

Meeting minutes of Mulbarton Parish Council

Monday 9 January 2023 at 7:30 PM, held at The Committee Room,
Mulbarton Village Hall

Parish Councillors present: Adam Banham, Louis Kaszczak, Mark Kerr, Danny Gaskin, Laurence Hughes and Becca Harvey
District Councillors present: Gerald Francis
Also, present Lorraine Trueman (clerk) and members of the public

1. To receive apologies for absence

Rachel McLean sent her apologies and District Councillor Nigel Legg advised he would be late arriving due to another parish council meeting.

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

Adam Banham declared an interest in planning matters (item 7) and the SEN donation request (item 16). Danny Gaskin declared a pecuniary interest in Village Hall (item 21) and Mulbarton Wanders CIC (item 15). Louis Kaszczak declared a pecuniary interest in a planning matter (item 7.3).

3. To approve the minutes of the Parish Council Meetings held on 5 December 2022

The minutes were **APPROVED** by council 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 advised the quote for the disposal of the container had been received and that it was over £500 so 2 further quotes would be required.
No update has been received on the fireworks incident from the Scout Group.

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

Two applications had been received and the council **AGREED** to co-opt both Dennis Wells and Suzanne Aylmer. Both signed the declaration of acceptance of office, sat with the council and took part as councillors for the rest of the meeting.

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

PC Barnard gave an update on policing around Mulbarton. Overall Mulbarton is a safe place to live with crime levels remaining low. The police are aware of the criminal damage and anti-social behaviour in the parish but need support of the public to pass on any information relating to these incidents. Any information shared with the police will be investigated.

District Councillor Nigel Legg had shared a report ahead of the meeting. This report was shared with councillors and published on the parish council website ahead of the meeting.

7. Planning applications (LH/LK)

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

There were no decisions since the last meeting.

7.2. To note new planning applications where the deadline has passed

2022/2066 Mulbarton Telephone Exchange Norwich Road, Creation of a secure storage compound to rear of telephone exchange, with two 6m containers sited within compound. The deadline for this application was 1 January 2023.

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

Louis Kaszczak left the meeting.

2022/2377, 5 Barbel Close, Single storey side extension and two storey rear extension. **No comments.**

Louis Kaszczak re-joined the meeting.

2022/2350, Highway And Verge Between Brick Kiln Lane Swainsthorpe, To Ipswich Road Dunston, Installation of underground electrical connection and communication cables between Bloy's Grove Solar Farm and Norwich Main Substation, with Temporary Construction Compound and associated infrastructure. **No comments.**

8. Allotments

8.1. To receive an update on the transfer of allotments from Hopkins Homes

The parish council lawyers are waiting to hear from Hopkins Homes lawyers regarding the date of transfer.

8.2. To receive an update on the water leaks

Two plumbers have been asked to quote but no response has been received yet.

8.3. To agree action to be taken to minimise risk of damaged pipes

The clerk advised that there is some disagreement between plot holders as to whether the water should be turned off to avoid broken pipes. The contract implies water is available all year round. The allotment working group **AGREED** to work with the MALGA to resolve the issues.

9. To receive an update from planning working group (LK/LH)

The working group has not meet.

10. Common Steering Committee (LK/MK)

10.1. To receive an update from the working group

Louis Kaszczak gave an update. The Common Steering Group are aiming to meet later this month for the first time since March 2022.

10.2. To agree the purchase of new grit bin to place near the school

The school will help organise parent volunteers to spread the grit. The council **AGREED** to purchase a new grit bin subject to the permission from the Common Steering Group.

10.3. To consider the recommendation from the tree inspector to fell/coppice trees on the junction of Forge Orchards

The council **AGREED** to support the tree inspector recommendations.

10.4. To discuss potholes around Todd's Pond

A member of the public had contacted the parish council about repairs to the road around Todd's Pond. Louis Kaszczak explained there was some discussions ongoing about who is responsible for car park maintenance, and this will be discussed by the Common Steering Group.

11. Open spaces and play areas (AB)

11.1. To receive an update from the working group

Adam Banham gave council an update and thanked the member of the public who cleaned the graffiti from the notice board at The Meadows. MALGA have 130 trees to plant on the land adjacent to The Meadows. If you would like to help with the planting of the trees, contact MALGA.

11.2. To agree play area inspection regime

The clerk and Adam Banham advised the insurance company had strongly recommended visual inspections be carried out at least weekly and these inspections should be recorded. This is not currently happening due to insufficient resources. The council discussed the i-auditor app that is being used. **ACTION:** the clerk to send i-auditor invite to all councillors

12. To appoint councillor(s) to footpath and public rights of way working group following the resignation of Roger Dyndal

The council **AGREED** to appoint Dennis Wells and Adam Banham.

13. Staffing

13.1. To agree to appoint a Parish Warden

The council **AGREED** to appoint a Parish Warden

13.2. To agree Parish Warden job title, job description and salary scale

The council **AGREED** to defer to the next meeting

13.3. To agree Clerk's job description

The council **AGREED** to defer to the next meeting

14. To agree the pension policy (LT)

The council **AGREED** the pension policy.

15. To receive an update on the new lease for Mulberry Park and discuss rent

Danny Gaskin left the meeting.

The clerk advised she had received a draft lease from Mulbarton Wanderers and that she was waiting to hear back from the lawyer. The council believe that it may be possible for Mulbarton Wanderers to maintain Mulberry and Orchard Parks with this being reflected in the rent. The council **AGREED** to defer this item until next month when more information is available about the maintenance costs and feedback has been received from the lawyer.

Danny Gaskin returned to the meeting.

16. To consider a request for a donation from Norfolk SEN Network

The clerk advised that this would fall under s137 expenditure. The council **AGREED** to grant the request.

17. Finance (LT)

17.1. To receive an update on the bank accounts

The clerk advised the RBS switch would take place on 13 January, meaning all of the funds would be transferred to Unity and the RBS account closed. Santander have refused the switch. Danny Gaskin had contacted them to ask for more details, but they had refused to speak to him claiming he was not on the bank

mandate. The bank mandate change request had been hand delivered to Santander in December. Initially this had not been acted upon, but Adam Banham had phoned the bank and resolved this issue. Danny Gaskin has been signing cheques since. **ACTION:** Adam Banham to contact Santander.

17.2. To note any income received since last report

The clerk advised £121.72 had been received since the last meeting.

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

The council **RATIFIED** and **AGREED** the payments as listed at the bottom of these minutes. The clerk advised no payments were currently possible due to the issues with Santander. **ACTION:** Council to review CPRE annual subscription in November and Louis Kaszczak and the clerk to review the BT agreement.

17.4. To note the bank reconciliation dated 3 January 2023

The council **NOTED** the bank reconciliation which was available before the meeting and also published on the website.

17.5. To receive an update on the VAT advice

The clerk advised SLCC had passed her onto a tax advisor and discussions were ongoing.

17.6. To agree allotment fees for 2023/24

The council **AGREED** to no changes.

17.7. To agree 2023/24 budget

The clerk explained the deadline to submit the precept form is 16 January, although South Norfolk District Council would allow changes up to 31 January. The clerk explained the difficulty in setting the budget is impacted by not knowing where the current financial year will end. 3 scenarios were submitted to the council which were discussed. The council believe they will make progress and will have a firmer idea of this financial year before the extended deadline of 31 January. The council **AGREED** to the lowest precept scenario, which gives a precept of £82,865, of band D value of £61.25 per annum. This being an annual increase of £23.60. The clerk advised that any changes to the precept will need to be made through an extraordinary meeting. Mark Kerr asked councillors to keep 30 January free.

18. Correspondence

18.1. Sheringham and Dudgeon Extension Project – application by Equinor for an order granting development consent

18.2. Sheringham and Dudgeon Extension Project – section 56 notification

18.3. Sheringham and Dudgeon Extension Project – letter from examining authority

18.4. Grants and help with living costs

The council noted the correspondence.

19. 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 the allotment water is turned off in October as advised by the National Allotment Association and that the leak at The Swamp is possibly caused by a broken ballcock.

A member of the public commended the new parish council, and the public gave a round of applause.

It was noted, Mulbarton Wanderers needed to meet a deadline of 31 March for a new lease. **ACTION:** the clerk to ask the lawyer for a draft lease to be reviewed at the next meeting.

A member of the public raised the condition of the bus shelter on Cuckoofield Lane. The council confirmed the bus shelter was in Bracon Ash. **ACTION:** the clerk to contact Bracon Ash parish council.

The church has a hardship fund open to all parishioners. They have collected from residents, who are able to help, and supported 16 residents within the village. Contact Rev. Adrian Miller if you would like to help or need help.

A member of the public suggested a plaque on the house where Maurice Norman use to live and Louis Kaszczak advised there was a request coming for a bench on to be placed on The Common in Maurice's honour.

20. To receive items for the next agenda

Tree planting plan for The Meadows play area
Mulbarton Festival

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, Danny Gaskin and Becca Harvey left the meeting.

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

Mark Kerr and the clerk gave an update on discussions had with the village hall and the lawyer. The 1985 conveyance document is missing which will slow down the process of transferring the property but the village hall are working with the council to get matters agreed.

The council **AGREED** to appoint Mark Kerr and Rachel McLean to work with Louis Kaszczak. The group will continue discussions with the village hall and lawyers with the aim of bringing a proposal for agreement before the end of the month.

The council **AGREED** to suspend standing orders and extend the meeting.

The council discussed the ongoing maintenance of the village hall site and **AGREED** to setup an additional bank account, with Unity Bank, to process all banking transactions relating to the village hall. The cost will be £6 per month.

Meeting closed at 9.40pm

Item 17.3 Payments ratified and agreed

Payments to be ratified on 9 January 2023				
Payment to	Description	Payment	VAT	Method
Staffing costs		1,339.71		
CPRE	Annual subscription	36.00	-	DD
South Norfolk DC	Waste disposal	33.91		DD
Anglian Water	Allotments	13.56		DD
BT	Monthly fee	96.40	TBC	DD
Sub total		179.87	-	
Total to be ratified		1,519.58	-	

Payments for approval on 9 January 2023

Payment to	Description	Payment	VAT
Adam Banham	Coffee, biscuits for training	6.05	-
Lorraine Trueman	Road salt	196.32	32.72
Glasdon	Grit & dog bin	457.51	76.25
Spire Solicitors	Legal fees	907.50	181.50
Sub total		1,567.38	290.47
Staffing Costs			
Staffing costs		2,115.46	
Total for approval		3,682.84	290.47
TOTAL		5,202.42	290.47