

MULBARTON PARISH COUNCIL

Minutes of the Annual General Meeting & Ordinary Parish Council Meeting held at

7.30pm on Monday 11th May 2015

Councillors present:-

Peter Leigh – Chairman

Beverley Leek

Mark Standley

Steve Sewell

John Joyce

Annual General Meeting:

1.0 Election of Chairman, declaration of acceptance of office.

Cllr Sewell proposed Cllr Leigh as chairman of the council for the forthcoming year; this was seconded by Cllr Leek. The vote was unanimous and Cllr Leigh completed the requisite paperwork.

2.0 Election of Vice Chairman.

Following proposal by Cllr Joyce and seconding by Cllr Sewell, Cllr Leek was unanimously elected as vice chairman of the Parish Council.

3.0 To close the meeting and open the first public session of Parish Council meeting.

Cllr Leigh closed the Annual General Meeting and opened the first public session of the ordinary Parish Council meeting.

First Public Session.

4.0 Police Report.

PCSO Sore reported that since the last meeting and midnight 10th May there had been three reported crimes: theft of pedal cycle that was unsecured in a garage, criminal damage to a greenhouse and one of taking goods without payment from a retail outlet. During the same period there were was one call relating to noise but no calls for nuisance or anti-social behaviour. There were no questions from the public for PCSO Sore. Cllr Leigh stated that the Rich's Trust had a large log that could be positioned on Birchfield Lane to help reduce cars parking on the Common, if PCSO Sore thought it would be beneficial, and he would liaise with a local farmer to have it moved. PCSO Sore confirmed that there was still a problem with parking at school start and finishing times.

4.1 District and County Councillors' Report.

District Councillor Legg had sent his apologies at being unable to attend this evenings meeting.

District and County Councillor Foulger was not in attendance.

4.2 Public Session

In answer to a question from the public, Cllr Leigh confirmed there were five Parish Councillor following uncontested elections. No further questions were tabled.

5.0 To close the meeting to public participation.

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

6.0 To receive and consider apologies for absence

All Councillors in attendance.

7.0 To receive declaration of interest on items on the agenda.

No Cllr, upon review of the agenda, felt it necessary to make a declaration of interest.

8.0 To confirm and sign the minutes of the Parish Council Meeting 13th April 2015.

The minutes for the meeting held on 13th April 2015 were unanimously agreed as a true record of the meeting and duly signed after proposal by Cllr Leek and seconding by Cllr Joyce.

9.0 To agree sub committees.

Cllr Leigh reported which Cllrs were currently on which subcommittees and highlighted those that needed Cllrs. Following discussion regarding co-opting additional councillors it was decided to review this again at subsequent meeting/s.

Cllr Joyce reported that he was happy to be the MPC representative on the MVHMC. Following formal proposal by Cllr Leek and seconding by Cllr Sewell this was unanimously agreed.

10.0 Finance -To receive financial report and approve invoices for payment as per schedule.

A proposed schedule of payments was handed out for approval in addition to copies of the latest bank reconciliation. The clerk explained that there was variance of £4045.20 on the summary statement as this was for payments in the accounting period 2014/15 that had not yet cleared. Rent from the Cricket and Football clubs for last season has not to date been received. Cllr Leigh asked that cheque number 151295 be further discussed in the second public session. Following proposal by Cllr Sewell and seconding by Cllr Leek all payments were duly passed. A copy of payments is attached to these minutes.

10.1 To approve the appointment of internal auditor.

Cllr Leigh proposed that Carol Jowett be approached to complete this year's internal audit, and should she not be available within the necessary time frame, that John Herbert be asked, this was seconded by Cllr Leek and unanimously agreed.

Cllr Leigh reported that it was necessary to take an ex-Cllr off the authorised signatory list and asked for another Cllr to consider being added to the list. Clerk to arrange necessary paperwork for completion.

11.0 Car park resurfacing – latest update.

Cllr Leigh reported that the current plan is for the work to be completed in two stages during early August; this work will include filling the potholes on the area leading to the Scout hut.

Cllr Leigh reported that a request for a meeting with SNC about the potholes in their area of responsibility has to date generated no response, if no contact or date is forthcoming from the designated Officer he will discuss with Bob Wade at SNC and the two district Cllrs.

12.0 To consider any planning applications.

Cllr Leigh reported that the company behind the application, 2015/0796 (Solar Farm off Brick Kiln Lane) had been in contact with the Parish Office and a meeting for Parish Councillors, the company and the District Councillors had been arranged for 20th May at 10.30am, which would include a site visit. Cllr Leigh reported the company has arranged a public consultation evening for Tuesday 26th May between 5.30 and 8.00pm which is being held in the village hall; leaflets should be received by all households in the village during this week.

Cllr Sewell reported that he had reviewed all the planning applications that had been received since the last meeting and felt that all of them warranted a no comment response from MPC.

2015/0708 – North Barn, 17 Rectory Lane, NR14 8AG – amended proposal.

2015/ 0775 – The Nurseries, Norwich Road – retrospective application for change of use of land & use of catering trailer & erection of cabin.

2015/0940 – 31 Birchfield Lane, NR14 8BZ – single storey rear extension.

2015/0814 – St Andrews, The Rosery – New detached garage and store.

2015/0849 – 9 Kestrel Close – two storey side extension and front porch.

2015/0860 – Toad Hall, Norwich Road – work to trees in conservation area.

2015/0840 - Heather Cottage, NR14 8JQ – conversion of roof void to bedroom/bathroom & study. Extension to rear of dwelling.

2015/0877 – 100 Ryefield Road, NR14 8GS – single storey rear extension.

2015/0796 – land south of Brick Kiln Lane – EIA screening option.

13.0 Correspondence requiring consideration.

Email received from Janice Matthews requesting permission to erect an advertising sign for her café on the land at the Swamps allotments site adjacent to the B113. Cllr Joyce commented that the Neighbourhood Plan supports the encouragement of local business and in principle MPC should support the request; Cllr Leek stated that she would check that the allotment holders that there were no objections or likely obstruction. Following discussion as to whether a fee should be charged it was agreed that MPC would support the request and whilst not charging any fee this year would reserve the right to review this decision in the future.

Email from Adam Nicholls, SNC Planning Policy Manager, notifying local councils of a consultation on proposed to the South Norfolk Local Plan (the site allocation document, the Development management Policies document and the Wymondham Area Action Plan) will commence on 22nd April and run for six weeks.

Email regarding additional play equipment at the play area by Oatfield Chase. Cllr Leigh reported that this play area is maintained by SNC.

Email from Chris Lansdowne, Mulbarton Words Week, about the clash of dates for one of their events evenings and the Annual Parish Meeting/next Parish Council meeting. Cllr Leigh reported that the Clerk had replied explaining the legal constrictions imposed for the annual parish meeting and MPC's standing orders regarding meetings and the fact that the elections had also had some impact on availability of dates.

Email from Norfolk County Council seeking views on managing flood risk. The consultation, which includes a number of drop- in sessions runs until 25 May and the Local Flood Risk Strategy, subject to responses received from the public, will be formally adopted later in the year. Cllr Sewell took a copy of the documents to review and comment on if necessary.

14.0 Sub-committee/liaison officer reports.

Cllr Joyce reported that the submission version of the Neighbourhood Plan is now with SNC, who as part of the formal consultation process will be writing to all residents and consulting with local business and statutory bodies; this stage will run until 22 June. Cllr Joyce asked that Cllrs encouraged residents to send in their support of the plan as traditionally people only comment when they have criticism. Cllr Leigh stated that the Neighbourhood Plan team had done a wonderful job and all should be thanked. Cllr Joyce responded that the team had been brilliant as had the public who took time to comment and have their input.

Cllr Leigh reported that SNC had committed to completing works on three half ponds this year but no further details were available; there has been no contact from the district council's Common's officer for some time as previously mentioned. It would appear that the rodent problem at the Village Pond is prevalent again and someone has put planting baskets into the pond. Following discussion about these baskets it was agreed that they should be removed, as it is not known if the species are native or contaminated. The baskets will be kept in a safe location for their owner/s to collect.

Cllr Leigh reported that Cllr Leek on behalf of MPC had applied for funds to Grants For All (National Lottery) to purchase a roundabout and additional picnic tables for the Meadows play area. More details when they are available.

Cllr Leek reported that both allotment sites are fully occupied and that only two tenants were outstanding on their yearly rents; water is now on at both sites, though Cllr Leigh reported that the Meadows need to be closed temporarily due to a water leak. Cllr Leigh stated that it was still unknown if MPC would get additional allotments as previously outlined in the Long Lane development plan as the development still hadn't satisfied Highways so there appeared still to be many issues unresolved.

15.0 To receive any items for inclusion in the next agenda.

- Formal approval of internal auditors comments/report.
- Formal approval of annual accounts return.
- Approve appointment of contractor for annual play equipment safety report.
- Formal approval of additional Cllr to bank signatory list and removal of ex-councillor.

To adjourn the meeting for the 2nd public session.

In response to a question from the public about how much the football owe in rent, it was confirmed the amount was £500 that is due for 2014/15 season and was due for payment in March. It was commented on how well the Football Club have accomplished on the pitch in the season. Cllr Leigh also acknowledged Mr Danny Gaskin's support of the Big Litter Pick that was recently held.

Cllr Leigh, re agenda point 10.0, cheque 151295, asked Mrs Carter about the finances of the village website. Mrs Carter explained that although the vision was for the site to eventually be self-funding there only had one paid advertiser and the money she received last year she had given to the two guys that had helped her update the site. Cllr Leigh thanked her for the update. In response to a question about the Parish website, Cllr Leigh stated that some of the links still needed sorting and then it would be necessary to get the domain details/transfer from Mr P Munks.

In response to comments about the lack of knowledge of bus routes by residents and First Bus drivers during the recent road closures due to a burst water main, Cllr Leigh reported that he would get in touch with the bus company to try to find a suitable plan for the future especially as it is anticipated that Anglia water are going to need to carry out further repairs.

There being no further business the meeting closed at 8.40pm

The next meeting will take place on Monday 1st June following the Annual Parish Meeting at 7pm.

Payments for April 2015

Cheque Number	Recipient	Details	Net total	Vat	Amount £'s
151292	Norse Eastern	Grounds Maintenance	832.22	166.44	998.66
151293	MVHMC	Contribution for Words Week venue hire	120.00		120.00
151294	Small Fish	Consultancy Fee	900.00	180.00	1080.00
151295	Mrs M Carter	Village Website	120.00		120.00
151296	P Leigh	Expenses	4.03	0.81	4.84
151297	B Leek	Expenses	23.91		23.91
151298	A Phillips	Expenses	13.39	2.68	16.07
151299	A Phillips	Salary	543.59		543.39
151300	HMRC	PAYE	137.67		137.67
		Total for month:	2694.81	349.93	3044.74