

Meeting minutes of Mulbarton Parish Council

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

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

Adam Banham opened the meeting. Thanked Steve for his service to the parish council over the last 16 years.

1. To elect a Chair, following the resignation of Steve Sewell

Mark Kerr was nominated, seconded and unanimously voted as chair. Mark signed the declaration of acceptance of office.

2. To elect a Vice-Chair

Adam Banham was nominated, seconded and unanimously voted as vice-chair.

3. To receive apologies for absence

All councillors were present.

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

Adam Banham declared an interest in planning matters. Danny Gaskin declared a pecuniary interest in Village Hall and Mulbarton Wanders CIC.

5. To approve the minutes of the Parish Council Meetings held on 7 November 2022

The minutes were **APPROVED** by council and the Chair signed them as a true and accurate record.

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

Dennis Wells was not at the meeting but requested to be considered for co-option. The council **AGREED** to ask Dennis to attend the next meeting when he would be given his chance to speak.

Rachel McLean and Rebecca Harvey were unanimously co-opted onto the Parish Council. Both signed the declaration of acceptance of office and joined the parish councillors.

7. To report progress on items not on the agenda (information only)

It had been noted that bus drivers had started to use the bus stop on Cuckoofield Lane again for the stopping point for their breaks, causing dangerous situations for other road users. First Bus have been contacted and have advised they will address this with the drivers. Danny Gaskin believed it was still occurring at 7am.

Highways are investigating the flooding reported on the road, by the bus stop opposite the Co-op.

The disposal of the shipping container in Treetops Nursery is a specialised job and no quotes have been received yet.

The application for a SAM2 sign via Norfolk County Councils' Parish Partnership Scheme 2023/24 has been submitted. A decision is expected in March 2023.

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

A member of the public asked about a brown sign for the village hall. This is a matter for the village hall to progress, but the parish council will assist if required

A member of the public asked if the council could put a SAM2 sign by the Worlds End. The council explained that they had applied for a SAM2 sign, with the help of Speed Watch, and a decision is due in March 2023.

A member of the public asked why children could not use Mulberry Park football pitch. The council explained that this was leased to Mulbarton Wanderers and the chair of Mulbarton Wanderers explained that they spent a lot of time and money to maintain the pitch so that it could be used but to give more access would leave the pitch unplayable.

Nigel Legg reported South Norfolk District Council are considering purchasing 100 houses to ease the rising homeless situation, village clusters programme for Greater Norwich is being developed and outcome should be announced in January 2023 and that this is a possibility of more battery banks being in the village.

Ian Spratt is continuing to work on the East Anglian Green pylons. Ward members are meeting later this month to discuss further. Planning for a new recycling dept at Wymondham have been submitted and he urged everyone to follow government guidelines on Avian Flu.

A member of the public reported that there was a significant increase in traffic early in the morning. It was believed this was due to the A11 roadworks and concern that this will continue when work starts on the A140 in 2024.

9. Planning applications (LT/LK)

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

2022/1833, 1 Tudor Way, Certificate of lawfulness proposed for erection of 1.8m close boarded fence to boundary. **APPROVED**

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

2022/2196, 4 Old Rectory Close, Erection of two storey side extensions and side porch. **No comments**

10. Finance (LT)

10.1. To consider changing bank accounts and agree bank signatories

The council **AGREED** to move all accounts to Unity Bank.
The council **AGREED** to update the Santander Bank mandate, removing Steve Sewell, adding Danny Gaskin and appointing the clerk as administrator before switching to Unity bank so that the switching service could be used. Mark Kerr, Laurence Hughes and Louis Kaszczak will be added to the mandate once the switch has been done.

10.2. To note any income received since last report

£124.30 has been received since the last meeting.

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

The council **RATIFIED** and **AGREED** payments as listed below. The clerk advised the payments could not be paid until the bank mandate was updated.

10.4. To note the bank reconciliation dated 29 Nov 2022

The council noted the bank reconciliation.

10.5. To agree to appoint a VAT specialist

The clerk advised she had sought advice from SLCC (Society of Local Council Clerks)

10.6. To consider allotment fees for 2023/24

The council **AGREED** to defer this until village hall

10.7. To discuss 2023/24 budget items and agree timetable

The council **AGREED** to defer this until village hall

11. To receive an update on the risk assessment document (MK/LT)

Mark Kerr advised he was preparing a replacement risk register and will present in March 2023.

12. To agree the co-option policy (LT)

The council **AGREED** to the co-option policy.

13. To appoint councillor(s) to allotment working group following the resignation of Steve Sewell

The council **AGREED** to appoint Mark Kerr and Roger Dyndal to the allotment working group and to work with MALGA.

14. To receive an update from footpaths & public rights of way working group (RD)

Roger Dyndal advised the Ramblers Association had contacted him regarding the footpath that runs to Swardeston and noted that it is impassable due to stinging nettles during the summer months.

15. To receive an update from planning working group (LK)

15.1. To appoint new member(s) following the resignation of Steve Sewell

The council **AGREED** to appoint Laurence Hughes

15.2. To receive an update from the working group

The council discussed the need to review neighbourhood plan and **AGREED** to appoint Becca Harvey to join the neighbourhood plan review group.

16. Common Steering Committee (LK/MK)

16.1. To receive an update from the working group

The working group are trying to understand the parish council's legal responsibilities of the common and hope to meet soon to discuss this. It was noted that the Common car park at the front of the Village Hall was in need of repair and the working party are getting quotes for this.

16.2. To consider a ceremony and/or plaque to mark the planting of the tree

The council **AGREED** to a plaque maximum £200.

17. Open spaces and play areas (AB/DG)

17.1. To receive an update from the working group

Danny Gaskin is stepping down from working group due to other commitments. Adam Banham has carried out some inspections and some minor work needs actioning.

17.2. To agree the contractor to coppice the trees along boundary of The Meadows/Nightingale Close

The clerk advised she was only able to get 2 quotes, out of the 4 requested. The council **AGREED** to appoint Target Trees to carry out the works. **ACTION:** the clerk to ask Target Trees about long term maintenance and to ask MALGA if they want the chippings from the tree works.

17.3. To discuss an incident that occurred at the Scouts firework display on 5 November

The Scouts have confirmed an incident did occur and that this is with their legal team. No further details have been provided to the Parish Council.

17.4. To receive an update on the future management of Mulberry and Orchard Parks and how to safeguard the space for public use (RD, LK)

Roger Dyndal advised this may be part of the village hall discussions.

18. To consider co-investment grant scheme offered by South Norfolk District Council (LT)

The council **AGREED** to appoint Mark Kerr, Roger Dyndal and Becca Harvey.

Danny Gaskin left the room.

19. To discuss new lease for Mulberry Park

The council **AGREED** to lease the whole park to Mulbarton Wanderers CIC. **ACTION:** Clerk to find out if there is a maximum of time before a long lease changes legal status.

20. Village Hall Management Committee

20.1. To appoint trustee as requested by the Village Hall Management Committee

The council **AGREED** to appoint Mark Kerr

Becca Harvey left the meeting

20.2. To consider grant request

The council wanted to support warm spaces initiative but **AGREED** to defer another month.

Danny Gaskin and Becca Harvey re-joined the meeting.

20.3. To agree the manning of the raffle stall at the Xmas Market on 11 December

Mark Kerr, Laurence Hughes, Lorraine Trueman **AGREED** to help on the raffle stall

21. To agree strategic planning session with Norfolk Parish Training and Support

The council **AGREED** to go ahead with the strategic planning session at a cost of £280 on 24 January.

22. To consider employment of Parish Warden/Maintenance Operative

The council **AGREED** a parish Warden/Maintenance Operative would be beneficial and appointed Danny Gaskin & Rachel McLean to make a proposal to the parish council.

23. To agree additional employment for the clerk

The council **AGREED** to the clerk taking on another parish clerk role for 5 hours a week.

24. To agree dates for 2023 meetings

The council **AGREED** the following dates,

| | | | |
|-----------|------------|------------|-------------|
| 9 January | 6 February | 6 March | 3 April |
| 22 May | 3 July | 7 August | 4 September |
| 2 October | 6 November | 4 December | |

25. Correspondence

25.1. MALGA newsletter

25.2. Elections Act 2022 from South Norfolk District Council

The council noted the correspondence.

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

A member of the public commented that the Village Hall site and Orchard Park are designated as dog free area but not enforced.

27. To receive items for the next agenda

Update on firework, budget

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;

All members of the public and the clerk left the meeting.

The council **AGREED** to extend the meeting past 2 hours in Standing Orders

28. To review probation period and terms of employment

The council **AGREED** to move the clerk to salary point 31 and to set up pension with Norfolk Pension Fund from immediate effect.

The clerk re-joined the meeting.

The council **AGREED** Rachel McLean would review the clerk's terms of employment and job description.

Danny Gaskin and Becca Harvey left the meeting.

29. To receive an update and agree next steps relating to the village hall

The council received a summary of the meeting with the lawyer and barrister and **AGREED** to make the Village Hall an offer to bring the matter to a close. **ACTION:** the clerk to contact the Village Hall to arrange for the handing over of grounds maintenance and to agree income belonging to the Village Hall is made directly to them.

Meeting closed at 10.06pm

Items to be ratified & payment list for approval

Payments to be ratified on 5 December 2022

| Payment to | Description | Payment | VAT | Method |
|-----------------------|------------------|-----------------|--------------|--------|
| Lorraine Trueman | Nov salary | 1,072.96 | | Cheque |
| HMRC | Tax & NI | 382.79 | | Cheque |
| Gallanger Insurance | Annual insurance | 1,999.00 | | Cheque |
| Anglian Water | Monthly charge | 13.56 | | DD |
| BT | Oct charge | 86.68 | 14.44 | DD |
| BT | Nov charge | 96.40 | 16.06 | DD |
| South Norfolk Council | Refuse | 33.91 | | DD |
| Total | | 3,685.30 | 30.50 | |

Payments for approval on 5 December 2022

| Payment to | Description | Payment | VAT | Method |
|------------------|-------------------------|-----------------|---------------|------------|
| Danny Gaskin | Padlocks for VH barrier | 15.98 | 2.66 | Cheque/Tfr |
| Lorraine Trueman | Stamps & WIX | 127.22 | 18.00 | Cheque/Tfr |
| Spire Solicitors | Legal advice | 1,195.80 | 199.30 | Cheque/Tfr |
| Total | | 1,323.02 | 217.30 | |