

MULBARTON PARISH COUNCIL

Minutes of the Parish Council Meeting held at

7.30pm on Monday 2nd November 2015

Councillors present:-

Peter Leigh Bev Leek Richard Tucker John Joyce

First Public Session.**1.1 Police Report.**

Cllr Leigh reported that Inspector Provert, Norfolk Constabulary, had sent his apologies for his absence at this evenings meeting due to operational demands. In his email Inspector Provert reported that since the last meeting there had been no reported crimes or instances of antisocial behaviour.

1.2 District and County Councillors' Report.

County and District Councillor Colin Foulger reported that construction traffic around the school was being monitored and that access times may need to be changed. The Monitoring Office, Mr Steven Hall at NPS should be contacted if any residents have concerns. His contact number is 014603 222321. It was noted that construction traffic is still using Rectory Lane.

Cllr Foulger reported that Norfolk County Council's ruling group's suggestion of making 25%, £173m savings had been reduced to a target of £123m saving. Local residences are being asked to provide suggestions of how these savings can be made.

Cllr Foulger reported that the Northern Distributor Road (NDR) budget of £178m had been approved by the whole Council, this figure may now rise due to pressure groups asking for a judicial review on the grounds that not all information was available to the full Council.

District Councillor Legg reported that he had forwarded photographs of Long Lane development construction traffic using roads prohibited to them in the village to Mr Horspole at SNC. At the last SNC planning meeting it had been agreed that the developer would put up signs directing traffic. It was commented on by MPC that the roads around the imminent area were in a very bad state.

Cllr Legg reported that the Cabinet Meeting at SNC had approved the Mulbarton Neighbourhood Plan with recommendations for some rewording, so that the referendum can go ahead.

Cllr Legg reported that the Joint Core Strategy had been approved by SNC, thus sealing into Law all provisions within it. SNC are now starting the next round of JCS going up to 2036, which includes land owners putting forward lots of land for development. Cllr Leigh responded to this by quoting a newspaper article that stated "new neighbourhood plans have boosted housebuilding by more than 10 per cent in areas where they have been developed. The Housing and Planning Bill, published this week, will make councils sell high-value social housing and force better-off tenants to pay more rent."

Cllr Legg reported that local council representatives will be meeting Mr Michael Heseltine shortly to see if the figures add up for devolution of powers and the introduction of another tier of local government ; the powers have yet to be defined but thought to include traffic and stimulation of business growth. There are 17 local authorities within Norfolk and Suffolk.

In answer to a question about planned boundary changes, Cllr Legg reported that review seems to be continual and that he unsure of how often the Committee reports.

Cllr Legg concluded by stating that he still had grant money available for groups and organisations within the parish.

1.3 Public Session

No members of the public wished to speak at this time.

2.0 To close the meeting to public participation.

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

3.0 To receive and consider apologies for absence.

Apologies received from Cllrs Sewell and Goff.

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

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

5.0 To confirm and sign the minutes of the Parish Council Meeting 5th October 2015.

The minutes of the meeting held on 5th October 2015 were unanimously agreed as a true record of the meeting and duly signed after proposal by Cllr Leek and seconding by Cllr Tucker.

6.0 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 financial summary. Following proposal by Cllr Joyce and seconding by Cllr Leek all payments were duly passed. A copy of payments is attached to these minutes. Cllr Joyce wished it to be minutes that the Chairman and RFO confirmed there would be no overspend on the budget in this financial year.

6.1 Formal approval of costings and risk assessment for a Village Christmas tree.

Cllr Sewell's breakdown of costs was presented in his absence. Following discussion the expenditure of £200 was agreed in principle and subject to a number of points being clarified or completed that had been raised, including:

- Who will be completing the risk assessment? This needs to cover the "volunteers" transporting and assembling as well as the time the tree is in situ.
- Will the suggestion location of the tree affect the visibility splay?
- How will the tree be secured? The Common bye-laws prevent the land being dug into.
- Will the area around the tree be cordoned off while it is in situ?
- How will the lights be secured to the tree - will cable ties be needed?
- Does the solar charging unit need to be placed on the tree or in the ground nearby and if so how will it be secured? Will it be a trip hazard?
- When are trees available from the nursery - what is the likely date of installation?

6.2 Review of Parish Council Risk Assessment.

Cllr Joyce reported that he had looked at MPC's financial risk assessment; reviewing the financial elements only and assessing risks on a standard approach of using a five point range for likelihood and severity/consequence. Cllr Joyce reported that MPC has generally good procedures and procedures, so at current the likelihood is at the low end of the range as is severity.

Following discussion it was concluded that the RFO has a contract of employment that sets out notice periods and that the accounts and office procedures have been set up and maintained so that all information is easily accessible in an emergency.

Following discussion it was agreed that the RFO would provide detailed projected costs for each budget line to assist in precept setting and then use these during the 16/17 financial year to report monthly as to the projected year end position.

Following discussion it was concluded that the RFO already has a business as usual process to ensure that the bank signatory list is maintained as and when Cllrs leave or join. It was confirmed that there is a process already in place for the Health & Safety policy document to be reviewed on an annual basis.

Following discussion it was confirmed that all Councillors have returned and sign their Disclosable Pecuniary Interest forms that makes them responsible for notifying the Monitoring Officer within 28 days of any changes, therefore a formal annual prompt from the Clerk is not necessary as it would not be timely.

Following discussion about data protection, it was confirmed that the Clerk abides by the terms set out in MPS's Freedom of Information policy document and those of SNC with regards to electoral data. Cllr Leigh will produce a DPA policy to formally approval at the next meeting.

Cllr Joyce reported that following these discussion he would finalise the financial risk assessment for formal acceptance at the next meeting prior to budget approval.

6.3 Walks notice board refurbishment.

Cllr Leigh reported that following some research he had managed to find a supplier (NPS) that would be able to reproduce another parish walks notice on a composite material with a protective vanish for a cost of £60.00 + VAT. Cllr Leigh proposed and was seconded by Cllr Leek that a replacement walks sign was purchased; this was unanimously agreed. The other costs would be sealant for the front window and new screws for the outer frame. Work would be done by PC volunteers.

7.0 Formal approval of Bus Café lease agreement and terms prior to employing a solicitor.

Following discussion it was unanimously agreed, following proposal from Cllr Leigh and seconding by Cllr Leek that the draft lease could be taken to a solicitor to check that all safeguards had been covered. Cllr Joyce stated that he identified some areas of detail that needed looking at and he would email these to Cllr Leigh.

Cllr Leigh reported that he had been told that the bus was being moved to Liverpool for outfitting after problems with the initial contractor; it is anticipated that towards the end of the year it will then be driven make to Mulbarton. It is a 1963 Bristol bus that will be painted Sherwood green as specified in the planning consent. The owners are planning on an opening date of the end of January. A brick plinth/enclosure will shortly be erected for their electric supply.

8.0 Formal approval of Peacocks Preschool garden project.

Following review of the plans and proposal by Cllr Tucker and seconding by Cllr Leek it was unanimously agreed to approve the plans for the Peacocks Preschool garden project.

Cllr Leigh reported that once the project was completed it may be necessary to walk the grounds maintenance contractor around as the changes may mean that they need to use a smaller cutter that is likely to increase costs to the present contract.

9.0 Neighbourhood Plan – discussion of public consultation comments.

Cllr Joyce reported that the Neighbourhood Team had produced a list of comments that had been raised during the consultation stage of the Neighbourhood Plan that were not appropriate for inclusion in the final plan that MPC should review with the options of, doing nothing, funding or raising with the District County Council.

The following areas were discussed:

Better surface on footpath between dentist and church – it was acknowledged that there is a problem when this area floods; resolution falls under the Commons Steering Group remit. It was noted that it had been resurfaced a few years ago by a local contractor.

Buses – any changes are likely to upset more people than it pleases. Night Bus trial was carried out by First Group previously but was stopped due to lack of demand for the service.

Road Safety – Speed humps upset many residences and emergency services also Highways have no money to finance; additional yellow lining will not be approved by Highways due to costs, it is noted that parked cars can assist in slowing down vehicle traffic. Long Lane/Cuckoofield junction, MPC will continue to pursue in relation to the Long Lane development.

Drainage – it has been alleged that drains near the allotments are blocked by a fallen tree, it was agreed that this need to be investigated and appropriate action taken depending on the findings.

The Common – it was confirmed that there are already apple trees on the Common.

Parking – the congestion outside One Stop and Rosery allotments was noted as being a problem for delivery vehicles and not cars. The lack of parking at the Surgery was identified as being a knock on effect from the schools where the outside parking is regular all used before 8am; this and the surface of the parking in the area will fall under the Commons Steering Groups remit.

Dog Fouling – MPC agreed to purchase and arrange empty of additional bins once sites for them are identified. It also said it would replace the worn out one at the SW corner of the Common.

Community Facilities – it was noted that a village cinema has previously been researched. It is believed that the Village Hall/Social Club has facilities to screen films. The basketball hoop backing board needs replacing.

MPC communication – following discussion Cllr Tucker offered to look at and research how the Parish Council communicates with the village and also how local groups communicate with each other, with the potential for MPC to assist.

Miscellaneous – it was confirmed that MPC would not be able to dispose of the allotments, application and approval for such action has to come from Secretary of State.

10.0 South Norfolk wide campaign about fly posting.

Cllr Leigh handed round a flyer that had been produced by Hethersett Parish Council to raise aware of their no tolerance approach to fly posting in their parish. Following discussion it was confirmed that SNC had confirmed that every citizen has a right to remove flyposting. It was also agreed to display an information notice on the Parish Council's notice boards and website to highlight MPC's no tolerance policy on flyposting. Cllr Leek advised that A4 boards on posts were also available for temporary loan so that residents could place notices in their front gardens and not on the trees or telegraph poles around the village.

11.0 To consider any planning applications.

There were no planning applications requiring consideration.

12.0 Correspondence requiring consideration.

- Email from SNC re a new process for tree grants.
- Email from SNC re CIL payments to MPC, including conditions of spending and reporting processes.
- Letter from Mr Mickleburgh raising his concerns about the bottle bank moves.
- Email from NCC re Norfolk silica sand review of the minerals site specific allocations plan – preferred options. Copies available on their website and selected locations; further details available on request from the Clerk.
- Email from SNC re adoption of three local plans: Site Specific Allocations and Policies Document, Development Management Policies Document and Wymondham Area Action Plan. These documents along with a range of supporting documents are available to view on their website or at selected libraries and deposit points.
- Email from NCC re Re-imaging Norfolk – Strategic and financial planning 2016/19. Full details available on their website with a consultation closing date of 14 January 2016.

13.0 Sub-committee/liaison officer reports.

Cllr Leigh reported that work on three ponds had been completed by SNC and Norwich Fringe Project, there has been no response to date regarding cutting the brambles back; there are a number of tree saplings that need to be removed. Cllr Leigh reported that the water meters at the allotments would be read this week and then the supply turned off and locked. Whilst noting that a review of work needed at the Jubilee Garden was required, Cllr Leigh thanked Mr Creasey for all the work that he voluntarily completed over the last year.

Cllr Leigh reported that he plans to refurbish the Village sign over the winter and that the rodent problem at the Village Pond is still an ongoing issue despite SNC putting down extra bait.

Cllr Leek reported that all allotments have tenants.

Cllr Joyce reported that SNC had formally accepted the Examiner's report on the Mulbarton Neighbourhood Plan and that there would be no further changes to the MNP that has been submitted to SNC. The referendum date has been set for 10 December 2015, SNC will be coordinate. Following Cllrs Joyce's concern about the installation of barriers for the Committee Room, Cllr Leigh agreed to investigate and find a resolution. Cllr Joyce reported that he was finalising the details of printing a copy of the plan for every household and anticipated that they would be distributed in the first week of December. Cllr Joyce thanked all that had been involved in the process to date and advised the Clerk that the team would be producing some posters that will need to be displayed in the notice boards.

Cllr Tucker reported that MVHMC had been successful in obtaining a £5000 grant from SNC towards the refurbishment of the toilets.

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

- Location suggestions for new dog bins.
- Village sign refurbishment.
- Budget approval for 16/17.
- Feasibility of resurrecting tennis courts

To adjourn the meeting for the 2nd public session.

Cllr Foulger announced that he also had grant funds available and would be happy to double Cllr Legg's offer.

Cllr Leigh thanked all those that had helped with the litter pick last Saturday and in particular Will Ladbrook and Will McDonald, two of the skate boarders who turned up to be involved in the community activity.

A member of the public commented that she was pleased to see the MPC was adopting the phone box and with regards to the earlier discussion about Councillors interests it was their responsibility to maintain and keep up to date.

Following further discussion Cllr Leigh confirmed that a new exit sign would be installed by the School once all the construction work had been completed; Cllr Leek confirmed that she had

reported the damaged Birchfield Gardens road sign and a replacement had been requested. Cllr Leek has reported the buddleia on the walkway to SNC. The road markings by the drop curb outside the One Stop would be reviewed.

A member of the public apologised for not attending the litter pick and asked if the opening hours of the Café bus were known. Cllr Leigh reported that the hours were on the planning consent granted by SNC however he could report that he had been informed that the owners had had a successful meeting with the Social Club and had an agreement on hours and jointly funding additional cctv cameras had been reached.

A member of the public suggested that a tree on the Common should be decorated instead of buying a Christmas tree.

There being no further business the meeting closed at 9.35pm

The next meeting will take place on Monday 7th December 2015 at 7.30pm.

Payments for October 2015

Cheque Number	Recipient	Details	Net total	Vat	Amount £'s
151353	Fenland Leisure Products Ltd	Roundabout	8438.21	1687.65	10125.86
151354	Norse Eastern Ltd	Monthly Grounds Maintenance	832.22	166.44	998.66
151355	P. Leigh	PC and expenses(mileage)	328.81	63.56	392.37
151356	B. Leek	Printer*, hard drive backup, pest control	505.85	101.17	607.02
151357	Paul Wilson	Final phase of website **	250.00		250.00
151358	HMRC	PAYE	137.87		137.87
151359	A Phillips	Salary	543.39		543.39
151360	P.Riches	Jubilee Gardens	96.00		96.00
		Total for month:	11132.35	2018.82	13151.17

*£210 cashback claimed.

** total price of £700, underspend on budget £200.00

V126 claim 31.10.15 total: £6952.85