

Meeting minutes of Mulbarton Parish Council

Monday 19 August 2024 at 7:30 PM, held at The Committee Room, Mulbarton Village Hall

Parish Councillors present: Adam Banham, Suzanne Aylmer, Dennis Wells, and Steve Sewell
District Councillors present: Bob McClenning
Also, present Lorraine Trueman (clerk) and members of the public

1. To receive apologies for absence

Apologies were received from Danny Gaskin and Louis Kaszczak.

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

Adam Banham declared an interest in planning matters, agenda items 8 and 12.

3. To approve the minutes of the Parish Council Meeting held on 15 July 2024

Danny Gaskin was not present at the meeting of 15 July. His name was crossed out of the attendees and the council agreed 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

A member of the public raised the condition of the footpath that runs from Rectory Lane to Bluebell Estate (FP10). Dennis Wells advised that this was often a problem and that he regularly reports this to Norfolk County Council, who then contact the landowner.

A member of the public spoke about the Community Project feasibility study which was discussed under item 15.

The District Councillors report was available, on the website, ahead of the meeting and Bob McClenning gave a summary.

The Chair moved item 21 forward

21. To consider the refurbishment of Charlie's phone box

A member of the public gave a brief history of the phone box, which is used as a library, and explained that a new bookshelf was needed, the outside needed repainting. The library is well used and it was thought another phone box library at the other end of the village would also be well used.

The council discussed other phone boxes and the work required. **ACTION:** Steve Sewell to look at the lighting in the phone box, the clerk to discuss repairs, a new bookcase and flooring with the Parish Warden and to ask for a volunteer to repaint the outside.

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.

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6. Finance (LT)

6.1. To note the bank reconciliation dated 31 July 2024

Noted

6.2. To review actual v budget as at 31 July 2024

Noted

6.3. To receive a report on invoices raised in July and an update on unpaid invoices

Invoices raised in July totalled £522.08. Unpaid invoices total £2,880

6.4. To note any income received in July

July income totalled £5,016.62

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 note changes to Unity Trust current account

An increase in charges, being 15p per transaction, was noted.

6.7. To agree insurance requirements for the village hall

The clerk advised the Village Hall Management Committee had not responded to a request for a copy of their insurance policy. **ACTION:** the clerk to gain insurance quotes that include the village hall building and to work with the Social Club on a valuation.

7. Governance

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

The council **AGREED** to move item 4.3 “inadequate insurance cover taken out – property, personal liability, employer’s liability and public liability” from low to medium.

7.2. To receive a report on internal checks carried out since the last meeting

Dennis Wells reported that he had carried out a check, with the support of the clerk, on the grant policy. It was noted that the application submission deadline contained within the policy was not adhered to. Dennis and the clerk recommended making changes to the policy to reflect the current process.

7.3. To agree revised grant policy

The council **AGREED** to remove the deadline for application submissions from the policy as drafted.

8. Planning applications (LK/SS)

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

None.

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

2024/1973, Land East of Long Lane, Non-material amendment to 2015/1281 - Updating parking court surface from tar spray shingle to tarmacadam.

Adam Banham declared an interest in this matter. The item was not discussed as the council were not quorate.

9. To receive an update from the Allotment Working Group

An update for each site was given. Council noted some of the waste had been cleared from Meadows plots 15 and 17 but there was still a large amount of left. Council also discussed the use of weedkillers to deal with the horsetail at the Meadows. The clerk advised that she was waiting for the waste removal on plots 15 and 17 before appointing a contractor.

10. To receive an update from footpath and public rights of way working group

Footpath 10 had already been discussed under agenda item 4. Dennis Wells advised he was regularly cutting back brambles over footpaths and that the missing 20mph sign at Southern Reach had been reported to highways.

11. Open Spaces and Play Areas working group

11.1. To receive an update from the working group

Litter has increased significantly over the summer period.

11.2. To discuss the scope of The Meadows play equipment project

The council discussed and **AGREED** to defer until November.

11.3. To agree to purchase a replacement bin for Meadows play area

The council noted the current spending levels would see the Meadows area at an overspend this year. The council **AGREED** to a maximum spend of £250 for a replacement bin.

12. Planning working group

12.1. To receive an update from the working group

Steve Sewell gave a summary of the Design Code online consultation.

12.2. To agree comments to submit for the consultation - Design Code for South Norfolk

Discussed under item 12.1.

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12.3. To agree who will attend the Swardeston Parish Council meeting, on Sept 12th, when Orsted will be joining the meeting

The council **AGREED** to appoint Dennis Wells.

13. To receive an update from Common Steering Group

No update.

14. To receive SAM2 data

Dennis Wells spoke about the last data from Cuckoofield Lane, west facing.

15. To discuss the draft feasibility report on the Community Project and agree who should attend the meeting

Council and the public discussed the draft feasibility report. Many were keen to see an option that included a building between Mulberry and Orchard Parks, to have a clear understanding on ownership and to have more information about the groups using the current facilities. **ACTION:** the clerk to arrange a meeting between the members of the Community Project working group and Louis Kaszczak and clerk to meet with The Sports Consultancy to ask for an option that looks at a new building between Mulberry and Orchard Parks and to clarify the council's ownership of the sites.

16. To receive an update on signage and fencing at Mulberry Park

None

17. To receive an update on the Parish Partnership Scheme and road safety around the school

Adam Banham and the clerk met with Highways to discuss the options. Mulbarton Primary School has been asked to provide some additional information.

18. To discuss email from Puddleducks regarding items thrown into nursery garden

The council discussed knife being thrown into garden. **ACTION:** clerk to mention to PC Smith on Thursday and to ask for opening process/risk assessment from Puddleducks and Treetops.

19. To receive/discuss Village Hall CCTV policy

The council thanked the Social Club for providing their policy which they share with the Village Hall Management Committee.

20. To agree the Business Continuity Plan

The council **AGREED** the Business Continuity Plan.

21. To consider the refurbishment of Charlie's phone box

This was discussed after agenda item 4.

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22. To consider request from Scouts to use Orchard Park on Sat 2 Nov for fireworks event

The council **AGREED** to grant the Scouts permission to hold their annual firework event on Orchard Park, subject to the necessary risk assessments and insurance policies being provided. For safety reasons the Scouts may require the car park to be closed to the public. Scouts also advised that the police have suggested a road closure should be considered.

23. To agree the installation of a memorial bench in the village hall play area

The council **AGREED** to the bench installation and that they would take on the ownership and responsibility of the bench. **ACTION:** once installed the clerk to add to asset register and ask Parish Warden to include during weekly inspection.

24. Correspondence

- 24.1. Hornsea 3 – Onshore Converter Station – Progress Report
- 24.2. Free mental health training courses
- 24.3. South Norfolk VCHAP Parish Council briefing - Reg. 19 Pre-submission Addendum
- 24.4. National Grid update on the Bramford to Norwich overhead line refurbishment
- 24.5. Sheringham Shoal and Dudgeon Offshore Wind Farm Extension Projects

Noted

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

The Social Club advised they wished to become a CIC (Community Interest Company). The council confirmed that this is not a matter for the council. A member of the public commented on the noise from the adjoining room made it difficult to hear parts of the meeting. **ACTION:** the council to change the layout of the room for the next meeting.

26. 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

9.01 pm all residents left the meeting.

27. To approve the lease agreement with Blakey's Bus and appoint two councillors to sign the documentation

The council **APPROVED** the lease agreement and appointed Adam Banham and Dennis Wells to sign the agreement.

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

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

Meeting closed at 9.05pm

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Item 6.5 Payments ratified and agreed

Mulbarton Parish Council Payment list

Current Account

Code	Date	Supplier	Net	VAT	Total
Legal fees	20/08/2024	Hatch Brenner Solicitors	3.75	0.75	4.50
Legal fees	20/08/2024	Hatch Brenner Solicitors	45.00	0.00	45.00
Allotment - Long Lane	20/08/2024	Anglian Water Business (National) Ltd	56.98	0.00	56.98
Allotment - Meadows	20/08/2024	Anglian Water Business (National) Ltd	74.41	0.00	74.41
Play equipment maintenance	20/08/2024	No Bull Home Improvements	20.00	0.00	20.00
Grounds maintenance	20/08/2024	No Bull Home Improvements	50.00	0.00	50.00
Play equipment maintenance	20/08/2024	No Bull Home Improvements	20.00	0.00	20.00
Grounds maintenance	20/08/2024	No Bull Home Improvements	95.00	0.00	95.00
Grounds maintenance	20/08/2024	No Bull Home Improvements	120.00	0.00	120.00
Grounds maintenance	20/08/2024	No Bull Home Improvements	120.00	0.00	120.00
Grounds maintenance	20/08/2024	No Bull Home Improvements	120.00	0.00	120.00
Broadband & phone	09/08/2024	British Telecommunications plc	53.65	10.73	64.38
Legal fees	20/08/2024	Spire Solicitors	1,862.00	372.40	2,234.40
Allotment - Long Lane	20/08/2024	Ribbonsdale Nurseries	250.00	50.00	300.00
Grounds maintenance	20/08/2024	Ribbonsdale Nurseries	742.29	148.46	890.75
Grounds maintenance	20/08/2024	Ribbonsdale Nurseries	210.71	42.14	252.85
Grass verge maintenance	20/08/2024	Ribbonsdale Nurseries	203.57	40.71	244.28
Jubilee Garden maintenance	20/08/2024	Iceni Gardening & Landscaping	98.00	0.00	98.00
Grounds maintenance	20/08/2024	Norse Eastern Ltd	849.48	169.90	1,019.38
Orchard Park maintenance	20/08/2024	Norse Eastern Ltd	118.42	23.68	142.10
Grounds maintenance	20/08/2024	APC Pest Control	120.00	24.00	144.00
Grounds maintenance	20/08/2024	No Bull Home Improvements	302.18	0.00	302.18
Staff salaries	30/08/2024	Lorraine Trueman	1,945.43	0.00	1,945.43
Tax & NI	30/08/2024	HMRC	601.95	0.00	601.95
Pension contributions	30/08/2024	Norfolk Pension Fund	729.11	0.00	729.11
Allotment - Swamp	20/08/2023	Norse Eastern Ltd	172.74	0.62	207.29
Total current account			8,984.67	883.39	9,901.99

Code	Date	Supplier	Net	VAT	Total
Grounds maintenance	22/07/2024	HSS Hire	90.54	18.11	108.65
Grounds maintenance	22/07/2024	HSS Hire	100.00	0.00	100.00
Stationery	29/07/2024	Post Office	1.35	0.00	1.35
Subscriptions	01/07/2024	Microsoft	49.00	10.00	59.99
Allotments	01/07/2024	National Allotment Society	56.00	11.20	67.20
Bank charges	02/07/2024	Lloyds Bank	3.00	0.00	3.00
Office broadband & phone	01/07/2024	Tesco Mobile	10.00	0.00	10.00
Total credit card			309.89	39.31	350.19

Grand total **9,294.56** **922.70** **10,252.18**