

MULBARTON PARISH COUNCIL

Minutes of the Annual Council Meeting and Ordinary Parish Council Meeting held remotely at

7.35pm on Tuesday 4th May 2021

Councillors present via remote videoing platform:-

Derek Aldous, Adam Banham, Beverley Leek , Gerald Peachey, Emma Reeve, Steve Sewell & Richard Tucker. Also in attendance were two District Councillors and five members of the public.

ANNUAL COUNCIL MEETING

Cllr Leek open the meeting with an explanation that the meeting was being held remotely as permitted under The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 which came into force on 4th April 2020 and allows local authorities to conduct meetings remotely.

1.0 To elect chairman for the year

Cllr Sewell proposed Cllr Aldous as Chairman of the Council for the next year; this was seconded by Cllr Reeve and the vote was unanimous. It was agreed that, as this was a virtual meeting, the required paperwork would be signed within seven days in the presence of the Clerk, as the Council's Proper Officer.

Cllr Leek handed over the meeting to Cllr Aldous who thanked her for leading the council over the last year as the Vice Chairman.

2.0 To elect vice chairman for the year

Cllr Tucker proposed Cllr Leek as Vice Chairman of the Council for the next year; this was seconded by Cllr Peachey and the vote was unanimous. It was agreed that, as this was a virtual meeting, the required paperwork would be signed within seven days in the presence of the Clerk, as the Council's Proper Officer.

3.0 To agree liaison officers and working group lead councillors

Following discussion, Cllr Aldous proposed that the current list should stand; this was seconded by Cllr Sewell and unanimously agreed.

4.0 To agree the designated person as defined in the Child & Vulnerable Adult Safeguarding Policy

Following discussions, Cllr Leek agreed that as the Vice Chairman she would remain as the designated person as defined in the policy; this was then proposed by Cllr Aldous and seconded by Cllr Reeve and unanimously agreed.

5.0 To close the Annual Council Meeting and open the first public session of the ordinary Parish Council Meeting.

Cllr Aldous closed the Annual Council Meeting.

ORDINARY COUNCIL MEETING

Cllr Aldous welcomed those present to the ordinary Council Meeting and followed with an explanation that the meeting was being held remotely as permitted under The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 which came into force on 4th April 2020 and allows local authorities to conduct meetings remotely.

1.0 District and County Councillors' Report

Cllr Aldous reported that County Councillor Colin Foulger and District Councillor Gerry Francis were not in attendance and that District Cllr Nigel Legg had temporarily left the meeting. District councillors' reports had been received at the Annual Parish meeting.

District Cllr Clifford-Jackson reported that SNC had saved £30,000 in members' travel expenses as a result of meetings being conducted remotely and following announcements that meetings can no longer be held virtually after the 7th May, SNC are deciding which meetings were necessary and making arrangements to hire facilities to accommodate face to face meetings with public access.

1.1 Public Session

In response to a question about the railings by Todd's Pond, it was confirmed that the railings are the responsibility of the Norfolk County Council Highways department.

In response to a question about the request last month to move the gate at the Swamp allotment site, it was confirmed that a work scope has been prepared and quotes will be considered at the next meeting.

2.0 To close the meeting to public participation

Cllr Aldous closed the meeting to public participation and formally started the Parish Council meeting.

3.0 To receive and consider apologies for absence

All Councillors were in attendance.

4.0 To receive declaration of interest on items on the agenda

Cllr Banham declared an interest in matters relating to agenda items 17 and 18.

5.0 To confirm and sign the minutes of the Parish Council Meeting held on 12th April 2021

The minutes of the ordinary meeting held on 12th April 2021 were unanimously agreed as a true record of the meeting after being proposed by Cllr Sewell and seconded by Cllr Banham. As this is a virtual meeting arrangements would be made for the Chairman to sign the minutes at a later date.

6.0 To receive financial report and approve invoices for payments as per schedule for April 2021

A proposed schedule of payments and the latest financial summary were reviewed. Following proposal by Cllr Leek and seconding by Cllr Peachey all payments were duly passed. A copy of the payments is attached to these minutes.

6.1 Annual internal Audit Report for the year ending 31.03.2021 is received and noted

Cllr Aldous reported that the internal auditor's report was completed on 02.05.2021 and having now been received he proposed that the Council formally approved the internal audit report as part of the Annual Governance and Accountability Return 2020/21; this was seconded by Cllr Tucker and unanimously agreed.

6.2 To consider and approve Section 1 – Annual Governance Statement 2020/21

Cllr Aldous read out each of the eight applicable statements in turn and allowed for each statement to be unanimously agreed before moving onto the next. All statements in Section 1 were unanimously agreed in this way.

6.3 To consider and approve Section 2 – Accounting Statements 2020/21

Following proposal by Cllr Aldous and seconding by Cllr Banham it was unanimously agreed to approve Section 2 of the Annual Governance Statement Return 2020/21.

7.0 To approve flowers for the internal auditor

Following proposal by Cllr Aldous and seconding by Cllr Reeve it was unanimously agreed to send flowers, up to a value of £35, to the internal auditor as a token of the Council's appreciation of her flexibility in completing the internal audit ready for tonight's meeting, and noting that there was no charge raised for completing the internal audit.

8.0 Review and update of the Council's grant awarding policy

Following confirmation that the updates requested at the last meeting had been incorporated into the policy, Cllr Leek proposed that the updated version be approved and added to the Council's major documents; this was seconded by Cllr Peachey and unanimously agreed.

9.0 To review and appoint contractor to repair Puddleducks gate lock

Following an update from Cllr Peachey that the closing date for quotes from potential suppliers is 7th May, he proposed that the Clerk, as the Proper Officer of the Council, be given delegated authority to review the quotes after the closing date in consultation with himself and Cllr Sewell and to award a contract if the cost is not in excess of £1000. This was seconded by Cllr Sewell and unanimously agreed.

10.0 Working group report on completing items on the outstanding works list & the next working group meeting

Cllr Banham reported that the next working group is scheduled to meet on 18th May and will be discussing MUGA bookings, a tree survey on Orchard Park, water troughs at the Swamp and Meadows sites, additional small works on the Common and potential funding for pump track proposals. In addition to any quotes generated from work scopes for the items listed, he advised that quotes for review at the June meeting will include gates and fences at the allotments, work to a ditch, and a planter at the cycle parking area.

10.1 To appoint contractor for the annual play area inspection

Cllr Aldous reported that the contractor who has previously completed the annual play area inspection had quoted £180 plus VAT to complete this year's inspection; this is the same price as last year. Following proposal by Cllr Aldous and seconding by Cllr Reeve it was unanimously agreed to engage the contractor to complete this year's play area inspection.

11.0 Update on preparing for the return of face to face meetings after 7th May 2021

It was noted that The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Meetings) (England and Wales) Regulations 2020 do not apply after 7 May 2021 so today's remote meeting would be the Council's last one.

11.1 To agree meeting dates for June, July and August

Following discussions and proposal by Cllr Aldous and seconding by Cllr Leek it was unanimously agreed to hold the next ordinary meeting on Monday 21st June and for meetings to resume on the first Monday of the month from Monday 2nd August.

11.2 To agree arrangements for payment schedules for May, June and July

Following discussions to ensure that payments for May and June be paid in a timely manner, Cllr Aldous proposed that the Clerk, as Responsible Financial Officer, check and then circulate the relevant month's payment schedule to all Councillors and arrange for the cheques to be signed and for the full Council to then retrospectively approve them at the next available meeting. This was seconded by Cllr Leek and unanimously approved.

12.0 Update from working group meeting with the Football Club

Cllr Tucker gave a report of the meeting held with the Football Club and a representative from the Norfolk FA during which MPC had made clear its position with regards to Orchard Park; the meeting had concluded with the Football Club agreeing to look at costings and the Norfolk FA looking at options for MPC not to underwrite any grants or agreeing to an extended lease for the area. A further meeting will be arranged in the future and at present there are no actions required from MPC.

13.0 Update on discussions with Ian Holdsworth Chartered Surveyors (IHCS) and their request for Cadent Gas to install a gas governor on MPC's land

It was noted IHCS had been informed, following April's meeting, that MPC agreed in principle to their proposal to look at the Long Lane allotments as an alternative site for the gas governor and that MPC were still in the process of having the land transferred to their ownership. There has been no further correspondence received in regards to this matter.

14.0 Update on renewal of EE & Three mast agreement

Cllr Banham reported that correspondence had been received from Strutt & Parker asking if anyone had assessed the electricity supply and noting that they expect an undertaking to be issued shortly which will provide assurances over costs.

It was noted that the rent for the mast had been paid in April.

15.0 Update on wind farm proposals

Cllr Aldous provided a detailed report on recent developments.

After discussions, Cllr Aldous proposed that delegated authority be given to the Clerk as the Proper Officer of the Council, in consultation with the Chairman, to obtain independent professional advice in relation to the latest consultation responses due, at a cost not to exceed £1,500 (excluding VAT), this was seconded by Cllr Leek and unanimously agreed.

16.0 Update on Solar Farms

Cllr Peachey reported that MPC had submitted representations in regards to the EIA for Bloy's Grove solar farm and the planning application for the Bracon Ash solar farm to SNC and are now awaiting a decision by SNC on these two proposals.

17.0 GNLP SNC village cluster document

Cllr Aldous informed the meeting that Cllr Banham had formally withdrawn from the meeting for this agenda item due to a declaration of interest and would not participate in any discussion on this item.

Cllr Aldous reported that SNC's village cluster document is still not available and following agreement from all Councillors it was agreed this item would be carried forward to the next meeting.

Cllr Banham re-joined the meeting.

18.0 To consider planning applications received

- 2021/0880: 17 Kestrel Close Mulbarton NR14 8BD - Erection of single storey side and rear extensions.
- 2021/0828: 6 Sterlet Grove Mulbarton NR14 8FS - Erection of a single storey side extension and reconfiguration of existing ground floor layout.
- 2021/0897: 8 Owl Drive Mulbarton NR14 8JE - Single storey rear extension.

- Amended application 2021/0437: 5 Otter Drive Mulbarton NR14 8QG - Removal of existing rear conservatory and replace with a single storey extension

Cllr Sewell reported that although representations would be made on the applications there was nothing overly concerning and neighbouring properties have a right to submit their own comments if necessary.

19.0 Correspondence requiring consideration

- Email received via District Cllr Legg regarding speeding on the B1113. Following discussion it was agreed to add to the outstanding works list investigation into funding/siting of an additional speed awareness sign. It was noted that the Parish Council has always stated that they would support any request by volunteers to set up a village speed watch in conjunction with Norfolk Constabulary.

20.0 Liaison officer reports

Councillors agreed that all points had already been raised under earlier agenda items.

21.0 To receive any items for inclusion on the next agenda.

- Allotment land transfer
- Receive an update from the meeting with SNC's Director of Place
- Pump track funding and update on community engagement

22.0 To adjourn the meeting for the 2nd public session

District Cllr Legg reported that there may be 50/50 funding available from the Highways Partnership scheme for Speed Awareness Mobile Signs (SAM2) and experience from other parishes shows that a volunteer is needed to move the signs at regular intervals. The locations for the signs are decided by NCC Highways department and data recorded can be downloaded from the signs and shared with the Police.

In response to concerns raised by a member of the public about vehicles not stopping at the junction of Flordon Long Lane and The Rosery, it was noted that this junction is actually two junctions and both MPC and Cllr Legg have raised concerns with Highways previously, who stated it conforms to their specifications.

In response to a concern about earlier discussion from a member of the public, Cllr Leek confirmed that Orchard Park is a community asset for all to use.

There being no further business the meeting closed at 9.10pm

The next meeting will take place on Monday 21 June 2021 at 7:30pm.

Payments for April 2021

Cheque Number	Recipient	Details	Net total	Vat	Amount £'s
102714	Crook Powerwashing	MUGA annual maintenance & scheduled repairs	1050.00		1050.00
Above payment approved and paid 12.04.21					
102715	Iceni T/A NTS Partnership	March & April Jubilee Gardens maintenance	136.00		136.00
102716	Ribbonsdale Nurseries	Grounds maintenance	1158.57	211.71	1370.28
102717	SD & CD Skinner High Ash Farm	Oak tree bench	875.00	175.00	1050.00
102718	A Phillips	Expenses	36.05	7.21	43.26
102719	A Phillips	Salary	844.14		844.14
102720	HMRC	PAYE	306.60		306.60
		Total for month:	4406.36	393.92	4800.28