

## MULBARTON PARISH COUNCIL

Minutes of the Parish Council Meeting held at

7.30pm on Monday 3<sup>rd</sup> July 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 Foulger reported that NCC has announced that cuts of £124m are to be made over the next few years. NCC are the first County Council to make this information public and Cllr Foulger thought several more follow suit soon. Although there are suggestions where the cuts will come from there are no details at present.

Cllr Legg reported that there was a trend at SNC to devolve assets to Parish Councils and noted that item 7 on the agenda would touch on this further. He reported that when SNC put the north end of the Meadows forward under the call for sites scheme Bracon Ash Parish Council weren't consulted and if responsibility for recreational areas was devolved to management companies there was no guarantee that they would continue to trade or do the maintenance.

Cllr Legg updated the meeting regarding Wheatfield Road and bin lorries having issues accessing the road: Hopkins Homes should have applied for the road to be adopted but never did. Highways have said that an application can be back dated and once the legal process has been followed it will be possible to introduce traffic measures.

Cllr Legg reported that he recently attended a meeting of SNC's Housing & Healthcare Committee where dementia awareness was discussed and where some committee members felt that parish council's health representatives should be involved; Cllr Legg acknowledged this was probably possible for Town Councils but the majority of Parish Councils are not large enough to have such a role.

### **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 Parish Council Meeting held on 5<sup>th</sup> June 2017.**

The minutes of the ordinary meeting held on 5<sup>th</sup> June 2017 were unanimously agreed as a true record of the meeting and duly signed after proposal by Cllr Leek and seconding by Cllr Banham.

### **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 Leek and seconding by Cllr Sewell all payments were duly passed. A copy of payments is attached to these minutes.

#### **6.1 Formal approval to transfer funds from N&P account to Santander to cover July payments.**

Following proposal by Cllr Leigh and seconding by Cllr Tucker it was unanimously agreed to move funds into the Santander account to cover July payments whilst the process of opening a new account are completed.

#### **6.2 Formal approval to withdraw financial support from the Parish Magazine.**

Cllr Leigh reported that he and Cllr Leek attended a meeting with the Magazine team last month: although they have £4000 in the bank there was some confusion over who the signatories were but the Church has agreed to take over full responsibility for the production of the magazine going forward and they would not be asking MPC to provide any financial support in the future as a result. A new Advertising Manager has also been appointed. It was confirmed that MPC would still have a space in the magazine for the Chairman's update as currently is the case.

Following proposal by Cllr Leigh and seconding by Cllr Reeve it was unanimously agreed that MPC would withdraw their financial support from the Parish Magazine. On behalf of the Council Cllr Leigh wished the new team well with the publication.

#### **6.3 To review quote for the hard court area storage shed groundwork.**

Following proposal by Cllr Leigh and seconding by Cllr Leek it was unanimously agreed to accept the quote for £140 (plus vat) for the hard court area storage shed groundworks that included clearance of the area, supply of materials and levelling and compaction.

#### **6.4 To review quote for the Common entrance by Forge Orchard.**

Following proposal by Cllr Leigh and seconding by Cllr Leek it was unanimously agreed to accept the quote for £230 (plus vat) to supply materials and complete the work to level out the entrance on the south west corner of the Common and installation of two round posts to stop vehicle access.

### **6.5 To review quote for the fencing opposite the Co-op.**

Following proposal by Cllr Leigh and secondly by Cllr Leek it was unanimously agreed to accept the quote of £1003 (plus vat) to install bird mouth (arris) fencing on the verge opposite the Co-op.

### **6.6 To approve flowers for internal auditor.**

Following proposal by Cllr Leek and seconding by Cllr Sewell it was unanimously agreed to send the internal auditor flowers in thanks for completing the internal audit that she does not charge MPC for.

### **7.0 To consider SNC's consultation on the draft guidelines for the recreation provision in new residential developments SPD.**

Cllr Leigh introduced this item by reminding the meeting that SNC's recent asset management strategy consultation was a result of SNC not having the money to finance open spaces. During discussions of the guidelines for recreation provision in new residential developments supplementary planning document it was noted: 70% of the current CIL money doesn't get used in South Norfolk but goes into the Greater Norwich collective pot; it would not be mandatory for Parish Council's to take over responsibility for recreational areas if this SPD was approved; concerns were raised that if recreational areas were managed by management companies, who would ensure that standards were maintained and should the company go out of business who would be liable for future upkeep; although this SPD relates to new developments if a new planning application is submitted for a site then the SDP would apply; although there would be financial support for the first ten years Parish Councils would need to look at the short and long term effects of managing these areas on the precept.

Following discussions it was agreed that all Councillors would put their forward their consultation comments to the Office and the Clerk is to be empowered to do a formal return from MPC based on these individual returns.

### **8.0 Review of draft lease for Mulberry Park.**

Cllr Leigh reported that despite numerous attempts to make contact with the solicitor allocated to the case by Hatch Brenner, no response to date has been received. Cllr Leigh reported that he would try again this week to contact the solicitor and if this was unsuccessful then MPC may wish to consider using another firm. Councillors would be updated with progress.

### **9.0 Review of annual play inspection report.**

Cllr Leigh reported that the hedge at the side of the village hall play area was to be cut done due to subsidence to the neighbouring property. Following correspondence it had been concluded that the existing fence was on the wrong side of the boundary. The residents of the affected property have pledged to keep the area secure during works and once complete will maintain the integratory of the play area; they will also communicate to interested villagers that they are completing the work and not MPC.

Upon review of the summary of the annual play inspection report all Cllrs concluded that they were satisfied with the contents and standard of the report and that all areas highlighted for remedial action should be moved to the outstanding works list.

Cllr Leek reported that she would arrange for the play area liaison Cllrs to meet to discuss putting together a schedule of works to ensure all items are actioned in a timely manner.

Cllr Reeve and the Clerk will look a grant options for replacing the ground cover under the swings at the back of the village hall.

### **10.0 To approve a booking and payment system for hard court area.**

Following discussion it was unanimously agreed that Cllr Tucker be given delegated authority to follow up with Norwich Parks Tennis about options available with them in order to make a recommendation at the next meeting.

### **11.0 To consider planning applications.**

2017/1437: land adjacent to the Birches Swainsthorpe Road, Mulbarton, NR14 8FZ.

Proposal: change of use of land for equestrian use and construction of hardstanding and erection of pole barn.

Cllr Leigh announced that he would adjourn the meeting to allow Cllr Legg to speak.

#### **Meeting adjourned.**

Cllr Legg reported that he had discussed this planning application with SNC planning officials who had confirmed that the applicant wasn't the owner and that using the land for equestrian purposes is not by definition agricultural use, which would restrict the pole barn being turned into a residential building at a later date.

#### **Meeting resumed.**

Following discussion it was unanimously agreed that MPC had no comments to make on this application.

### **11.0 Correspondence requiring consideration.**

- Parish partnership scheme email & letter. Copies to be sent to all Cllrs to review and consider if they had any suggestions for works that could be completed using this scheme.
- Email from Metal detecting Group – request to use MPC for an organised event. Following discussion it was agreed that Orchard Park and the north end of the Meadows may be suitable sites. Clerk to reply and clarify finer details of any agreement.
- Email from Cricket Club regarding litter on Orchard Park. Following discussion it would appear the two main users, Football & Cricket Club are alleging the litter is from the other group. Cllr Leek stated that she would arrange a litter pick of the area and check the bins.
- Email from Galliford Try Communications on behalf of Telefonica enquiring if there were any suitable locations on MPC land that they could install a mast as an alternative to them using the EE mast. Following discussion it was unanimously agreed that Cllrs Leigh and Aldous be

given delegated authority to contact Galliford Try Communications to start discussions. Updates will be provided at future meetings.

- Email from resident regarding the greenspace on Cuckoofield Lane that has been dug up by Hopkins Home & Anglian Water for a sewage connection to Oakley Park. Following discussion it was agreed to forward a copy to Chris Watts and Tim Horspole at SNC. With regards to the dog bin not being emptied this has already been raised with the Environment Team at SNC by the Clerk.

### **12.0 Sub-committee/liaison officer reports.**

Cllr Leigh reported that he has received a reply from Helen Sibley, SNC Community Asset Lead, that although they had previously taken responsibility for repairs to the front car park they are now reviewing their approach to community assets and the balance of responsibility that they accept for all assets that they have an interest in. Cllr Leigh reported that SNC had previously repaired not only the front car park but also the car parking area by the school/surgery and that these two areas were part of the common land within the village that they have management responsibilities for. It was also noted by Cllrs that SNC have not completed any work on the ponds in the last two years and MPC pays for all the grass/hay cutting on the Common/common land in the village. Cllr Leigh will respond to the email and keep all Councillors informed.

Cllr Aldous reported that he attended the Norfolk Wildlife Trust walk on the Common last Saturday and concluded that MPC had got the balance right between wildlife conservation and rights to access common land.

Cllr Leigh reported that progress continues to be made on refurbishing the phone box and he was aiming to have the new light installed during this week depending on availability of a specific type of screw needed.

Cllr Leigh reported that he and Cllr Aldous will shortly be removing the solar panel from the village sign to enable testing of the new light and battery prior to light being re-installed.

Cllr Sewell reported that he had met with Poringland Parish Council to discuss how MPC had achieved the village's Neighbourhood Plan. Poringland had been very grateful for the time he spent with them and are now planning their own Neighbourhood Plan.

Cllr Leigh reported that the tennis court contractor had been on site to review vegetation break throughs on the court and would be returning shortly to rectify them; the contractor has asked MPC to write the agreement for the agreed court maintenance programme that had previously been agreed.

### **12.1 Review of outstanding works list**

Once the play inspection summary report works has been to the outstanding works list the Clerk will send out to all.

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

- Burial grounds – potential land options
- Increase drainage ditch around Common

- Clerks pay review – to be held as a closed meeting after the next ordinary meeting.

**To adjourn the meeting for the 2<sup>nd</sup> public session.**

Cllr Legg commented that with regards to item 7, after ten years when the developer clears off is when problems will start to happen as equipment ages and planted areas continue to grow; as a result he thought the concept of ten years was pretty meaningless.

Cllr Foulger reported that he is now on the Norfolk rivers drainage board who have a meeting next month; he is also the County cycling and walking champion for SNC and is proud to announce that he is also the first NCC champion for dementia. Cllr Foulger will forward details of the Wymondham Dementia Support Groups bi monthly newsletter, Forget-me-not, to the Clerk to be added to MPC's website as they are celebrating receiving a Queen's award for voluntary services.

There being no further business the meeting closed at 9.20pm.

The next meeting will take place on Monday 7<sup>th</sup> August 2017.

## Payments for June 2017

Cheque Number	Recipient	Details	Net total	Vat	Amount £'s
371410	RBS	Transfer of funds from N&P to open new account	5000.00		5000.00
371411	David Bracey	Annual Play Inspection report	160.00	32.00	192.00
371412	Mulbarton Church	Burial grounds maintenance charge	1292.00		1292.00
371413	Anglian Water	Swamp allotments	36.70		36.70
371414	Anglian Water	Meadows allotments	68.36		68.36
371415	DJ Ireland	Play bark – Village Hall & Common	324.00	64.80	388.80
371416	Ribbonsdale Nurseries	Grounds maintenance	1043.57	208.71	1252.28
371417	R Tucker	Expenses – play area	23.17	4.63	27.80
371418	P Leigh	Expenses – phone box & village sign	103.42	9.25	112.67
371419	A Phillips	Expenses – poster holder, stationery & play area spares	109.07	17.97	127.04
371420	A Phillips	Salary	651.86		651.86
371421	HMRC	PAYE	208.74		208.74
		<b>Total for month:</b>	<b>9020.89</b>	<b>337.36</b>	<b>9358.25</b>