

Annual Meeting minutes of Mulbarton Parish Council

Monday 20 May 2024 at 7:30 PM, held at The Committee Room, Mulbarton Village Hall

Parish Councillors present: Adam Banham, Louis Kaszczak, Dennis Wells and Danny Gaskin

District Councillors present: none

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

1. To elect a chair

Adam Banham was nominated by Dennis Wells, seconded by Louis Kaszczak and all in favour. Adam signed the declaration of acceptance of office.

2. To elect a vice-chair

Dennis Wells was nominated by Louis Kaszczak, seconded by Adam Banham and all in favour.

3. To receive apologies for absence

Suzanne Aylmer, Steve Sewell and District Councillors Ian Spratt, Bob McClenning and Jim Webber sent their apologies.

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

Adam Banham declared an interest in item 11.

5. To approve the minutes of the Parish Council Meeting held on 18 April 2024

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

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

The Social Club are holding a family event on 28 & 29 June. They have requested a meeting with the clerk to discuss. **ACTION:** the clerk to send proposed date/time.

The school are keen to proceed with a zebra crossing. **ACTION:** the clerk to keep the school informed about the Parish Partnership Scheme and to contact Hethersett Parish Council for information about their new zebra crossing. The zigzags outside the school will be repainted on 4 July.

Members of the public raised frustration about the uncultivated plots at The Meadows and the impact this was having on them. Particular concern was raised about the invasive species, horsetail.

Item 25 was moved forward.

25. To agree action to be taken on uncultivated allotment plots at The Meadows

The Allotment working group and clerk had carried out an inspection at The Meadows and identified 4 plots which were not being cultivated.

Plot 2a had been contacted about the condition of the plot, non-payment and been advised there was a waiting list. Since the email had been sent, payment has been received but the plot has not improved and no response has been received. **ACTION:** the clerk to acknowledge payment and request work begins within 28 days.

Plot 3a has new tenants and work has begun.

Plot 15 has been contacted about the condition of the plot and the horsetail. The tenant has responded explaining they have not been able to cultivate the plot due to reasons outside of their control but they did still want the plot. **ACTION:** the clerk to issue the tenant with a termination notice.

Plot 17 has been contacted regarding the condition of the shed and asked to repair it but this has not happened. They have also been contacted about the condition of the plot and the horsetail but no response has been received. **ACTION:** the clerk to issue the tenant with a termination notice. The council also discussed how to deal with the horsetail. It was thought that the plots could not be relet until the horsetail was under control and that the council would have to fund any works. **ACTION:** the clerk to arrange for plots 15 and 17 to be cordoned off and to see professional advice on how to deal with the invasive weed.

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

The clerk provided a report which was made available ahead of the meeting. The clerk advised the Parish Warden was spending a lot of time cleaning the recent spate of graffiti which was leaving other jobs outstanding.

8. To appoint members/representatives to

8.1. Planning working group

Steve Sewell and Louis Kaszczak were appointed.

8.2. Open Spaces and Play Areas working group

Adam Banham, Dennis Wells and Danny Gaskin were appointed.

8.3. Allotments working group

Steve Sewell and Dennis Wells were appointed.

8.4. Footpaths/Public Rights of Way working group

Dennis Wells and Steve Sewell was appointed.

8.5. Village Hall Committee (council)

Adam Banham, Dennis Wells, Louis Kaszczak and Suzanne Aylmer were appointed.

8.6. Village Hall Management Committee (charity)

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The council **AGREED** not to appoint a representative.

8.7. Community Project

Louis Kaszczak and Mark Kerr were appointed.

8.8. Common Steering Group

Louis Kaszczak and Steve Sewell were appointed.

9. Finance (LT)

9.1. To consider the Internal Auditor's report for 2023/24

The report made no formal recommendations due to the good standard of governance procedures and accountancy records. The internal auditor commented that the council was enterprising and is functioning well.

9.2. To agree the accounts for year-end 31 March 2024

The council **AGREED** the accounts for year-end 31 March.

9.3. To consider the assertions on, and complete, the Annual Governance Statement 2023/24 and to authorise the Chair and Clerk to sign the document

The Chair read out each statement, the council voted and results recorded. The council **APPROVED** the Chair and Clerk to sign the document.

9.4. To consider and approve the Accounting Statements 2023/24 and to authorise the Chair to sign the document

The council **APPROVED** the accounting statements for 2023/24 and for the Chair to sign the document.

9.5. To note Parish CIL Income and Expenditure report, to be published by 31 December 2024

Noted

9.6. To note the bank reconciliation dated 30 April 2024

Noted

9.7. To note actual v budget to 30 April 2024

Noted

9.8. To receive a report on invoices raised in April and an update on unpaid invoices

Invoices raised in April total £2,420.33. Unpaid invoices as at 30 April total £4,615 with £2,880 being overdue. The clerk advised she had chased for payment of the 2 overdue invoices totalling £2,880 and the correspondence was shared with councillors. The council discussed how to

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proceed. **ACTION:** the clerk to chase for payment again and investigate the option of pursuing the matter through the small claims court.

9.9. To note any income received in April 2024

Income of £54,350.84 was noted.

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

The council **RATIFIED** and **AGREED** the payments as detailed at the bottom of these minutes.

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

The council **AGREED** to move 1.4 lack of adherence to regulations and procedures, 1.8 VAT not properly accounted for resulting in over-claims and large demands from Customs & Excise, 2.1 lack of knowledge of how to set objectives, set priorities, and identify risks to their achievement and 3.2 lack of effective lines of communication with parishioners, from medium to low risk.

11. Planning applications (LK)

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

2023/3870, 27 Long Lane, side and rear extensions. **APPROVED.**

2024/1013, The Old Rectory, 7 Rectory Lane, T1 Copper Beech - fell. **NO OBJECTIONS**

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

This item was not discussed due to the council not being quorate for this item.

12. To receive an update from working groups

12.1. Allotments Working Group (DW)

Long Lane is having plot numbers added, strimming is due to be carried out near the entrance and then the rubbish collected ready for disposal.

No further progress has been made on the flooding at Oakley Park South car park. **ACTION:** the clerk to contact the Lead Local Flood Authority and to speak to Steve Sewell about moving the shed.

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

The council has received several responses on the Meadows play equipment. The current favourite is a bike track. The closing date for responses is 18 June.

12.3. Planning working group (LK)

No update.

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

No update.

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

The minutes from the meeting held on 24 April were shared with councillors ahead of the meeting. Steve Sewell had attended the meeting but was not present. The flooding on road by church has been raised with South Norfolk Council and they are investigating.

14. To receive a report on the litter pick on Saturday 20 April

Adam Banham reported there was a good turnout of volunteers.

15. To receive minutes from the Village Hall Committee

There had been no further committee meeting since the last full council meeting when draft minutes from 18 March were received.

16. To receive update on the Community Project

The feasibility study has started and is due to finish in August. The council hoped to be able to provide more details at the Annual Parish Meeting in June.

17. To receive SAM2 data (DW/LT)

Some data was available ahead of the meeting and this is now posted on Facebook. The latest data was still to be imported from the software.

18. To receive an update on the Annual Parish Meeting, scheduled for 17 June

The Jubilee Room at the village hall was not available and Hannover Gardens has been booked instead. All groups have been notified of the new location and those who have not responded to the invite have been chased.

19. To discuss the draft Community Emergency Plan

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

20. To discuss opportunities suitable for the Probation Service's Community Payback Scheme

The scheme had been contacted painting over graffiti on the containers at Orchard Park, painting over graffiti on skate park and clearing brambles from Mulberry Park boundary and now wanted to meet. **ACTION:** the clerk & Danny to meet with the organisers to discuss requirements.

21. To approve the resigning of plans relating allotment land at Oakley Park South and Long Lane

The council **APPROVED** the resigning of the documents.

22. To discuss the grass cutting of the verges on Minnow Way

The clerk explained that last year the Parish Council had received complaints about the verges on Minnow Way not being cut. The Parish Council has accepted the delegated authority from Norfolk County Council to cut the verges but Minnow Way has not been added to the agreement. The

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clerk has asked Norfolk County Council to advise on the matter, but no response has been received to date.

23. To discuss the emergency evacuation of the village hall site

The council discussed emergency access route and separating the pedestrians from vehicles in the car park. The council **AGREED** to wait for feasibility study to be completed before considering again.

24. To discuss implications of Martyn's Law

The council discussed the possible numbers in the village hall complex and the upcoming new legislation. The council **AGREED** to wait feasibility study to be completed and to monitor the introduction of the new legislation.

25. To agree action to be taken on uncultivated allotment plots at The Meadows

This item was moved to before item 7.

26. To receive correspondence relating to the tree works at the Meadows and Village Hall in May

Noted.

27. Correspondence

- 27.1. Letter regarding the rateable value of Mulberry Park**
- 27.2. Email from member of the public relating to doctors' surgery**

Noted.

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

Comments were made about the improvement the Scouts have made with the new gate. The Parish Warden will access the broken fence by Scout HQ and repair if possible. The council were praised for their efforts.

29. To receive items for the next agenda

Council reserves and community emergency plan to be included on the July agenda

8.55pm the public 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

30. To agree the lease agreement for Blakeys Bus

The council **AGREED** to defer this item as the lease was not ready.

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

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The council **AGREED** to defer this item. **ACTION:** the clerk to speak to German Fisher.

Meeting closed at 9.01pm

Item 9.10 Payments ratified and agreed

Payment list for ratifying

Supplier	Description	Net	VAT	Total
British Telecommunications plc	Office broadband & phone	53.65	10.73	64.38
TOTALS		53.65	10.73	64.38

Payment List for approval

Supplier	Description	Net	VAT	Total
Mulbarton Village Hall Management Committee	Room hire	75	-	75
Robin Goreham	Audit fees	72	-	72
Anglian Water Business (National) Ltd	Allotment - Long Lane water	28.77	-	28.77
Iceni Gardening & Landscaping	Jubilee Garden maintenance	98	-	98
Spire Solicitors	Village Hall legal fees	787.5	157.5	945
APC Pest Control	Meadows pest control	120	24	144
Norse Eastern Ltd	Village Hall grounds maintenance	391.93	78.39	470.32
Online Playgrounds	Play equipment maintenance	1,148.10	229.62	1,377.72
Bob Burkey (Ribbonsdale Nurseries)	Grounds maintenance	1,156.57	231.31	1,387.88
Online Playgrounds	Play equipment maintenance	2,312.30	462.46	2,774.76
Rob McLean (No Bull Home Improvements)	Grounds maintenance	470	-	470
Rob McLean (No Bull Home Improvements)	Grounds maintenance	115	-	115
Rob McLean (No Bull Home Improvements)	Allotment - Meadows maintenance	157.5	-	157.5
Target Trees	Tree works	941.67	188.33	1,130.00
Amazon (Lorraine Trueman)	Grounds maintenance	20	4	24
Lorraine Trueman	Salary	1,945.43	-	1,945.43
Norfolk Pension Fund	Pension Contributions	729.11	-	729.11
HMRC	Tax & NI	601.95	-	601.95
Target Trees	Tree works	3,333.33	666.67	4,000.00
TOTALS		14,504.16	2,042.28	16,546.44