

Meeting minutes of Mulbarton Parish Council

Monday 15 April 2024 at 7:30 PM, held at The Committee Room, Mulbarton Village Hall

Parish Councillors present: Adam Banham, Louis Kaszczak, Dennis Wells, Suzanne Aylmer and Steve Sewell

District Councillors present: Ian Spratt and Bob McClenning

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

1. To receive apologies for absence

Danny Gaskin sent his apologies.

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

Adam Banham declared an interest in item 7.

3. To approve the minutes of the Parish Council Meeting held on 18 March 2024

The council **APPROVED** the minutes 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 provided a report which was made available ahead of the meeting.

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

Ian Spratt gave a summary of his report that was available to the public ahead of the meeting.

A discussion on the flooding on the B1113 in Swardeston took place.

The District Councillors left the meeting.

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

The council reviewed each risk in the general section and **AGREED** to increase 11.1, lack of knowledge of assets of Parish Council, 13.1, lack of information on land, buildings and equipment, from low to medium, and to increase 13.2, lack of knowledge of safety requirements, from low to high.

7. Planning applications (LK)

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

2023/3500, 108 Ryefield Road, installation of air source heat pump to rear. **APPROVED.**

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2024/0309, 8 Gudgeon Road, Variation of conditions 2 & 4 of 2023/2097 - (2) Design change to extension and garage (4) change of obscured glass skylights. **APPROVED**

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

2024/0530, Pond Cottage, Long Four Acres Avenue, Bracon Ash, Proposed first floor & two storey extension with single storey extension to side & rear. **No comments**

2023/3870, 27 Long Lane, Side and rear extensions. **No comments**

8. Finance (LT)

8.1. To note the bank reconciliation dated 31 March 2024

Noted.

8.2. To note actual v budget to 31 March 2024, unaudited

Noted

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

Reports were made available to councillors ahead of the meeting. The unpaid invoice relating to an allotment charge had been paid in April.

The Village Hall Management Committee had written to the council advising them that they were not in a position to pay the requested contribution for the Common car park/village hall entrance and would not be making any payments to the council until the ownership dispute was resolved. The council discussed the general rule applicable to all those who use an access route across the Common, that it is up to individual users to maintain the parts they use. Council also discussed the goodwill gesture made to the Village Hall Management Committee, of paying for a survey they had carried out on the understanding this would be repaid by the Committee. Council felt they had now met all the conditions and that the goodwill gesture should be repaid as agreed. **ACTION:** clerk to chase the Village Hall Management Committee for the overdue funds.

8.4. To note any income received in March 2024

Noted, income totalled £1,517.83.

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

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

8.6. To agree asset register

The council **AGREED** to the asset register with a purchase value of £272,909

9. To receive an update from working groups

9.1. Allotments Working Group (DW)

Dennis Wells gave an update. A plot at Long Lane had been cleared, by the working group, with the waste being moved to a free space. **ACTION:** clerk to ask the Parish Warden to dispose of the waste.

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Louis Kaszczak gave an update on the flooding at Oakley Park South Allotment car park. The neighbouring land owner and highways had been contacted and discussions are ongoing.

ACTION: clerk to contact tenants and ask if they could remove the manure in the car park. Rent invoices for May to December have been sent to all tenants.

9.2. Planning working group (LK)

No update

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

A rope ladder on the village hall play area has been replaced. The zipline, at the Meadows is due for repair, but the basket swing cannot economically be repaired.

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

The footpath sign at The Rosery is now pointing in the correct direction but the footpath is not visible due to crops.

The Give Way at the junction of Rectory Lane & Shotesham Lane has been fixed.

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

The next meeting is on 24 April which Steve Sewell will attend.

11. To discuss litter pick on Saturday 20 April

ACTION: clerk to purchase tea, coffee and biscuits.

12. To receive minutes from the Village Hall Committee

Draft minutes from the last meeting on 18 March were received.

13. To receive update on the Community Project

A Pride in Place grant has been won from South Norfolk Council to fund a feasibility study. The feasibility study is due to finish in June/July.

14. To receive SAM2 data (DW/LT)

The data was available ahead of the meeting and Dennis Wells gave a summary along with observations from Speed Watch. **ACTION:** clerk to add information to Facebook page.

15. To receive an update on the Annual Parish Meeting, scheduled for 17 June

The council discussed inviting other groups from outside the Parish. **ACTION:** clerk to speak to groups to see if anyone can be invited, clerk to see if Jubilee Room is available, if not to move the meeting to Hanover Gardens.

16. 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

Adam Banham gave a summary.

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17. To agree legal fees relating to the phone mast lease

The council **AGREED** to fund fees of £2,000 as quoted by Spire Solicitors.

18. To consider a request to hire a football pitch on Sunday mornings from September

The council **AGREED** not to hire a football pitch due to the current level of use. **ACTION:** the clerk to draft a hirers agreement for future use of Orchard Park.

19. To consider involvement in the setting up of Mulbarton Men's Shed

The council discussed what would be involved in setting up this group and **AGREED** they would not be able to lead this group but would be happy to consider support.

20. To receive a report on the Norfolk Parish Training and Support Update Seminar on 21 March

Slides from the day had been shared with councillors ahead of the meeting. Council discussed burial grounds and biodiversity.

21. To consider a request from a resident to put up some duck warning signs

ACTION: the clerk to ask Highways for a quote for 4 signs with posts.

22. To consider a request from Scouts group to remove part of the hedge between Scouts area and Orchard Park to allow for a wider gate to be installed

The council **AGREED** to the request from the Scouts to remove part of the hedge and installation of a wider gate as per the documentation provided.

23. To discuss the draft Community Emergency Plan

Adam Banham explained the purpose of having a Community Emergency Plan. **ACTION:** the clerk to discuss with Danny Gaskin

9.28pm Council **AGREED** to extend the meeting.

24. To agree information to be shared and collected for the new play equipment at The Meadows

The council discussed the slides. **ACTION:** the clerk to remove the budget figure and add a note that additional funding will be required, then to put on the website and Facebook Page, contact the primary school and Scouts. Feedback by 18 June.

25. To consider any opportunities within the Parish suitable for the Probation Service's Community Payback Scheme

ACTION: the clerk to contact the scheme suggesting, painting over graffiti on the containers at Orchard Park, painting over graffiti on skate park and clearing brambles from Mulberry Park boundary.

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26. Correspondence

- 26.1. Mulberry Park Ground Grading Report
- 26.2. Orsted Onshore Converter Station Briefing Pack
- 26.3. External audit – intermediate review
- 26.4. Rural Services Network Funding Digest
- 26.5. South Norfolk Community Awards 2024
- 26.6. Email from resident concerning footpath between Otter Drive and Ryefield Road

27. 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 SAM2 post on Norwich Road and suggested that a sign should be on the sign. The clerk checked the correspondence and advised the council had not been advised of this. **ACTION:** the clerk to contact Cadnet and ask for advise.

There was flooding on road at the bend by church. **ACTION:** Steve Sewell to raise this at the Common Steering Group.

A member of the public asked about the disabled access to the village hall. The clerk advised this was still in progress and would be discussed at the next Common Steering Committee meeting.

28. To receive items for the next agenda

Emergency evacuation of village hall site and risk register. Sue Aylmer and Steve Sewell send their apologies for the next 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 items

All members of the public left the meeting.

29. To agree the lease agreement for Blakeys Bus

REDACTED

30. To consider communication relating to the dispute with the Village Hall Management Committee on site ownership

REDACTED

REDACTED

Meeting closed at 10.18pm

Item 8.5 Payments ratified and agreed

Payment ratified

Mulbarton Parish Council
PAYMENTS LIST

9 April 2024 (2023 - 2024)

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
183	31/03/2024		Unity Trust Current /		Bank charges	Unity Trust Bank	X	18.00		18.00
Total								18.00		18.00

Payment approved

Mulbarton Parish Council
PAYMENTS LIST

15 April 2024 (2024-2025)

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1	16/04/2024		Unity Trust Current /		Village Hall legal fees	Spire Solicitors	S	1,070.50	214.10	1,284.60
2	16/04/2024		Unity Trust Current /		Allotment - OPS maintenance	No Bull Home Improvemen	X	62.50		62.50
3	16/04/2024		Unity Trust Current /		Allotment - Meadows maintena	No Bull Home Improvemen	X	55.00		55.00
4	16/04/2024		Unity Trust Current /		Allotment - Swamp maintenanc	No Bull Home Improvemen	X	55.00		55.00
5	16/04/2024		Unity Trust Current /		Allotment - Long Lane mainten	No Bull Home Improvemen	X	70.00		70.00
6	16/04/2024	18 March item 17.3	Unity Trust Current /		Grant	Mulbarton Wanderers CIC	X	1,500.00		1,500.00
7	16/04/2024	18 March item 17.4	Unity Trust Current /		Grant	MALGA	X	786.00		786.00
8	16/04/2024		Unity Trust Current /		Allotment - Meadows water	Anglian Water Business (Ni	E	22.86		22.86
9	16/04/2024		Unity Trust Current /		Allotment - Swamp water	Anglian Water Business (Ni	E	17.37		17.37
10	16/04/2024		Unity Trust Current /		MUGA repairs	Crook Powerwashing	X	350.00		350.00
11	30/04/2024		Unity Trust Current /		Salary	Lorraine Trueman	X	1,945.63		1,945.63
12	30/04/2024		Unity Trust Current /		Tax & NI	HMRC	X	601.75		601.75
13	30/04/2024		Unity Trust Current /		Pension Contributions	Norfolk Pension Fund	X	729.11		729.11
14	10/04/2024		Unity Trust Current /		Office broadband & phone	British Telecommunications	S	49.94	9.98	59.92
15	16/04/2024		Unity Trust Current /		Jubilee Garden maintenance	Icenil Gardening & Landscap	X	98.00		98.00
16	16/04/2024		Unity Trust Current /		Grounds maintenance	No Bull Home Improvemen	X	150.00		150.00
16	16/04/2024		Unity Trust Current /		Grounds maintenance	No Bull Home Improvemen	X	150.00		150.00
16	16/04/2024		Unity Trust Current /		Grounds maintenance	No Bull Home Improvemen	X	100.00		100.00
17	16/04/2024		Unity Trust Current /		Play equipment maintenance	Online Playgrounds	S	300.10	60.02	360.12
Total								8,113.76	284.10	8,397.86