

Meeting minutes of Mulbarton Parish Council

Monday 19 February 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), Suzanne Aylmer and Steve Sewell
District Councillors present: Ian Spratt and 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 planning matters and school under item 7 and 18.
Danny Gaskin declared an interest in Village Hall matters under item 32.

3. To approve the minutes of the Parish Council Meeting held on 4 Dec 2023 and 22 Jan 2024

The council **APPROVED** the minutes and the chair signed them as a true and accurate record. The council thanked Rebecca Harvey for her contribution to the Parish Council following her resignation in January.

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

The clerk had provided a report ahead of the meeting that was available to councillors and members of the public.

The tree work had been carried out at Orchard Park and The Meadows except for the willow trees alongside the stream at The Meadows. The tree surgeon had advised for this work not to go ahead and would be preparing a new proposal.

Catbridge Lane was still closed and awaiting BT to repair the cable.

The Common car park and Village Hall vehicle access will be closed on 22 and 23 February while Norfolk County Council repair potholes in the road by the entrance.

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

District Councillors summaries their report which was available on the council website. A discussion about the flooding on the B1113 in Swardeston. This is with the County Council. A member of the public spoke about Catbridge Lane.

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

No change.

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7. Planning applications (LK)

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

2023/3640 , 5 Meadows Drive, Proposed garage conversion and first floor extension above with associated works. **APPROVED**

2023/3552, 3 Otter Drive, Single storey rear extension and front first floor extension over garage. **APPROVED.**

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

2024/0309, 8 Gudgeon Way, Variation of conditions 2 & 4 of 2023/2097. No comments.

8. Finance (LT)

8.1. To agree changes to bank mandate

The council **AGREED** to remove Mark Kerr from the bank mandate and add Suzanne Aylmer

8.2. To note the bank reconciliation dated 31 January 2024

The council noted the bank reconciliation which was available to councillors and the public ahead of the meeting.

8.3. To note actual v budget to 31 January 2024

The council noted the report which showed expenditure to 31 January of £76,283 v budget of £100,901.

8.4. To note any invoices raised and income received in December 2023 and January 2024

The council noted invoices had been raised totalling £3,169.17 and receipts of £15,621.66. One unpaid invoice and the clerk to continue to chase for payment.

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

The council **RATIFIED** and **APPROVED** the payment lists as detailed at the bottom of these minutes.

9. To receive an update from working groups

9.1. Allotments Working Group (DW)

The Parish Warden had advised changes to the pipework was not necessary. The numbering of plots to start when the weather had improved, and the trough covers were to be reconsidered after the numbering had been completed.

9.2. Planning working group (LK)

The working group is waiting for the feasibility study before considering next steps on the neighbourhood plan review.

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

ACTION: Clerk to chase Parish Warden for the costs for an additional access to play area and to move the vehicle access at the Meadows

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

The footpath from Brickkiln Lane to Green Lane is closed at both ends until the end of May. The missing finger post on the path from The Rosery to the Bluebell Estate has been replaced but is pointing in the wrong direction. **ACTION:** Dennis Wells and Steve Sewell to turn post. The Give Way sign at Shotesham Lane & Rectory Lane is down and has been reported to Norfolk County Council.

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

The next group meeting is due to take place in April. The memorial trees now have commemorative plaques and South Norfolk are bidding for funding towards a project to help eradicate an invasive weed in some of the ponds. The council thanked South Norfolk Council for all the resources given over the last 12 months, flailing the edges of The Common, maintaining ponds and trees, etc. **ACTION:** Next Steering Group meeting, discuss the Ash tree by Harvest House. Council discussed the north access to Mulberry Park. **ACTION:** Danny Gaskin and clerk to get a quote to clear north access.

11. To receive minutes from the Village Hall Committee (AB/LK/DW/SA)

The council noted the minutes.

12. To receive update on the Community Project and agree Parish Council representative (LT)

South Norfolk Council has submitted an application to the Pride in Place scheme. The results are due in March. If successful, the feasibility study will start in April and be complete in June. Council discussed using the Annual Parish Meeting to collect/share data. The council **AGREED** to ask Mark Kerr to remain on the working group and appointed Louis Kaszczak.

13. To approve the clerk to sign the Norse grounds maintenance for Orchard Park

The council **APPROVED** the clerk to sign the contract which was shared with the councillors ahead of the meeting.

14. To receive SAM2 data (DW/LT)

The council received the data.

15. To discuss Community Emergency Plan (DW)

ACTION: Danny Gaskin and the clerk to progress this and report back to full council.

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

16.1. To agree repairs to play equipment

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Dennis Wells and the clerk had tried to get 3 quotes to repair the zipline but contractors were not willing to guarantee work on a zipline they had not installed.

The council **AGREED** to proceed with the OLP quote a £2,674.10 + VAT

16.2. To discuss new play equipment

Some examples of equipment and costings had been shared with councillors ahead of the meeting. Councillors discussed the type of equipment, age range, location and costs.

ACTION: the clerk to draft documentation to share with the public. This is to include equipment the council currently own, the age ranges currently catered for, the locations of equipment, and details of possible new equipment. This is to be agreed by full council before publishing.

17. To consider Battery Energy Storage and Safety

No action as decided to focus on other priorities at the present time but will keep the subject under review.

18. To note Mulbarton Primary School possibly becoming a feeder school for The Hewett Academy

Noted

19. To discuss email received from Mulbarton Primary School about traffic issues during school drop off and pick up times

Members of the public were present to hear the council's view and explain the difficulties and concerns of those who are most affected. The council had also been contacted by the school about possible actions that could be taken to ease the situation. This email had been shared with councillors ahead of the meeting and the clerk had discussed with Highways.

Norfolk County Council have agreed to repaint the yellow zigzags on Long Lane but it was felt more action could be taken to improve safety.

Councillors discussed the options but any action would need to be agreed by Highways. The council **AGREED** to consider the Parish Partnership Scheme, which is usually opened in June for the following year's allocation.

20. To agree legal fees of £1,250 for the renewal of Blakey's Bus lease

The council **AGREED** to renewal fees with Spire Solicitors.

21. To note new contract for office broadband and phone line and agree direct debit

The British Telecommunications contract was noted and the council **AGREED** to pay by direct debit.

22. To discuss options to hire out MUGA (multi use games area)

The council discussed the option of installing a new electronic gate and the use of a booking website. **ACTION:** the clerk and Steve Sewell to research website option.

23. To discuss the speed limit, 40mph, on northern part of Norwich Road

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The council discussed the site and Norfolk County Council's Speed Management document.

ACTION: Dennis Wells and clerk to draft proposal to send to Norfolk County Council and present to full council for approval.

24. To agree an increase in Parish Warden hours

Council thanked the Parish Warden for his hard work and the improvement this was delivering to the public spaces. The clerk explained he carried out weekly inspections on all council owned play equipment, litter picking and ad hoc tasks such as, installing new bins, asset maintenance, etc. The council **AGREED** to increase the Warden's hours to a maximum 6 hours per week but asked him not to litter pick anymore as they would like to encourage volunteers to be involved in this.

25. To agree training for councillors and clerk

The council **AGREED** for Adam Banham and the clerk to attend an Update Seminar, on 21 March, run by Norfolk Parish Training and Support at a cost of £54 each.

26. To agree date for a litter pick

The council **AGREED** to the 20 April for litter picking. All volunteers will be welcome and refreshments will be available. **ACTION:** the clerk to arrange.

27. To discuss submitting an Asset of Community Value, The World's End

The council **AGREED** to submit an application for The World's End to become an Asset of Community Value.

28. To consider request from the Social Club for funding towards maintenance of club storeroom

The council **AGREED** in principle to support this. Due to the ongoing ownership issues the council suggest the Social Club submit a grant application.

29. Correspondence

- 29.1. Norwich to Tilbury January 2024 update
- 29.2. Orsted's Hornsea 3 Community Fund
- 29.3. Norfolk Minerals and Waste Local Plan submission
- 29.4. Increase in fees from Spire Solicitors
- 29.5. Code of Conduct and new key staff from South Norfolk Council
- 29.6. Complaint from resident about dog
- 29.7. Portrait of King Charles (clerk to order)

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

A member of the public advised Swardeston are considering village gates at South end. There are already gates on the north.

There was also a planning application for a housing development at the northern end of Swardeston that will need some traffic management and that Swardeston Parish Council were trying to improve road safety.

31. To receive items for the next agenda

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None.

All members of the public and Danny Gaskin left the 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

32. To receive an update and agree council position (AB/LK/DW/SA)

An update was received.

Meeting closed at 9.29pm

Item 8.5 Payments ratified

16 February 2024 (2023 - 2024)

Mulbarton Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
126 Grants	06/12/2023	4 Dec 2023 item	Unity Trust Current Ac		Grant	Mulbarton Church	X	2,000.00		2,000.00
										2,000.00
127 Broadband & phone	06/12/2023		Unity Trust Current Ac		Office broadband & phone	British Telecommunications p	S	76.69	15.33	92.02
										92.02
132 Grounds maintenance	21/12/2023		Unity Trust Current Ac		Grounds maintenance	No Bull Home Improvements	X	170.00		170.00
132 Grounds maintenance	21/12/2023		Unity Trust Current Ac		Grounds maintenance	No Bull Home Improvements	X	170.00		170.00
										340.00
128 Staff salaries	29/12/2023		Unity Trust Current Ac		Salary	Lorraine Trueman	X	1,889.98		1,889.98
										1,889.98
129 Tax & NI	29/12/2023		Unity Trust Current Ac		Tax & NI	HMRC	X	674.70		674.70
										674.70
130 Pension contributions	29/12/2023		Unity Trust Current Ac		Pension Contributions	Norfolk Pension Fund	X	724.17		724.17
										724.17
133 Bank charges	31/12/2023		Unity Trust Village Hal		Bank charges	Unity Trust Bank	E	18.00		18.00
										18.00
134 Bank charges	31/12/2023		Unity Trust Current Ac		Bank charges	Unity Trust Bank	E	18.00		18.00
										18.00
135 Broadband & phone	04/01/2024		Unity Trust Current Ac		Office broadband & phone	British Telecommunications p	S	77.75	15.55	93.30
										93.30
141 Subscriptions	05/01/2024		Unity Trust Current Ac		Subscriptions	Information Commissioner's	X	35.00		35.00
										35.00
136 Room hire	16/01/2024		Unity Trust Current Ac		Room hire	Mulbarton Village Hall Manag	X	78.75		78.75
										78.75
131 Car park	16/01/2024		Unity Trust Current Ac		Common car park	South Norfolk Council	S	5,675.00	1,135.00	6,810.00
										6,810.00
140 Allotment - Meadows	25/01/2024		Unity Trust Current Ac		Grounds maintenance	No Bull Home Improvements	X	47.50		47.50
140 Grounds maintenance	25/01/2024		Unity Trust Current Ac		Grounds maintenance	No Bull Home Improvements	X	207.50		207.50
140 Grounds maintenance	25/01/2024		Unity Trust Current Ac		Grounds maintenance	No Bull Home Improvements	X	160.00		160.00
140 Grounds maintenance	25/01/2024		Unity Trust Current Ac		Grounds maintenance	No Bull Home Improvements	X	120.00		120.00
										535.00
142 Bank charges	29/01/2024		Unity Trust Village Hal		Bank charges	Unity Trust Bank	X	11.08		11.08
										11.08
137 Staff salaries	31/01/2024		Unity Trust Current Ac		Salary	Lorraine Trueman	X	1,918.45		1,918.45
										1,918.45
138 Tax & NI	31/01/2024		Unity Trust Current Ac		Tax & NI	HMRC	X	646.23		646.23
										646.23
139 Pension contributions	31/01/2024		Unity Trust Current Ac		Pension Contributions	Norfolk Pension Fund	X	724.17		724.17

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16 February 2024 (2023 - 2024)

Mulbarton Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
144	05/02/2024		Unity Trust Current Ac		Office broadband & phone	British Telecommunications p	S	116.69	15.33	724.17
										132.02
										132.02
147	05/02/2024		Unity Trust Current Ac		Allotment - Swamp water	Anglian Water Business (Nati	E	13.94		13.94
										13.94
148	05/02/2024		Unity Trust Current Ac		Allotment - Meadows water	Anglian Water Business (Nati	E	17.51		17.51
										17.51
146	05/02/2024		Unity Trust Current Ac		Allotment - OPS water	Anglian Water Business (Nati	E	19.07		19.07
										19.07
145	05/02/2024		Unity Trust Current Ac		Allotment - Long Lane water	Anglian Water Business (Nati	E	13.94		13.94
										13.94
143	05/02/2024		Unity Trust Current Ac		MUGA repairs	Ben Perry Electrical	S	340.00	68.00	408.00
										408.00
										17,213.33
								15,964.12	1,249.21	17,213.33

Item 8.5 Payments agreed

19 February 2024 (2023 - 2024)

Mulbarton Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
149	20/02/2024	Sept 2022 item 1	Unity Trust Current Ac		The Common	South Norfolk Council	S	539.83	107.97	647.80
150	20/02/2024		Unity Trust Current Ac		Play equipment maintenance	Lorraine Trueman	S	24.99	5.00	29.99
152	20/02/2024		Unity Trust Current Ac		Village Hall legal fees	Spire Solicitors	S	351.00	70.20	421.20
151	20/02/2024		Unity Trust Current Ac		Grounds maintenance	APC Pest Control	S	120.00	24.00	144.00
153	20/02/2024		Unity Trust Current Ac		Village Hall legal fees	Spire Solicitors	S	-168.67	-33.73	-202.40
154	20/02/2024		Unity Trust Current Ac		Village Hall legal fees	Spire Solicitors	S	1,252.50	250.50	1,503.00
155	20/02/2024		Unity Trust Current Ac		Village Hall legal fees	Spire Solicitors	S	1,237.50	247.50	1,485.00
157	20/02/2024		Unity Trust Current Ac		Village Hall legal fees	Spire Solicitors	S	862.00	172.40	1,034.40
158	20/02/2024		Unity Trust Current Ac		Village Hall legal fees	Spire Solicitors	S	-1,980.00	-398.00	-2,378.00
159	20/02/2024		Unity Trust Current Ac		Legal fees	Spire Solicitors	S	937.00	187.40	1,124.40
156	20/02/2024		Unity Trust Current Ac		Village Hall legal fees	Spire Solicitors	S	453.00	90.60	543.60
160	20/02/2024		Unity Trust Current Ac		Grounds maintenance	No Bull Home Improvements	X	80.00		80.00
160	20/02/2024		Unity Trust Current Ac		Grounds maintenance	No Bull Home Improvements	X	180.00		180.00
165	20/02/2024		Unity Trust Current Ac		Tree works	Target Trees	S	4,166.67	833.33	5,000.00
160	20/02/2024		Unity Trust Current Ac		Grounds maintenance	No Bull Home Improvements	X	120.00		120.00
164	20/02/2024		Unity Trust Current Ac		Village Hall	Mulbarton Social Club	X	29.65		29.65
165	20/02/2024		Unity Trust Current Ac		Tree works	Target Trees	S	2,500.00	500.00	3,000.00
161	29/02/2024		Unity Trust Current Ac		Salary	Lorraine Trueman	X	1,918.45		1,918.45
162	29/02/2024		Unity Trust Current Ac		Tax & NI	HMRC	X	646.23		646.23
163	29/02/2024		Unity Trust Current Ac		Pension Contributions	Norfolk Pension Fund	X	724.17		724.17
								13,994.32	2,057.17	16,051.49