

MULBARTON PARISH COUNCIL

Minutes of the Parish Council Meeting held at

7.30pm on Monday 6th June 2017

Councillors present:-

Peter Leigh Beverley Leek Richard Tucker Derek Aldous Steve Sewell Adam Banham

Emma Reeve

First Public Session.

1.1 District and County Councillors' Report

Cllr Colin Foulger reported that he was still in purdah and would be until 13th June. There will be no committee meetings at NCC until after the 13th as agendas for any meetings cannot be printed until 9th June.

Cllr Legg stated that he had nothing to report from SNC. Cllr Legg reported that he had received an email from the Police advising that PCSO Sore would be looking at HGV transgressions within the village and surrounding area and for Councillors and residents to let PSCO Sore know any details.

There were no questions for Cllrs Foulger or Legg.

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.

All Cllrs were in attendance.

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 AGM & Parish Council Meeting 8 May 2017.

The minutes of the AGM and ordinary meetings held on 8 May 2017 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 Leigh and seconding by Cllr Sewell all payments were duly passed. A copy of payments is attached to these minutes.

6.1 Formal approval of internal auditor's comments and report.

The RFO reported that the internal auditor had not felt it necessary to produce a report this year but had signed off the internal audit report section of the audit return (page 4 of the document). Following proposal by Cllr Leek and seconding by Cllr Banham it was unanimously agreed to formally approve the internal auditor's report.

6.2 Formal approval of annual return:

6.2.1: Approval of Section 1 – annual governance statement:

Cllr Leigh read out each of the eight applicable statements in turn to allow for each statement to be unanimously agreed before moving onto the next. All statements in Section 1 were unanimously agreed. Cllr Leigh duly signed the relevant section on the audit return.

6.2.2: Approval of Section 2 – accounting statements for 2016/17:

Following proposal by Cllr Leigh and seconding by Cllr Leek it was unanimously agreed to accept Section 2 of the annual return for the year ended 31 March 2017. Cllr Leigh duly signed the relevant section of the audit return.

6.2.3: Instruction to display “notice of appointment of date for the exercise of public rights” onto website & notice boards.

Following proposal by Cllr Leigh and seconding by Cllr Leek it unanimously agreed to instruct the Clerk to display the statutory “notice of appointment of date for the exercise of public rights” onto the website and noticeboards in accordance with guidelines issued.

6.3 Formal approval of financial regulation paragraphs 4.5 & 6.1.

Following proposal by Cllr Leigh and seconding by Cllr Sewell it was unanimously agreed to formally approve changes to paragraphs 4.5 and 6.1 of the Financial Regulations in regards to the internal audit and payments to HMRC and Anglian Water.

6.4 Approval of quote for annual hardcourt inspection, clean and repair.

Following discussion where it was agreed that any inspection would be completed with a Councillor present, Cllr Leigh proposed that the quote for an annual inspection, clean and repair at a fixed cost for the next five years be accepted; this was seconded by Cllr Leek and unanimously agreed.

7.0 Community Governance review – approval of consultation period survey return/representation.

Following discussion that noted that the Mulbarton Neighbourhood Plan is in effect until 2030 and that the survey is part of the consultation phase of the review it was unanimously agreed that MPC would not submit a return.

8.0 Review of draft lease for Mulberry Park.

Cllr Leigh reported that a draft had not been produced by the solicitor in time for this meeting and that he would follow this up during the week. It was agreed to add this item to the next agenda.

9.0 To discuss the future of the Parish magazine.

Cllr Leigh reported that a meeting is being held on 15th June to discuss the future of the Parish magazine. Following discussion it was agreed that Cllr Leek would accompany Cllr Leigh at this meeting.

10.0 To consider planning applications.

2017/1179: Sunnyside, The Common, NR14 8JS – single side extension and 1.2 storey side extensions, change part of existing external wall finish. Change part of existing roof coverings.

Following discussion it was agreed that although improvement in the area would be good but not as proposed due in part to: the road is part of the Common and there is no right of highway to the proposed garage, which would also lead to extra vehicle traffic around the pond; it was felt that the eaves are too high.

11.0 Correspondence requiring consideration.

- Email from Cringleford Football Club regarding availability of Orchard Park for their under 12 team training – following discussion it was agreed that a response need to include: MPC would need to check that no local group would be using; cost of floodlights would need to be agreed by them with Scouts; the area can get very muddy which may prevent use of the area during the season; there may be availability for the hard court area to be booked as an alternative once floodlights are sorted but again local groups would have first refusal for block booking a time slot.
- Email from resident: Anglian Water works on Cuckoofield Lane – Cllr Aldous confirmed that Anglian water had now written to all residents in the vicinity of these works and that he had also spoken to the resident.
- Hornsea Project Three: South Norfolk Parish Briefing – a copy of this briefing document has been sent to all Cllrs.

12.0 Sub-committee/liaison officer reports.

Cllr Leigh reported that an email had been received from Jill Murton regarding the Norfolk Wildlife Trust survey that they are completing this year; it was noted that the results of the survey completed

last year have only recently been made available and that despite requests SNC have not arranged a steering group meeting to discuss.

Cllr Leigh has drafted a response to Jill Murton pointing out omissions from the original survey area and that the Common is common land that is managed as a local amenity not as a nature reserve and that the needs of residents needs to be balanced against the need to protect the environment and the cost of doing so.

Cllr Leigh reported that it was encouraging to be informed that water vole had been spotted at the pond especially since the work completed by MPC a few years ago was criticised by SNC's Enforcement Officer at the time.

Cllr Leigh reported that SNC are ultimately responsibility for the Common and the owner was happy with the work that MPC were doing.

Cllr Leigh reported that the annual play safety inspection had been booked for the end of June and that a bark delivery contractor for the play areas was still being sort. It has been reported that a swing on the Common was broken and Cllr Leigh reported that he would fix this within the next few day depending on weather conditions.

Cllr Leigh reported that the adopted phone box had now had four coats of paint and that the new glass would be installed in the next week or so and timber has been sourced to cover the existing internal black wall covering.

Cllr Leigh reported that weather permitting it was hoped to paint the skate park tomorrow (Tuesday 6th June).

Cllr Tucker reported that there were hundreds of different online booking software options available for the hardcourt area. Following discussion it was agreed that as a short term option, and to get the area up and running and open for use, bookings and payment would be taken via the Office, the hire rate will be £10 per hour. It was unanimously agreed that Cllr Tucker would source a combination lock, up to a value of £50 so that hirers can access the area. Agreement of hire terms and conditions will be formalised at the next meeting.

Cllr Sewell reported that following a request from Poringland Parish Council he has arranged to meet with them to discuss and share experiences of MPC in producing a Neighbourhood Plan.

12.1 Review of outstanding works list

Following review of the list it was concluded that three items could be removed from it as they were now completed. Cllr Leigh provided an update with regards to the village solar light.

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

- Draft lease for Mulberry Park
- To agree terms & conditions for hire of the hard court area
- Review of play area safety inspection report and actions resulting from it.

To adjourn the meeting for the 2nd public session.

A resident stated that they felt it was a positive thing that views and information was being provided by Norfolk Wildlife Trust with regards to the Common and that these should be taken into account for the management of the Common.

A resident noted that the Norfolk Wildlife Trust is hosting a walk on the Common on 1st July and made comment that the previous surface on the hardcourt had been prone to blockages from leaf litter.

There being no further business the meeting closed at 8.58pm

The next meeting will take place on Monday 3 July following the Annual Parish meeting.

Payments for May 2017

Cheque Number	Recipient	Details	Net total	Vat	Amount £'s
371403	9 to 5 Supplies	2 x Toners	137.80	27.56	165.36
371404	Ribbonsdale Nurseries	Jubilee Garden tidy up	150.00	30.00	180.00
371405	Ribbonsdale Nurseries	Monthly Ground Maintenance	1043.57	208.71	1252.28
371406	P Leigh	Expenses – Phone kiosk	62.24	11.73	73.97
371407	A Phillips	Expenses – CPALC membership Phone kiosk parts & office supplies	59.93	11.89	71.82
371408	A Phillips	Salary	564.10		564.10
371409	HMRC	PAYE	149.65		149.65
		Total for month:	2167.29	289.89	2457.18