Improvements	X	30.00		30.00
114	21/11/2023		Unity Trust Current Ac		Grounds maintenance	No Bull Home Improvements	X	30.00		30.00
										380.00
115	30/11/2023		Unity Trust Current Ac		Salary	Lorraine Trueman	X	2,358.80		2,358.80
										2,358.80
116	30/11/2023		Unity Trust Current Ac		Tax & NI	HMRC	X	1,005.00		1,005.00
										1,005.00
117	30/11/2023		Unity Trust Current Ac		Pension Contributions	Norfolk Pension Fund	X	940.97		940.97
										940.97
						Total		4,684.77		4,684.77

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Item 8.6 Payments approved

5 December 2023 (2023 - 2024)

Mulbarton Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
118	Broadband & phone	05/12/2023	Unity Trust Current Ac		Office broadband & phone	Cloud Next	S	110.00	22.00	132.00
119	Broadband & phone	05/12/2023	Unity Trust Current Ac		Office broadband & phone	Cloud Next	S	49.99	9.99	59.98
123	Subscriptions	05/12/2023	Unity Trust Current Ac		Subscriptions	Starboard Systems t/a Scribe	S	1,556.00	311.20	1,867.20
124	Subscriptions	05/12/2023	Unity Trust Current Ac		Subscriptions	Starboard Systems t/a Scribe	S			59.98
125	Website	05/12/2023	Unity Trust Current Ac		Website	Lorraine Trueman	S	90.00	18.00	108.00
122	Play equipment maintenance	05/12/2023	Unity Trust Current Ac		Play equipment maintenance	Online Playgrounds	S	522.30	104.46	626.76
121	Jubilee Garden maintenance	05/12/2023	Unity Trust Current Ac		Jubilee Garden maintenance	Iceni Gardening & Landscapir	X	76.00		76.00
120	Orchard Park maintenance	05/12/2023	Unity Trust Current Ac		Orchard Park maintenance	DJ Grounds & Amenity	X	214.30		214.30
Total								2,618.59	465.65	3,084.24