

MULBARTON PARISH COUNCIL

Minutes of the Annual General Meeting and the Ordinary Parish Council Meeting held at
8.05pm on Monday 9th May 2016.

Councillors present:-

Peter Leigh Bev Leek Richard Tucker Steve Sewell

Victoria Goff Derek Aldous John Joyce

1.0 To elect Chairman for the year.

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 To elect Vice- Chairman for the year.

Following proposal by Cllr Goff and seconding by Cllr Joyce, Cllr leek was unanimously elected as Vice- Chairman of the parish council.

3.0 To agree subcommittees.

Following discussion it was agreed that following subcommittee/liaison officer changes would be implemented:

Neighbourhood Planning Committee – disbanded

Capital Projects – to include Cllr Tucker

Finance – to include Cllr Aldous

Playing areas – rename to include recreation areas; Cllrs Joyce & Tucker to join and support Cllr Leek with play equipment safety checks.

Village Hall – no representative at present. To be reviewed at a later date.

Public Relations – Cllrs Joyce & Tucker to set up new subcommittee.

Church (PCC) – Cllr Leek.

4.0 To close the annual general meeting and open the first public session of the ordinary 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.

5.1 Police Report.

PCSO Sore was no longer present at the meeting having presented the crime statistics at the earlier Annual Parish meeting.

5.2 District and County Councillors' Report.

County Councillor Foulger had presented his report at the earlier Annual Parish meeting. District Councillor Legg was unable to attend this evenings meeting.

5.3 Public Session

A resident wished to bring to the Council's attention that SNC had instructed its tree contractor to cut down any ivy that was causing damage to trees or was inhibiting the inspection of the trees; it was reported that rather than removing the ivy the contractor was just cutting it at grown level, this would lead to many trees having dead ivy around them in the future as well as removing habitat and food for insects and birds.

A resident wished to propose a vote of thanks to the Council and all Councillors for the work they carry out.

MALGA reported that the work carried out on the pear tree at the swamp allotments had been completed to a high standard and had saved the tree for many years to come.

6.0 To close the meeting to public participation.

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

7.0 To receive and consider apologies for absence.

All Councillors were present.

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

Cllrs Leigh and Leek declared an interested in relation to Agenda item 11.

9.0 To confirm and sign the minutes of the Parish Council Meeting

The minutes of the meeting held on 4 April 2015 were unanimously agreed as a true record of the meeting and duly signed after proposal by Cllr Leek and seconding by Cllr Sewell.

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 financial summary. Following proposal by Cllr Sewell and seconding by Cllr Tucker all payments were duly passed. A copy of payments is attached to these minutes.

10.1 Formal approval of internal auditor's comments & report.

Following proposal by Cllr Leigh and seconding by Cllr Joyce it was unanimously agree to formally approve the internal auditor's comments and report.

10.2 Formal approval of annual return.

10.2.1: Section 1, Annual governance statement 2015/16. Cllr Leigh read out each of the eight applicable statements in turn to allow for each statement to be unanimously agreed before moving on to the next. All statements within Section 1 were unanimously agreed.

10.2.2: Accounting statements 2015/16. Following proposal by Cllr Leigh and seconding by Cllr Joyce it was unanimously agreed to accept Section 2 of the annual return for the year ended 31 March 2016.

10.3 To approve budget for Picnic on the Common, Sunday 12 June 2016.

Cllr Leek reported that following a meeting with the PCC, she was proposing that MPC join with the Church to hold a picnic on the Common to celebrate the Queen's 90th birthday. Following discussion, Cllr Leek proposed that MPC approve a budget of £2000 for the event, the main cost being the hire of the marquee, this was seconded by Cllr Joyce and unanimously agreed. Cllr Leek reported that she had applied for a grant from SNC to support this event and should that be successful the budget figure approved would be reduced accordingly.

10.4 To approve costings for replacement bench for the Common.

Following discussion, Cllr Leigh proposed that a budget of £750 be approved to order a recycled material bench and to cover the cost of having a base installed and the bench fitted. This was seconded by Cllr Sewell and unanimously approved.

10.5 To approve costings for soundproofing & repairs on the skate park.

Cllr Leigh reported that the repairs to the old equipment on the skate park may have to be rethought, as the contractors he had approached for metal strips are unable to help due to the difficulties in producing them. Following discussion Cllr Leigh agreed to review other options including the lifting and re-fixing of the ramps, for which he will prepare a budget for the next meeting.

Following discussion of the costings previous circulated by Cllr Leigh to all, Cllr Leigh proposed and was seconded by Cllr Leek to sound deaden two ramps at a cost of £770 plus delivery, this was unanimously agreed.

(Cllr Joyce leaves the meeting.)

10.6 To appoint contractor for Jubilee Garden maintenance.

Cllr Leigh thanked all volunteers who had previously helped maintained the garden. Following discussion it was acknowledged that a one off professional tidy up/maintenance was required to bring the garden back under control. It was report that three contractors had been approached to provide quotes and two had responded; Cllr Leigh explained that the difference was the number of man days each was proposing/costing for. Following proposal by Cllr Leigh and seconding by Cllr Sewell it was unanimously agreed to select contractor 1.

11.0 Update on allotments at Long Lane.

Cllr Leigh presented an update on the meetings that had taken place between MALGA, Rich's Trust, MPC and Hopkins Homes. The proposals are at present going through planning consent. Cllr Leigh will keep the Council updated.

12.0 Approval of Welcome Booklet for publication on the MPC website.

Following discussion it was unanimously agreed that that version 1.1 of the updated "Welcome to" booklet would be uploaded to MPC's website.

13.0 Discuss options for adopted phone box.

Following discussion it was agreed to use the telephone box as a village information point. Cllr Leigh will look at options and costs for displaying information.

14.0 To consider any planning applications.

Cllr Leigh reported that an email and letter had been received today from SNC's Planning Policy Manager giving details of the commencement of the "call for sites" process. Also received was an email from Lanpro with details of the document they have submitted to SNC, for a formal opinion on the relevant planning issues in relation to the site in question:

2016/1097 – EIA Screening option for four parcels of land off Norwich Road.

Cllr Leigh reported that copies of both documents will be forwarded to all Councillors by the Clerk tomorrow.

15.0 Review of lease arrangements with Football & Cricket Clubs.

Cllr Leigh reported that despite lengthy searches of records held, copies of lease agreements with the Football Club or Cricket Club could not be located; it was noted that some records had previously been lost in fire. Records have been found to show that the Parish Council did purchase Orchard Park for the benefit of the community and also that it bought Mulberry Park when the Football Club had financial problems. Following discussion it was agreed that both clubs would be asked if they had any documentation relating to lease agreements and if not then it would be an ideal opportunity to sit down and review.

Cllr Leigh reported that repeated attempts by Cllr Leigh and Cllr Leek to contact Alpha Electrical to complete the work on the floodlights on Mulberry Park had been unsuccessful; it was discussed and agreed that as the football season was nearly over that MPC would go back out to retender for this work.

16.0 Correspondence requiring consideration.

- Email from chairman of VHMC – acknowledgement of letter sent from MPC, further information to follow at a later date.

- Email from Norfolk ALC – update on meeting held on 26.02.16. Cllr Aldous reported that he has details of an alternative organisation that supports Parish Council and he will send round to all for consideration.
- Email on behalf of PCC – plans to hold welcome events for newcomers to the village. More details to be provided when suitable dates have been confirmed.
- Email from Norfolk Flora Group – confirmation of wildflower survey on the Common being completed on 21 June 2016.
- SNC email – draft community asset strategy, closing date for the consultation is 13.05.16, to look at the management of their ‘non-commercial’ assets over the period 2016 to 2020.
- NCC email – update on Flexibus contracts.
- Letter from the Infant School – fund raising for a £5000 yurt to help with their September intake. Cllrs felt that as the Schools were receiving the \$106 money from the new development, c £150,000 this was not something they should currently support.
- NCC letter – application under s19 of the Commons Act 2006 for the correct of the common land register at Mulbarton by the removal from the common land registers of section of property and curtilage known as Carpenters, Norwich Road, unit number CL46.
- Email from local resident concerning pot holes on Cuckoofield Lane and subsequent response from NCC Highways. Cllr Sewell reported that he will investigate this matter further.
- Email from SNC – update on changes to collection days for household rubbish and recycling bins.

17.0 Sub-committee/liaison officer reports.

Cllr Leigh reported that the Common was inspected two weeks ago and for the next few weeks the Park Run will continue to use the alternative run route around Mulberry & Orchards parks.

Cllr Aldous reported that he had heard from the relevant Head Office regarding the ongoing issues with waste management at the Co-op shop, who reported that they had looked at the villagers concerns and felt that there was no issue. Following discussion it was agreed that Cllr Aldous could pursue a resolution on behalf of and with the support of MPC.

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

No councillor had at present any items to be added on to the next agenda.

To adjourn the meeting for the 2nd public session.

It was reported that the dog bin opposite the Co-op on Cuckoofield Lane was closer to the highway than to the path. Cllrs Leigh and Leek stated that they would look at it with a view of relocating it if appropriate.

There being no further business the meeting closed at 9.40pm

The next meeting will take place on Monday 6th June 2016.

PAYMENTS SCHEDULE:

Payments for April 2016

Cheque Number	Recipient	Details	Net total	Vat	Amount £'s
151414	Mulbarton Words Week	Financial Support of Words Weeks 2016.	120.00		120.00
151416	A Sillett	Tree Surgeon – Tree at The Swamp	150.00		150.00
151417	Norse Eastern Ltd	Monthly Grounds Charges	832.22	166.44	998.66
151418	B.Leek	Expenses – postage & key cutting	3.64	0.60	4.24
151419	A.Phillips	Expenses – Printer paper	6.25	1.25	7.50
151420	A.Phillips	Salary	563.34		563.34
151421	HMRC	PAYE	150.96		150.96
151422	Anglian Water	The Meadows Dec 2015 – April 2016	110.02	22.00	132.02
		Total for month:	1936.43	190.29	2126.72