

## Meeting minutes of Mulbarton Parish Council

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

Parish Councillors present: Adam Banham (Chair), Louis Kaszczak, Danny Gaskin, Dennis Wells (Vice-Chair) and Steve Sewell

District Councillors present: Jim Webber

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

### 1. To receive apologies for absence

All councillors were present.

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

Adam Banham declared an interest in agenda items 8 and 12, Steve Sewell declared an interest in agenda item 9.2 and Danny Gaskin declared an interest in agenda items 17 and 25.

### 3. To approve the minutes of the Parish Council Meeting held on 21 October 2024

The council **APPROVED** the minutes, and the chair signed them as a true and accurate record.

Following a request, the chair moved agenda item 24 to next in the meeting.

### 24. To receive a report from Scouts on the firework event held on Orchard Park

A member of the Scouts gave a report of the event. It was noted that changes within the scout area made movements during the event easier although access through the village hall site was still a problem this year. Parking and traffic remain an issue, and all discussed a possible future road closure. There was a lot of positive feedback from those who attended the event.

### 4. Open forum for public participation: an opportunity to hear from members of the public and District Councillors

MALGA held their AGM on the 6th of November and the group praised the positive links with the parish council.

A member of the public asked about the SAM2 data on when the speed of vehicles was captured. Dennis Wells explained that it was dependent on the location.

The District Councillors had shared a report ahead of the meeting and District Councillor Jim Webber gave a summary of this report.

Members of the public asked about a possible speed limit reduction and the painting of double yellow lines on the Common between Long Lane and the village hall. The chair decided to bring forward agenda items 21 and 18.

## **21. To receive an update on speed limit reduction, Long Lane, north along Common, to B1113 (LT)**

The parish council had received an e-mail from Norfolk County Council advising they would not support a speed reduction on the B1113, but they were willing to consider a speed reduction along the Common from Long Lane to the village hall and from the school to Forge Orchards. A traffic regulation order survey would be required and to carry this out the parish council would need to fund £4k to £8k. **ACTION:** the clerk to contact Norfolk County Council to ask if we could reduce the cost if we did both surveys at the same time, to ask if the parish council would be expected to fund any additional signage as a result of a speed reduction and if the SAM2 data collected by the parish council could be used as part of the survey. The clerk to inquire about the possible addition of double yellow lines from Long Lane to the village hall. It was noted that a member of the public had contacted the Parish Council with this suggestion, but another was not in favour of double yellow lines.

## **18. To agree on the Parish Partnership Scheme application (All)**

Time had run out to agree the schools requirements. The council **AGREED** they would like to use the parish partnership scheme to purchase an additional SAM2 sign and an additional location close to Boots, the Chemist. The council would prefer a different visual SAM2 sign to the current one and **AGREED** the Clerk could sign off app application that would commit the parish council to a maximum spend of £4.5k.

## **5. To report progress on items not on the agenda (information only)**

The Clerk's report was available on the website ahead of the meeting.

## **6. Finance (LT)**

### **6.1. To note the bank reconciliation dated 31 Oct 2024**

Noted

### **6.2. To review actual v budget as at 31 Oct 2024**

Noted

### **6.3. To receive a report on invoices raised in Oct and an update on outstanding invoices**

Report received

### **6.4. To note any income received in Oct**

None

### **6.5. To ratify payments made since the last meeting and agree payment list**

The payments were AGREED as detailed at the bottom of these minutes.

### **6.6. To consider 2025/26 budget, version 2**

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The council **AGREED** to defer this until December. **ACTION:** add Norfolk Parish Councils of similar sizes to the band D comparison list.

## 6.7. To receive a report of VAT advice received

The council had received a report on VAT advice received. The Clerk explained that it was likely further advice would be needed when the Parish Council proceeded with the Community Hub project.

## 6.8. To note clerk's contractual pay increase, back dated to April 2024

Noted.

## 7. To review the risk register, management and compliance section (All)

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

## 8. Planning applications (LK/SS)

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

2024/3399, 10 Rectory Close, to fell dangerous tree. **APPROVED.**

2024/2522, 6 Owl Drive, single storey extension **APPROVED.**

### 8.2. To consider any new planning applications (none)

None.

## 9. To receive an update from the Allotment Working Group (DW/SS)

### 9.1. To receive an update

An update was available in the Clerk's report. It was also noted complaints received from members of the public about the parking on the corner of Long Lane and the Rosary by the allotments.

### 9.2. To discuss the agreement with Richs Trust regarding Long Lane allotment site

Steve Sewell explained there was no agreement between the parish council and the Riches Trust for water and maintenance. Steve Sewell and the Clerk had visited the site and thought that the ditch and the hedge belonged to the trust and they were responsible for the maintenance. Steve Sewell explained the trust did not have the funds for the hedge maintenance, but the council thought it would be possible for the trust to apply to the council for grant for the one-off cost.

**ACTION:** Steve Sewell to discuss the hedge ownership and maintenance with the trust and the clerk to prepare a summary of water bills and maintenance costs to share with the council at the next meeting.

## 10. To receive an update from footpath and public rights of way working group (DW/SS)

Dennis Wells advised the 30 MPH sign on the B1113 had been replaced. Norfolk County Council have advised that the missing footpath sign on the rosary has been replaced and they pass across the crops has been reinstated.

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The horses using the footpath from the Rosary into the Oakley Park estate continues. Norfolk County Council, Oakley Park management company, the landowner and the police are aware of the situation. **ACTION:** the clerk to purchase 2 signs, using S137, that state “no horses” and these to be given to the landowner to fix to the relevant fencing.

## **11. Open Spaces and Play Areas working group (AB/DW/DG)**

### **11.1. To receive an update**

The clerk advised that following a weekly play area inspection the cargo net at the village hall had been removed and a swing on the common would be removed due to safety concerns.

### **11.2. To agree a scope of work for Meadows play area**

The council **AGREED** the scope as shared with them ahead of the meeting.

## **12. Planning working group (LK/SS)**

### **12.1. To receive an update**

### **12.2. To consider the Newton Flotman Neighbourhood Plan**

### **12.3. To consider a response to Norfolk Minerals and Waste Local Plan**

### **12.4. To consider a response to Norwich City Council Statement of Community Involvement Consultation 2024**

There was no update and the council noted items 12.2 to 12.4.

## **13. Village Hall**

### **13.1. To receive an update from the Village Hall Committee (LK)**

Louis Kaszczak advised the committee had not met since the last parish council but they were due to meet with the village hall management committee in early December.

### **13.2. To receive correspondence regarding update of Parish Council address (LT)**

Noted

### **13.3. To consider response regarding market stall on car park (All)**

The management committee had not consulted with the parish council on using the car park for market stall(s) and therefore the parish council had not granted permission. The council were concerned about insurances, licences and the impact this could have on other local businesses.

### **13.4. To consider request from Social Club to contribute towards additional CCTV**

The council **AGREED** to contribute £100 and this to be added to the payment list already agreed.

## **14. Common Steering Group**

### **14.1. To receive an update (LK/SS)**

Louis Kaszczak gave an update and the minutes from the last steering group meeting was shared with the council ahead of the meeting.

### **14.2. To consider contributing to the repairs at the car park near the school (LK/SS)**

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The parish council **AGREED** to contribute in principle but did not want to be left in the position where a local organisation owed the council money. **ACTION:** the clerk to clarify the costs and to find out how much are the parties were contributing.

## 14.3. To consider quote for additional grounds maintenance (LT)

The council **AGREED** the additional grounds maintenance costs of £500.

## 15. To receive an update from the Community Project Group and discuss feasibility report (LK/LT)

The feasibility report was available on the website ahead of the meeting. The ongoing ownership dispute will make funding for improvements to the site difficult and will have an impact on the activity on Mulberry and Orchard Parks.

## 16. To receive SAM2 data (DW)

There had been two sets of data produced since the last meeting. One set had been shared but the nearest batch was with the clerk to process.

## 17. To receive an update on the new fencing around Mulberry Park (DG)

Danny Gaskin gave an update. It was hoped that the probation service could be used to remove the current fencing. Now that the Community Hub feasibility report has been published. Mulbarton Wanderers CIC are considering their funding options.

## 25. To consider temporary structure on Mulberry Park for changing facilities (All)

Danny Gaskin gave an update on the requirements and the potential impact on Mulbarton Wanderers CIC if the requirements were not met by the 31 March 2025. The council **AGREED**, in principle, to a temporary structure and would wait for more information.

The council **AGREED** to extend the meeting period over 2 hours, as defined in Standing Orders 3x

## 18. To agree on the Parish Partnership Scheme application (All)

This agenda item was **AGREED** under agenda item 4.

## 19. To receive an update on Blakey's Bus lease agreement (LT)

No update available.

## 20. Land north of The Meadows (All)

### 20.1. To consider taking ownership of land from South Norfolk Council

The council discussed ditch management, involvement of the Environment Agency, the structure over the ditch and legal fees. **ACTION:** the clerk to contact the South Norfolk Council for more information.

### 20.2. To discuss maintenance requirements of land

Discussed under item 20.1

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## **21. To receive an update on speed limit reduction, Long Lane, north along Common, to B1113 (LT)**

This agenda item was discussed under agenda item 4.

## **22. To agree increase in Parish Warden hourly rate and agree weekly hours for 2025 (LT)**

The council **AGREED** to the increase in the Warden's hourly rate to £22.50 and to keep hours to 6 per week.

## **23. To consider replacing noticeboards at Common and Meadows (LT)**

**ACTION:** the clerk to arrange the removal of the Meadows notice board and Danny Gaskin to consider repairs to the Common notice board.

## **24. To receive a report from Scouts on the firework event held on Orchard Park**

This item was discussed after agenda item 3.

## **25. To consider temporary structure on Mulberry Park for changing facilities (All)**

This item was considered after agenda item 17.

## **26. Staffing**

### **26.1. To agree who will replace S Aylmer in carrying out clerk's appraisal**

The council **AGREED** Adam Banham would carry out the clerks appraisal with Steve Sewell.

### **26.2. To agree the clerk may take on additional employment**

The council **AGREED** the clerk's additional temporary employment.

## **27. Correspondence**

### **27.1. Unity Trust Bank interest rate reduction**

Noted

## **28. Open forum for public participation: second opportunity to hear from members of the public**

The Social Club are considering the Xmas lights required and will contact the clerk when they have reached a decision about spending the balance of the £500 earmarked for the Xmas tree and decorations.

## **29. To receive items for the next agenda**

Budget, update of bank mandate, update on required Mulberry Park structures.

## **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.

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## 30. To agreed Heads of Terms relating to renewal of phone mast lease

The council **AGREED** to defer the matter.

Meeting closed at 9.52pm

## Item 6.5 Payments ratified and agreed

### Payment List - Nov 2024

#### Payments from current account

Supplier	Description	Total
Talking Elm	Tree works	1,110.00
Spire Solicitors	Village Hall legal fees	3,600.00
Talking Elm	Tree works	630.00
Norfolk Pension Fund	Pension Contributions	903.78
HMRC	Tax & NI	841.63
Lorraine Trueman	Salary	2,341.08
Target Trees	Allotment - Meadows maintenance	400.00
Anglian Water Business (National) Ltd	Allotment - Swamp water	73.29
Anglian Water Business (National) Ltd	Allotment - Long Lane water	84.25
Anglian Water Business (National) Ltd	Allotment - Meadows water	84.26
Anglian Water Business (National) Ltd	Allotment - OPS water	88.11
British Telecommunications plc	Office broadband & phone	64.38
APC Pest Control	Meadows pest control	144.00
Iceni Gardening & Landscaping	Grounds maintenance	98.00
Norse Eastern Ltd	Grounds maintenance	142.10
Norse Eastern Ltd	Village Hall grounds maintenance	254.84
Norse Eastern Ltd	Allotment - Swamp maintenance	207.29
Bob Burkey (Ribbonsdale Nurseries)	Grounds maintenance	1,387.88
Rob McLean (No Bull Home Improvements)	Grounds maintenance	805.00
Mulbarton Social Club	Contribution to CCTV	<u>100.00</u>

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**Payments from current account** **13,359.89**

**Payments from credit card**

<b>Supplier</b>	<b>Description</b>	<b>Total</b>
Tesco	Office expense	2.75
WIX.com	Website	<u>129.60</u>

**Payments from credit card** **132.35**

**Total payments** **13,492.24**