

# Meeting minutes of Mulbarton Parish Council

Monday 5 October at 7:30 PM, held at The Committee Room, Mulbarton Village Hall

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Parish Councillors present: Adam Banham, Nigel Legg, Barry Duffin, Roger Dyndal, Louis Kaszczak, Mark Kerr, Steve Sewell (chair), Laurence Hughes and Danny Gaskin  
District Councillors present: Gerald Francis and Ian Spratt  
Also, present Lorraine Trueman (clerk) and members of the public

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## 1. To receive apologies for absence

Apologies were received from Florence Ellis.

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

Adam Banham declared an interest in planning matters under item 7. Danny Gaskin declared a pecuniary interest in the Village Hall.

## 3. To approve the minutes of the Parish Council Meeting held on 5 September 2022

The council **APPROVED** the minutes as being a true and accurate record of the meeting. The Chair signed the minutes.

## 4. To report progress on items not on the agenda from the meetings held on 5 September 2022 (information only)

The clerk reminded councillors she needed their bios for the new website and responses to the proposed training dates.

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

Nigel Legg advised the move to Broadland Business Park was planned for early 2023 and there has been no resolution on nutrient neutrality. South Norfolk District Council are renewing public space protection order policy and that the police will allow officers to have public meetings.

There have been no developments on post office in Mulbarton, although Nigel Legg and Gerald Francis have used some of their grant money to set up post office at Hethersett. They may be able to assist with the set-up of the post office in Mulbarton.

Nigel Legg confirmed all conditions meet with regards to the allotments at Oakley Park South and under conditions this could pass over to somebody else.

A compliant from doctors' surgery had been received due to low hanging tree branch which impedes ambulances.

Ian Spratt has more information on nutrient neutrality. Ian spoke to Cadno about the next steps for Bloy's Grove Solar Farm, he raised issues such as environmental disruptions, use of farmland, impact on road network and asked for clarification on the funding available (£20k). He is now waiting to hear back from Cadno and encouraged the parish council to take the opportunity that will be discussed under item 10. Ian was also honoured to be a judge in MALGA allotment competition.

## **6. To approve the co-option of new councillor(s) onto the council**

No co-options were received.

## **7. Planning applications**

### **7.1. To receive an update on any application decisions made by South Norfolk council since the last meeting**

2022/1611, The Old Hall, The Common, T1 - Group of 10 conifers to be removed, **No objections**

2022/1607, Mulbarton Hall, The Common, Holm Oak (T1) - Clear the fallen section and cut back/pollard the standing section to approximately 6 metres in height or coppice tree, No objection

2022/1166, Co-Op Supermarket Cuckoofield Lane, 2 x halo illuminated signs, 1 x non-illuminated fascia sign and 2 x non-illuminated totem panels (retrospective permission), **Approval with Conditions.**

### **7.2. To note the comments sent to South Norfolk District Council since the last meeting (none)**

No comments have been sent since the last meeting.

### **7.3. To consider any new planning applications and agreed comments**

2022/1832, Tabor House Norwich Road, T1 (Blackthorn/Sloe) - Fell, T2 (Blackthorn/Sloe) - Fell, T3 (Blackthorn/Sloe) - Fell, T4 (Blackthorn/Sloe) - Fell, T5 (Laurel) - Fell, T6 (Holly) - Fell to a height of 50cm, T7 (Elder) - Fell, T8 (Prunus) - Crown lift to 2m. **No comments**

2022/1722, 29 Pheasant Close Mulbarton, Garage conversion **No comments**

2022/1771, Mulberry Park, The Common, Extension to spectator shelter. **Supported.** Steve Sewell advised councillors they were to debate if they would grant permission, as the landowner, under item 8. Item 7.3 is to agree the comments to South Norfolk District Council planning department.

Barry Duffin asked if some councillors may have a conflict of interest. Adam Banham did not take part in the debate or resolution. Danny Gaskin advised he was volunteer at the

football club, Louis Kaszczak confirmed he is named on their website, Roger Dyndal and Laurence Hughes stated they were supporters. Barry Duffin asked if these councillors should be excluded from the vote. The chair advised this was not necessary. The council unanimously **AGREED** to support the planning application.

## **8. To reconsider the request from Mulbarton Wanderers to construct a new stand at Mulberry Park**

The councillors discussed previous minutes where this item had been considered, legal advice that had been given at the time, the lease due for renewal in 2023, the current infrastructure around the pitch.

The chair of the football club answered questions about the planning application, the clubs need of the additional stand, their club status and financial planning. It was noted the chair of the football club advised of insurance of some of the infrastructure that the parish council may also be insuring. **ACTION:** the clerk to discuss this with the football club outside of the meeting.

The council congratulated the football club on their progress and success over recent years.

The council unanimously **AGREED** to grant permission for the stand as laid out in the planning application 2022/1771.

## **9. Finance**

### **9.1. To receive an update on the addition of signatories for all bank accounts**

The clerk advised the application form had been refused by the bank and she will contact them for more details.

### **9.2. To receive an update on the progress made on internet banking with Santander**

The clerk and new signatories do not have internet banking due to issues highlighted in item 9.1. **ACTION:** Steve Sewell will contact the bank to setup his internet banking.

### **9.3. To note any income received since last report on 5 September**

Since the last meeting the council has received £176.30 from the multi-use games area, leases, and allotments.

### **9.4. To ratify payments made since 5 September meeting and agree payment list**

The council **RAFTIED** the payments already made and **APPROVED** the payment list as detailed at the bottom of these minutes but have requested all the surveyor's reports from Watsons.

The clerk advised a quote had been received from the insurance company of £2,013.93 but this did not reflect some of the changes required due to the village hall insurance and further changes that may be required because of the football club insurance. The delay in communications between the insurance company and the clerk have been due to the

insurance company using an incorrect email address. The council **AGREED** to go ahead with the insurance with a maximum cost of £2,013.93.

**9.5. To note the bank reconciliation dated 17 September 2022**

The council noted the bank reconciliation.

**9.6. To agree an internal auditor for next audit due Spring 2023**

The council noted Carole Jowett had done a good job over the past few years but agreed it was time to change auditors. The council **AGREED** to appoint Catherine Moore.

**9.7. To consider insurance policy for 2022/23**

This item was discussed under item 9.4

**9.8. To discuss 2023/24 budget items**

The council **AGREED** to defer until next month.

**10. To consider request for a discussion with EDF Renewables concerning Bloy's Grove Solar Farm**

Ian Spratt spoke about this under item 5. The council **AGREED** Steve Sewell would contact EDF Renewables.

**11. To receive an update on the request to purchase a SAM2 sign**

The Speed Watch group have suggested several possible locations for the sign and have volunteers to help the council. Highways have been contacted but no response has been received to date. Nigel Legg advised Bracon Ash are also investing in a SAM2 sign.

**ACTION:** the clerk to contact the County Councillor who may be able to support financially.

**12. To receive an update from working groups**

**12.1. Open spaces & play areas, including land adjacent to The Meadows**

Adam Banham and Danny Gaskin form the working group. Mark Kerr is looking at app that could be used for play area inspections. Steve Sewell advised he has checklists for each play area. The annual inspections have been completed and the reports were shared with the councillors ahead of the meeting.

The council discussed land adjacent to The Meadows.

**ACTION:** the working group to restart the weekly play area checks. The clerk to support the working group, Nigel Legg and MALGA to progress the land adjacent to The Meadows.

**12.2. Allotments**

Steve Sewell is the only member of the working group. The shed on Oakley Park South has had the key lock removed and is now accessible by the number lock only.

The clerk noted there had been complaints about the footpath not being levelled or maintained at Oakley Park South.

**ACTION:** site visits to be carried out by Steve Sewell, the clerk and MALGA to discuss the issues and carry out risk assessments.

### **12.3. Footpaths & public rights of way**

Roger Dyndal confirmed there was nothing to report.

### **12.4. Planning**

Steve Sewell and Louis Kaszczak form the working group. The council discussed neighbourhood plan review.

### **13. To receive an update from the Common Steering Committee, including anti-social behaviour and police response**

Adam Banham has discussed vandalism with PC Self. Police are talking to individuals involved and introducing Acceptable Behaviour Contracts (ABC's). The council are being advised that they may need to consider the options of prosecution or restorative justice.

### **14. To receive an update on the transfer of the allotment land at Oakley Park South**

Nigel Legg has confirmed the planning conditions have been met. He went on to advise that if the parish council do not take on the allotments the developers have the right to pass to a third party. The clerk advised she had again chased the lawyers but still had no response.

**ACTION:** the clerk to chase the lawyers again.

### **15. To consider a request from the Scout Group to hold their annual bonfire and firework display**

The Scout Group have provided the council with a copy of their public liability insurance. The Village Hall Management Committee have confirmed they are happy for the event to go ahead. The council **AGREED** to grant permission for the event.

### **16. To consider the removal of the noticeboard by Blakey's Bus**

The council **AGREED** to remove the notice board. Steve Sewell and Roger Dyndal will remove it once a risk assessment has been carried out.

### **17. To discuss the need for a parish council office**

The council discussed the need to store documents and equipment. Adrian Miller confirmed the charge for the office will be £44 per week. The council discussed if the space could be shared with the post office. **ACTION:** the clerk to define what does the council need. Councillors to consider the needs of the residents.

## **18. To receive an update on the removal of the container from Treetops Nursery Garden**

The clerk advised the Village Hall Management Committee had confirmed there was no suitable space on the village hall site for the container. The council discussed if they would need the container if they had no office space, if it would be possible to put it in Orchard Park or if the football club would have a need for the container. The council thought it would be difficult to remove the container from its current location but believe Treetops Nursery had found a possible solution. **ACTION:** the clerk to contact Treetops Nursery for more information.

## **19. To discuss buses parking on Cuckoofield Lane**

The council agreed the parking was dangerous and it had been raised with the bus company previously. **ACTION:** the clerk to contact the bus company

## **20. To discuss overgrown hedges in various locations around the parish**

The council noted works had been carried out at Long Lane, although the clerk had received a complaint about the quality of the work.

The corner Forge Gardens had been raised as an area that needed looking into. This forms part of the Common and will be referred to the Common Steering Committee.

A resident had contacted Nigel Legg again regarding the overgrown tree in the ditch that backs on to Nightingale Close. **ACTION:** the clerk to gain two quotes, i) to lop the tree, 2) to remove the tree.

## **21. Correspondence**

- 21.1. Norfolk Parishes Movement for an OTN - September Update**
- 21.2. Advance notice of vegetation clearance from Hornsea 3**
- 21.3. Local Police Community Meeting, 29 September**
- 21.4. Norfolk Minerals and Waste Local Plan**

The correspondence was noted.

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

Orchard Park bins are full and there is broken glass on the field. **ACTION:** the clerk to contact South Norfolk District Council Commercial Waste.

The football club wish to cut hedge around Orchard Park.

Trees overhanging the footpath by school. This will be passed to the Common Steering Committee.

Play areas that are not the responsibility of the parish council are either checked by the management company or the developer.

## **23. To receive items for the next agenda (Monday 7 November 2022)**

No items were received.

**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 and members of the public left.

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

Roger Dyndal gave an update on the current situation, he explained that he had spoken to Spire Solicitors who were now advising the council may need a barrister if they cannot reach an agreement with the Village Hall Management Committee. The council thanked Roger for his continued contribution in difficult circumstances. Due to the significance and complexity of the issues the council unanimously **AGREED** to pass the matter to Spire Solicitors to reach a resolution.

Roger Dyndal expressed frustration over the availability of council held information but was advised that he had all the information that was known about.

Meeting closed 9.57pm

## Payments to be ratified on 3 October 2022

| <b>Payment to</b> | <b>Description</b>   | <b>Payment</b>  | <b>VAT</b> | <b>Method</b> |
|-------------------|----------------------|-----------------|------------|---------------|
| BT                | Monthly charges      | 81.78           | 13.63      | DD            |
| Anglian Water     | Monthly direct debit | 13.56           |            | DD            |
| Lorraine Trueman  | Sept salary          | 745.44          |            | Cheque        |
| HMRC              | Tax & NI             | 212.56          |            | Cheque        |
| <b>Total</b>      |                      | <b>1,053.34</b> |            |               |

## Payments for approval on 3 October 2022

| Payment to                        | Description                 | Payment         | VAT           | Method |
|-----------------------------------|-----------------------------|-----------------|---------------|--------|
| David Bracey                      | Annual play area inspection | 216.00          | 36.00         | Cheque |
| Norfolk Parish Training & Support | Elections training (clerk)  | 36.00           | -             | Cheque |
| Spire Solicitors                  | Lease advice (pre May)      | 180.00          | 30.00         | Cheque |
| South Norfolk Council*            | Refuse                      | 33.91           |               | DD     |
| Anglain Water**                   | Monthly direct debit        | 13.56           |               | DD     |
| BT***                             | Monthly charges             | 81.78           | 13.63         | DD     |
| Watsons****                       | Survey of vilage hall site  | 1,500.00        | -             | Cheque |
| Ribbonsdale                       | Grounds maintenance         | 1,390.28        | 231.71        | Cheque |
| <b>Total</b>                      |                             | <b>3,451.53</b> | <b>311.34</b> |        |

\* due 1 Oct

\*\* due 16 Oct

\*\*\* due 10 Oct

\*\*\*\* £120 to be funded by PC, balance from MVHMC