

Meeting minutes of Mulbarton Parish Council

Monday 16 December 2024 at 7:30 PM, held at The Committee Room, Mulbarton Village Hall

Parish Councillors present: Adam Banham, Louis Kaszczak, Dennis Wells, and Steve Sewell

District Councillors present: None

Also, present Lorraine Trueman (clerk) and 5 members of the public

1. To receive apologies for absence

Apologies were received from Danny Gaskin and District Councillors, Ian Spratt, Jim Webber and Bob McClenning.

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

Dennis Wells declared an interest in the grant application under agenda item 20. Adam Banham declared an interest in planning matters under agenda item 8 and 12. Steve Sewell declared an interest in Rich's Trust under agenda item 9.2.

3. To approve the minutes of the Parish Council Meeting held on 18 November 2024

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

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

The post-box by Bluebell Road had gone missing. It was thought that this was heavily used and had already been reported. **ACTION:** clerk to ask for this to be replaced.

A member of the public asked who was checking the village hall defibrillator. **ACTION:** clerk to ask the Village Hall Management Committee.

A member of the public asked if the council could improve the visual aspect of Todd's Pond. The council advised this was something South Norfolk Council is looking in to.

It was suggested that the car park at the doctors/school needed banking up. This item would be discussed later in the agenda.

The bus shelter opposite the Co-Op was at risk due to the branches overhanging from a private property. **ACTION:** clerk to speak to Highways.

Trees on Cuckoofield Lane were damaged. The clerk had already contacted Highways about these.

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 30 Nov 2024

Noted

6.2. To review actual v budget as at 30 Nov 2024

Noted

6.3. To receive a report on invoices raised in Nov and an update on outstanding invoices

Invoices raised in November totalled £258.67. Unpaid invoices total £2,880. **ACTION:** Village Hall Committee to remind the Village Hall Management Committee these were still outstanding.

6.4. To note any income received in Nov

Income received in November was a VAT reclaim totalling £4,022.93.

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

The council **AGREED** the payments as listed at the bottom of these minutes.

6.6. To consider 2025/26 budget, version 2

The council discussed the draft budget and band D figures compared to other parishes. **ACTION:** clerk to add £30k for Community Project and £20k towards play equipment reserves. Neighbourhood Plan Review not to be included in 25/26 budget. South Norfolk Council require the budget by 13 January 2025. **ACTION:** Council to meet on 6 January to agree budget.

6.7. To agree changes to the bank mandate

The council **AGREED** to remove Suzanne Aylmer and add Steve Sewell.

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

The council **AGREED** to make no changes.

8. Planning applications (LK/SS)

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

2024/3136, 1 Old Rectory Close, T1 Canadian Oak tree reduction and removal of tree branches overhanging highway.

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

The council had asked for an extension to comment on 2024/2613, 14 Birchfield Lane, Replace the existing wooden fence with a brick wall 31m long and 2.2m high but with Adam Banham declaring an interest no comments could be made.

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

9.1. To receive an update

The contractor is visiting Meadows to consider the second horsetail treatment. Long Lane has soil left for community allotment and this is being moved by MALGA members.

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All Long Lane council plot holders, Rich's Trust and police have been contacted about the dangerous parking on the highways.

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

ACTION: Steve Sewell to arrange a meeting with Peter Leigh.

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

The "no horses" signs for the footpath between The Rosery and Oakley Park South was due to be put up.

The footpath sign at The Rosery has been put back up.

Horses have been using the Common.

11. To receive an update from Open Spaces and Play Areas working group (AB/DW/DG)

The swing has been removed from The Common and the clerk has requested a quote to repair.

The scope for The Meadows play area has been placed on contract finder and the clerk is meeting with potential contractors.

12. To receive an update from the Planning working group (LK/SS)

No update.

13. Village Hall

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

The Village Hall Committee met with the Village Hall Management Committee earlier this month and another meeting is due in January. The council thanked the Management Committee for the positive meeting and for working together to try to solve issues for benefit of the village.

13.2. To consider quote to replace cargo net at play area (LT)

The council **AGREED** to proceed with the quote from Online Playgrounds for £2,776.75 and to ask if the Social Club and Village Hall Management Committee would contribute towards the expenditure. The council **AGREED** this would be part funded by the CIL reserve of £4,130.76

14. Common Steering Group (LK/SS)

14.1. To receive an update

No update. Next meeting in April.

14.2. To consider contributing to the repairs at the car park near the school

South Norfolk Council had 2 options for the car park repairs. Asphalt and levelling £3,765 with an additional cost if the car park was to be resurfaced giving a total cost of £5,975. Both the doctors and school had declined to contribute. The council **AGREED** to contribute 50%, £2,987.50 from the CIL reserves with the balance of the CIL to be used for the village hall play area under agenda item 13.2.

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15. To receive an update from the Community Project Group (LK/LT)

Some of the Village Hall Trustees had expressed an interest in the options outlined in the feasibility report. It was hoped a trustee would join the working group. The village hall ownership needs to be resolved. The council discussed the need to move forward with the project before the feasibility report becomes out of date.

16. To receive SAM2 data (DW)

The sign is currently on Norwich Road. No data was available.

17. To note the Parish Partnership Scheme application (All)

The application had been submitted for the additional SAM2 sign and another location. The total cost being £4,019 with the application asking for 50% funding. **ACTION:** clerk to ask County Councillor Daniel Elmer for a contribution.

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

No update.

19. To receive an update on a temporary structure on Mulberry Park (DG)

With Danny Gaskin not present, this item was deferred.

20. To consider a grant application from Parish Church of St Mary Magdalen Mulbarton (All)

With Dennis Wells declaring an interest, the council were not quorate and this item was deferred.

21. To agree office hours over Christmas and New Year (All)

The council **AGREED** to close the office on Friday 20 December and reopen on Thursday 2 January.

22. Open forum for public participation: second opportunity to hear from members of the public

A discussion took place about the use of the SAM2 data. This data is on the council's website. The Social Club thanked the council for arranging the recycling banks to be moved. They will cut back the vegetation to enable benches to be placed on the grass. The Social Club plan on becoming a CIC (Community Interest Company) next year.

All discussed dogs on the village hall site and the need for dog walkers to have an area they can sit in.

The public thanked the council for all they have done in 2024.

23. To receive items for the next agenda

None.

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

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The public left the meeting.

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

The council AGREED to defer this until 6 January 2025.

25. To discuss matters raised by the Parish Warden and Clerk

The council **AGREED** to bring the play area and allotments checks internally to reduce costs and to free up the warden's time. **ACTION:** clerk to send the warden a weekly task list and warden to advise on progress of works weekly. The council **AGREED** to allocate a maximum of 6 hours per week. Items not on the task list should be reported to the clerk. All materials required by the warden are to be purchased by the clerk. **ACTION:** clerk to ask when warden is off over Xmas.

Meeting closed at 9.10pm

Item 6.5 Payments ratified and agreed

Payment list - Dec 2024

Current account

Description	Supplier	Total
Office broadband & phone	British Telecommunications plc	64.38
Bank charges	Unity Trust Bank	7.80
Allotment - Swamp maintenance	Dennis Wells	18.00
Jubilee Gardens maintenance	Iceni	98.00
Grounds maintenance	No Bull Home Improvements	190.00
Grounds maintenance	No Bull Home Improvements	190.00
Grounds maintenance	No Bull Home Improvements	190.00
Grounds maintenance	Norse Eastern Ltd	142.10
Grounds maintenance	Norse Eastern Ltd	254.84
Legal fees	Spire Solicitors	420.00
Village Hall legal fees	Spire Solicitors	2,319.00
Tax & NI	HMRC	631.88
Salary	Lorraine Trueman	1,994.91
Pension Contributions	Norfolk Pension Fund	750.94
Total current account		<u>7,271.85</u>

Credit card

Description	Supplier	Total
Events	Norfolk Christmas Trees	326.00
Grounds maintenance	Amazon	11.37
Village Hall	CPC Farnell	162.96
Village Hall	CPC Farnell	29.72
Bank charges	Lloyds Bank	3.00
Bank charges	Lloyds Bank	3.00
Bank charges	Lloyds Bank	3.00
Stationery	Tesco	8.60
Total credit card		<u>547.65</u>

TOTAL

7,819.50