

## Meeting minutes of Mulbarton Parish Council

Monday 15 July 2024 at 7:30 PM, held at The Committee Room, Mulbarton Village Hall

Parish Councillors present: Adam Banham, Louis Kaszczak, Suzanne Aylmer and Steve Sewell  
District Councillors present: Ian Spratt and Jim Webber  
Also, present Lorraine Trueman (clerk) and members of the public

### 1. To receive apologies for absence

Dennis Wells and Danny Gaskin sent their apologies.

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

Adam Banham declared an interest in item 8.

### 3. To approve the minutes of the Parish Council Meeting held on 17 June 2024

The council **APPROVED** the minutes, and these were signed, by the chair, 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 District Councillors report was shared ahead of the meeting.

A member of the public reported that they were waiting to hear about memorial bench for common and spoke about a section of the Common, west of the school that is not being cut.

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

The clerks' report was available ahead of the meeting.

### 6. Finance (LT)

#### 6.1. To note the bank reconciliation dated 30 June 2024

Noted

#### 6.2. To review quarter 1 finances and full year forecast

Noted

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

Invoices raised in June total £1,990.87.

There were only 2 overdue invoices outstanding, both to the Village Hall Management Committee. They had accepted liability for survey carried out by the charity but refuse to pay and have refused July 2024

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to contribute to the Common car park/village hall entrance saying they are not contractually obliged to do so. The council discussed the financial status of the charity and **AGREED** to defer any agreement.

## 6.4. To note any income received in June 2024

Income received in June totals £7,266.92

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

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

## 6.6. To consider council's reserves and reserves policy

The council **AGREED** the reserves as suggested by the clerk and **AGREED** to review reserves as part of the budget process.

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

The council **AGREED** to move 11.4 (asset register not established or inadequately maintained), 11.5 (damage to third party property or individuals as a result of Council providing services or amenities to the public) and 14.1 (inadequate safeguards to prevent viruses and other intrusions damaging Council documents) from medium to low, and to amend wording in section 16 to reflect the Council's policies.

**ACTION:** clerk to ask relevant village hall tenants for a copy of their CCTV policy.

## 8. Planning applications (LK)

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

2024/0583, Annexe at The Old Hall, The Common, replacement of existing wooden windows with similar profile flush aluminium windows, **APPROVED**

2024/1376, 1 Catmere Herne, two storey side extension, **APPROVED**

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

2024/1864, 14 Tench Close, single storey rear extension.

The planning application was not considered due to Adam Banham abstaining leaving the council inquorate.

## 9. Allotment Working Group

### 9.1. To receive an update from the working group

See below.

### 9.2. To consider outstanding invoices for plots

All invoices for allotment plots have been settled.

### 9.3. To receive an update on the flood at Oakley Park South car park

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Anglian Water have repaired the burst water main, the car park is fully operational although sand has been left on the surface.

## 9.4. To receive an update on Meadows plots 15 and 17 and agree next steps

The council had given the tenant an extended deadline until 30 June. The tenant had told the council they would be off the site by 20 July and would make good the fencing, which had been taken down for ease of access.

## 9.5. To consider advice received regarding Horsetail at Meadows

The working group and clerk have met with several potential contractors to discuss. Quotes are being submitted. Following on from advice received the council **AGREED** to focus on reducing the horsetail in the allotment area and fence line. The council **AGREED** to a maximum spend for the current year of £760. **ACTION:** the clerk to gain more quotes, select most suitable quote and keep Mulbarton Environmental Group informed.

## 9.6. To discuss working with MALGA to setup a Community Allotment

MALGA have agreed to take on Long Lane plot 4 for the community allotment. The council **AGREED** they would not charge for this plot.

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

No update.

## 11. Open Spaces and Play Areas working group

### 11.1. To receive an update from the working group

See below.

### 11.2. To receive tree surveys carried out at Meadows and Orchard Park and consider action

The tree surveys were available to councillors ahead of the meeting and they **AGREED** the clerk to gain quotes for priorities 4 and 5.

### 11.3. To receive any new information on land north of Meadows

No further update.

### 11.4. To receive play area annual inspections

The inspections were available to councillors ahead of the meeting.

### 11.5. To receive the results of Meadows play equipment survey and to discuss next steps

The results of the survey were available to councillors ahead of the meeting with pump track receiving 2/3 of the votes. The council decided to explore this option in more detail. **ACTION:** clerk to gain quotes for pump tracks, including earth, tarmac, all ages and teenager options. The council **AGREED** to earmark £40k for the project. **ACTION:** clerk to research available grants.

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## **12. To receive an update from the Planning working group**

No update

## **13. To receive an update from Common Steering Group**

Park run to be added to the next Steering Group meeting.

## **14. To receive an update from Community Project working group**

Feasibility results are due in August.

## **15. To receive minutes from Village Hall Committee**

Draft minutes were received.

## **16. To receive SAM2 data**

The latest report was available to councillors ahead of the meeting.

## **17. To discuss the Community Emergency Plan**

The council **AGREED** to defer.

## **18. To agree HM Prison & Probation Service Memorandum of Understanding**

The council **AGREED** the memorandum of understanding and **APPROVED** the clerk to sign on behalf of the council. All works to be carried out in conjunction with the relevant parties.

## **19. To receive an update on the verge cutting on Minnow Way**

No update from highways.

## **20. To receive an update on signage and fencing at Mulberry Park**

No update available.

## **21. To agree who will attend the online workshop on South Norfolk Design Code, on 23 July**

The council **AGREED** Steve Sewell would attend on behalf of the council.

## **22. To discuss ideas suitable for the Parish Partnership Scheme**

The clerk advised she had been in contact with the school and highways to discuss options for improved road safety near the school. It was hoped a meeting could be arranged with all parties and feedback reported back to the council.

## **23. Correspondence**

**23.1. Extension to Norwich to Tilbury consultation**

**23.2. Email from resident regarding Meadows and area on junction with Catmere Herne and Cuckoofield Lane**

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## 23.3. Email from resident regarding grass cutting on Long Lane/The Rosery

Noted

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

Members of the public raised the motorhome parking on the Common, overgrown hedge along Birchfield Lane.

MALGA raised concerns about parking in the village during their open garden event on 21 July.

## 25. To receive items for the next agenda

Feasibility study results for Community Project, Humbleyard Doctor's are likely to have a session before the October meeting. **ACTION:** clerk to see if bigger room is available.

## 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

All members of the public left the meeting.

## 26. To agree the lease agreement for Blakeys Bus

The council **AGREED** the draft lease agreement.

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

The council **AGREED** to defer the heads of terms.

Meeting closed at 9.09pm

## Item 6.5 Payments ratified and agreed

### Mulbarton Parish Council Payments to approve - current account

Ref	Date	Supplier	Description	Net	VAT	Total
86	16/07/2024	Adam Banham	Mileage	9.90	0.00	9.90
69	16/07/2024	Anglian Water Business (National) Ltd	Allotment - OPS water	211.54	0.00	211.54
70	16/07/2024	Anglian Water Business (National) Ltd	Allotment - Swamp water	49.24	0.00	49.24
75	16/07/2024	Anglian Water Business (National) Ltd	Allotment - OPS water	64.37	0.00	64.37
67	10/07/2024	British Telecommunications plc	Office broadband & phone	53.65	10.73	64.38
73	16/07/2024	David Bracey	Play equipment maintenance	40.00	8.00	48.00
73	16/07/2024	David Bracey	Play equipment maintenance	40.00	8.00	48.00
73	16/07/2024	David Bracey	Play equipment maintenance	120.00	24.00	144.00
82	31/07/2024	HMRC	Tax & NI	601.95	0.00	601.95
72	16/07/2024	Iceni Gardening & Landscaping	Jubilee Garden maintenance	98.00	0.00	98.00
80	16/07/2024	K Gooch	Grounds maintenance	280.00	0.00	280.00
81	31/07/2024	Lorraine Trueman	Salary	1,945.43	0.00	1,945.43
71	16/07/2024	Mike Amiss Signs	Play equipment maintenance	72.00	0.00	72.00
71	16/07/2024	Mike Amiss Signs	Play equipment maintenance	96.00	0.00	96.00
54	18/06/2024	Mulbarton Village Hall Management Committee	Office rent	1,050.00	0.00	1,050.00

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54	18/06/2024	Mulbarton Village Hall Management Committee	Office rent	-1,050.00	0.00	-1,050.00
62	18/06/2024	No Bull Home Improvements	Grounds maintenance	-0.11	0.00	-0.11
85	16-Jul	No Bull Home Improvements	Grounds maintenance	480.00	0.00	480.00
79	16/07/2024	Norfolk Parish Training & Support	Training	120.00	0.00	120.00
83	31/07/2024	Norfolk Pension Fund	Pension Contributions	729.11	0.00	729.11
61	18/06/2024	Norse Eastern Ltd	Village Hall grounds maintenance	0.10	0.00	0.10
84	16/07/2024	Norse Eastern Ltd	Grounds maintenance	118.32	23.68	142.00
74	16/07/2024	Ribbonsdale Nurseries	Grounds maintenance	742.29	148.46	890.75
74	16/07/2024	Ribbonsdale Nurseries	Grounds maintenance	210.71	42.14	252.85
74	16/07/2024	Ribbonsdale Nurseries	Grounds maintenance	203.57	40.71	244.28
76	16/07/2024	Target Trees	Orchard Park maintenance	425.00	85.00	510.00
77	16/07/2024	Target Trees	The Meadows maintenance	280.00	56.00	336.00
78	16/07/2024	Target Trees	Orchard Park maintenance	450.00	90.00	540.00
60	30/06/2024	Unity Trust Bank	Bank charges	18.00	0.00	18.00
<b>Total</b>				<b>7,459.07</b>	<b>536.72</b>	<b>7,995.79</b>

## Payments to approve - credit card

Ref	Date	Supplier	Description	Net	VAT	Total
55	17/06/2024	CPA Horticulture	Play equipment maintenance	135.81	27.16	162.97
55	17/06/2024	CPA Horticulture	Play equipment maintenance	135.81	27.16	162.97
56	17/06/2024	Amazon	Play equipment maintenance	12.42	2.48	14.90
56	17/06/2024	Amazon	Play equipment maintenance	12.42	2.48	14.90
56	17/06/2024	Amazon	Play equipment maintenance	33.80	6.76	40.56
57	17/06/2024	Amazon	Village Hall grounds maintenance	34.39	6.88	41.27
58	17/06/2024	Lloyds Bank	Bank charges	3.00	0.00	3.00
59	17/07/2024	Post Office	Stationery	1.35	0.00	1.35
63	17/07/2024	Travis Perkins	Grounds maintenance	52.05	10.41	62.46
64	17/07/2024	Amazon	Stationery	16.07	3.21	19.28
65	17/07/2024	Amazon	Play equipment maintenance	7.07	1.41	8.48
66	17/07/2024	AO.com	Office expense	47.50	9.50	57.00
68	17/06/2024	Tesco Mobile	Office broadband & phone	5.00	0.00	5.00
<b>Total</b>				<b>496.69</b>	<b>97.45</b>	<b>594.14</b>

## Grand total

<b>7,955.76</b>	<b>634.17</b>	<b>8,589.93</b>
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