
Meeting minutes of Mulbarton Parish Council

Monday 17 February 2025 at 7:30 PM, held at The Committee Room, Mulbarton Village Hall

Parish Councillors present: Louis Kaszczak, Danny Gaskin, Dennis Wells and Steve Sewell
District Councillors present: None
Also, present Lorraine Trueman (clerk) and members of the public

1. To receive apologies for absence

All parish councillors were present but apologies were received for District Councillors.

2. To receive declarations of interest in agenda items

Dennis Wells declared an interest in church matters, agenda item 18, Steve Sewell declared an interest in matters relating to Rich's Trust, agenda item 9.2.

3. To approve the minutes of the Parish Council Meeting held on 29 January 2025

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

None. The District Councillors report was available on the website.

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

None

6. Finance (LT)

6.1. To note the bank reconciliation dated 31 January 2025

Noted

6.2. To review actual v budget as at 31 January 2025

Reviewed, no concerns raised

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

Invoices raised in January total £473.13, with 5 overdue invoices

6.4. To note any income received in January

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£3,312.65 was received in January

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

The council request that the village hall give the council notice of any increases in fees in the future. The council noted the 2 outstanding invoices, mentioned under agenda item 6.3, and **AGREED** to pay the invoice in full as a sign of goodwill.

The council discussed the invoice from No Bull and **AGREED** to not to pay 1 hour administration and 1 hour for a failed attempt to repair the dog bin. **ACTION:** clerk to part pay the invoice.

The payment list as detailed at the bottom of these minutes was **APPROVED** by the council.

6.6. To receive an update on the bank mandate

Steve Sewell has been added to the bank mandate. Adam Banham's removal is being processed.

6.7. To note increase in Spire Solicitors hourly rates

Noted

7. To review the risk register, general section (All)

The council reviewed the risk register and **AGREED** no changes were required.

8. Planning applications (LK/SS)

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

2024/3693, 104 Bromedale Avenue, loft conversion including dormer construction to rear and Velux roof lights to front, **APPROVED**

2024/3523, 7 Cowslip Close, first floor front extension and single storey side extension, **APPROVED**

8.2. To consider any new planning applications (none)

None. A planning application had been received since the agenda had been published but it was thought this did not require the council to comment. No further action required.

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

9.1. To receive an update

The rubbish has been removed from Long Lane, but the temporary fencing is still causing access difficulties.

The Community Allotment is making progress with their plot.

9.2. To consider entering into an agreement with Richs Trust regarding Long Lane allotment site boundary

Steve Sewell declared an interest in this matter. With the council not being quorate this item was deferred.

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9.3. To consider a request to changes to the Community Allotment agreement

The council **AGREED** to lease Long Lane plot 4 to Mulbarton Community Allotment Association, rather than MALGA, as requested, for the sum of £1 per annum. This is to be reviewed again end of 2027.

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

Norfolk County Council's website is now working and the issues raised last month have been logged. There are under investigation. There are no new issues to report. Swainsthorpe Parish Council want to work with Mulbarton Parish Council to invite residents to join a circular walk around the parishes.

11. Open Spaces and Play Areas working group (DW/DG)

11.1. To receive an update, including land north of Meadows

The second treatment of the horsetail at The Meadows is weather dependent. The clerk had spoken to South Norfolk Council regarding the land at Meadows and details had been shared with councillors ahead of the meeting. **ACTION:** clerk to ask for an estimate of legal fees.

11.2. To consider quote to improve surface around rocking horse on the Common

The council **AGREED** to review this again after the next annual inspection.

11.3. To note the repair of the climbing frame at the Village Hall

Noted

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

12.1. To receive an update

The Parish Council awaits the impact of devolution.

12.2. To receive a report on the Bloys Grove Community Liaison meeting held on 11 February

Steve Sewell gave a verbal report of the meeting. The next meeting is scheduled for 7 May.

12.3. To note the public consultation on Custom and Self-Build Housing Supplementary Planning Document, ending 21 March

Noted

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

Louis Kaszczak gave an update.

14. To receive an update from the Common Steering Group (LK/SS)

14.1. To receive an update

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Work on the car park near the school and doctor surgery was due to begin today but it was thought this had not happened. **ACTION:** clerk to check

14.2. To consider quotes for grounds maintenance and hay cut

The council **AGREED** to appoint Ribbonsdale to carry out all grounds maintenance, excluding the hay cut at a cost of £5,856 and appoint Reads Garden Maintenance to carry out the hay cutting at a cost of £350.

15. To appoint grounds maintenance contractor for areas under other for 2025

Due to an error on a previously agreed quote, council have been asked to reconsider their appointment. The council **AGREED** to appoint Ribbonsdale at a cost of £2,800.

16. To receive SAM2 data (DW)

No data was available.

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

The lease agreement has completed.

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

Dennis Wells declared an interest in this matter. With the council not being quorate this item was deferred.

19. To consider a request from the Village Hall Management Committee to restrict access for dogs on the village hall site

The council discussed the situation and possible solutions and **AGREED** to monitor the situation.

20. To receive a report on work carried out by the Parish Warden and to discuss future work

The council received a report ahead of the meeting and noted the work carried out by the Parish Warden. The clerk advised that she had no current work but was preparing for improvements to some of the council's assets. Council discussed the options of volunteers carrying out some of the work.

21. To discuss the Annual Parish Meeting scheduled for Monday 7 April

ACTION: clerk to arrange based on the same format as last year.

22. To agree all councillors to use .gov.uk email addresses for all council business

Councillors **AGREED** all councillors to use .gov.uk email address only for council business. **ACTION:** clerk to setup accounts for Louis Kaszczak and Danny Gaskin. Steve Sewell and Dennis Wells to continue to use the chair and vice-chair.

23. To agree the deed of easement on Long Lane allotments and to appoint representatives to sign the documentation on behalf of the council

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The council **AGREED** the deed of easement and appointed Steve Sewell to sign on behalf of the council.

24. To agree next full council meeting date

The council **AGREED** not to hold a meeting in March. The next meeting will be on Monday 14 April.

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

The public discussed a van parking on Cuckoofield Lane which was making it difficult for passing vehicles. The clerk advised that the police had been made aware, but the van was not illegally parked. Members of the public discussed contacting the owner to see if they could help relocate the van.

Members of the public raised concern about parking on and around the Common. This will be discussed at the next Common Steering Group meeting.

26. To receive items for the next agenda

None.

Meeting closed at 8.36pm

Item 6.5 Payments ratified and agreed

Payment list - Feb 2025

Current account

Supplier	Description	Net	VAT	Total
British Telecommunications plc	Office broadband & phone	53.65	10.73	64.38
APC Pest Control	Meadows pest control	120.00	24.00	144.00
Mulbarton Village Hall Management Committee	Room hire	287.50	-	287.50
Norfolk Parish Training & Support	Training	112.00	-	112.00
Norse Eastern Ltd	Grounds maintenance	118.42	23.68	142.10
Online Playgrounds	Play equipment maintenance	2,776.75	555.35	3,332.10
Rob McLean (No Bull Home Improvements)	Grounds maintenance	326.25	-	326.25
Spire Solicitors	Legal fees	678.00	135.60	813.60
Spire Solicitors	Legal fees	550.00	110.00	660.00
HMRC	Tax & NI	631.88	-	631.88

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Lorraine Trueman	Salary	1,994.91	-	1,994.91
Norfolk Pension Fund	Pension Contributions	750.94	-	750.94
Total current account		8,400.30	859.36	9,259.66
Credit card				
Supplier	Description	Net	VAT	Total
Amazon	Allotment - Long Lane maintenance	4.91	0.98	5.89
Printerland	Stationery	141.62	28.32	169.94
Tesco Mobile	Office broadband & phone	20.00	-	20.00
Total credit card		166.53	29.30	195.83
Total payments		8,566.83	888.66	9,455.49