

## MULBARTON PARISH COUNCIL

Minutes of the Parish Council Meeting held at

7.30pm on Monday 6<sup>th</sup> November 2017

Councillors present:-

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

### **First Public Session.**

#### **1.1 District and County Councillors' Report**

Cllr Colin Foulger reported that he didn't have a lot to report. He is a member of the NDR members group who are looking at what is happening and with regards to the cost of the project to "take with a pinch of salt" what the papers were reporting, they think they know what the extra costs are going to be but as the contractor is behind on submitting claims for extra work these may not have to be paid. It is anticipated that by Christmas the final cost will be known.

Cllr Nigel Legg reported that he too didn't have much to report from SNC. SNC are looking at a tie up with Broadland District Council with a view of making savings in some area; previous discussions held with Breckland District Council did not lead to any collaboration. In response to a question regarding SNC's call for site, and in particular the north end of the meadows, for which it had been anticipated that a decision would have been made October, Cllr Legg stated that the call for sites was a continuous process with no end date and that there wasn't anything to stop anyone putting a new site forward in the future. Cllr Legg stated that whilst there is a shortage of houses, big developers are getting planning permission and then not developing the sites but trading them to other companies. In response to a question about shouldn't planning permission be revoked when the land changes hand, Cllr Legg stated that the suggestion that land should be developed within two years or the permission would lapse had been suggested but not adopted; he finished by stating that there is an issue finding those who would actual build houses.

#### **1.2 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 Councillors were in attendance.

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

Cllr Banham declared an interest in any matters relating to planning.

Cllr Tucker declared an interest in agenda item 9.

#### **5.0 To confirm and sign the minutes of the Parish Council Meeting held on 2<sup>nd</sup> October 2017.**

The minutes of the ordinary meeting held on 2<sup>nd</sup> October 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 Leigh all payments were duly passed. A copy of payments is attached to these minutes.

#### **6.1 To approve removal of two signatories from Santander reserve account.**

Cllr Leigh reported that a previous Clerk and Chairman were still listed as signatories on the Reserve Santander Business account. Following proposal by Cllr Leek and seconding by Cllr Sewell it was unanimously agreed for these two persons to be removed from the approved signatory list. The Clerk/RFO will complete paperwork and arrange for existing signatories to sign the relevant documents.

#### **6.2 To consider quotes for corrective work on play areas.**

Cllr Leek reported that she had meet with a contractor to quote for work on the play area equipment that had been highlighted on the annual inspection report as needing corrective action taken and was still outstanding. The quote was for £270 plus vat but did include work on the zip wire that Cllr Leigh had completed yesterday. Following proposal by Cllr Leigh and seconding by Cllr Sewell it was unanimously agreed that Cllrs Leek and Tucker would have delegated authority, with a maximum budget of £300, to approve the quote and arrange for the work to be completed.

#### **6.3 To consider preliminary budget for 2018/19.**

A copy of the budget spreadsheet was handed out that contained projected incomes and know expenditure for the next financial year. The Clerk reported that last year SNC had informed Parish Councils of their tax base and their Council Tax Support Grant in the third week of December and precept returns had to be completed by mid-January. Cllr Leigh asked all Cllrs to look at the figures and consider for the next meeting what additional expenditure needed to be included in the budget/precept calculations.

#### **6.4 To consider costs of installing and emptying additional litter bin on the Common.**

Cllr Leek reported that the cost of a bin similar to those already on the Common was £153 excluding VAT and installation costs that were expected to be approximately £150. Following proposal by Cllr Leek and seconding by Cllr Reeve it was unanimously agreed to purchase and install a new bin within a budget of £300.

### **7.0 Update on Telefonica proposal/Arqiva correspondence.**

Cllr Aldous gave an update on the current status with Arqiva: that they want to take over the lease, with no advantage to MPC and with what appears to be no reason. Arqiva attempted to intervene in changing the payment received by MPC for the lease but then stated the wrong amount as they had the wrong site. The responsibility for the site remains with EE and although they have given delegated authority to Arqiva the lease states it can only be transferred to a telephonic operator which Arqiva are not. Following discussion it was unanimously agreed that MPC reply to Arqiva stating that no changes to the current lease arrangement will be made. It was unanimously agreed that Cllr Aldous would word this reply with the Clerk.

Cllr Leigh reported on the latest position with Telefonica: wayleaves were being discussed; the Common owner was happy for the ducting to run under their land if all work was completed to MPC's satisfaction; planning application has been submitted and the contracts would be at the solicitors shortly. It was unanimously agreed that Cllrs Leigh and Aldous would continue to have delegated authority on this matter.

Cllr Leigh reported that he had been informed that a temporary mast was being installed in a private resident's garden and it was anticipated that this would be up and running by the new year.

### **8.0 Update on Football Club response to proposed lease of Mulberry Park and increase in legal fees.**

Cllr Leigh reported that the Football Club's solicitor had responded to the draft lease with their main concerns being the rent increase and the land around the pitch. Cllrs Leigh and Leek have responded to MPC's solicitor regarding comments from the Football Club, under their delegated authority. It was noted that the Football Club currently pay the lease retrospectively and that the proposed rent per unit metre is lower than others are paying and that they do not pay for using Orchard Park or the Common, the grass cutting of these two areas is covered by MPC's ground maintenance contract.

Cllr Leigh reported that the spectator stand that had been previously approved would now be installed in June 2018 by the Football Club.

### **8.1 To make a decision on request from the Football Club to be joint applicants for funding from FA and Football Foundation.**

Cllr Leigh reported that although a formal approach had only recently been made by the Football Club, the suggestion for a joint application had been known about for three months. It was only fair to all that a decision is made by MPC this evening.

Cllr Leigh stated that in summary the request was for the PC to be a joint applicant to the Football Club's application for a grant from Football Foundation of circa £150,000 with a 21 year claw back period. This would mean committing MPC for up to 21 years, on the assumptions that the Football Club survived and that all commitments required by the Football Foundation were met. If this was not the case, then MPC would be liable for the remainder of the period and any financial implications thereof.

During discussion it was noted that there had been no business or budget plans submitted by the Football Club for review and the PC's understanding of their past, current and future financial situation; the proposal would mean committing MPC to issuing a 21 year lease for Mulberry Park to

the Football Club and that the plan was reliant on the enthusiasm of a limited number of people driving it through to completion.

The question was posed if it would be seen that MPC would be seen as 'divorcing' themselves from their support of the Village Hall by supporting a facility that included a club/social space that could be construed to be in competition to existing facilities? MPC have to ensure that their assets/activities benefit all of the village organisations. There was no clarity of how much MPC would be expected to commit to the Project, as the request included two different plans, neither of which had been costed. The application for funding suggests that a charge would be made against the land which is not in MPC's remit to commit to. The question was posed whether the Football Club could spend the next year or so working on a business plan and review of their finances? It was noted that the spectator stand requested earlier in the year was deemed an urgent matter by the Football Club but it was not now being installed until June 2018. It was noted that a new facility could be an asset and would resolve the issue of changing rooms especially if someone else was paying 50% of the cost. If this then became available for other groups to use this could lead to groups outside the village thereby increasing the traffic flow through a conservation area. It was asked if the cost of the Project was in proportion to the finances of the Football Club. MPC and noted that it would be a pity to stifle permanently the opportunity to improve changing rooms/facilities available.

It was raised what legal status the Football Club have: are they a society/club or association as the application suggests that they would need to be incorporated. Costs for the village hall extension in 2012 were c£1100/m<sup>2</sup>.

It was concluded that at the present time MPC could not enter into a joint application that committed it and its successors to a 21 year legal agreement.

It was noted that MPC's grant awarding policy required details of budgets and current finances.

Cllr Leigh reported that the Football Club had been given a copy of the business plan compiled seven years ago for a new sports building but had not used this to support their request. He also questioned if MPC had the ability or number of Cllrs required to drive such a project forward.

#### **9.0 To consider request from Puddleducks to make changes to the garden adjacent to the Jubilee Rooms.**

Cllr Leigh read out request from Puddleducks to make some adjustments to the garden area outside the Jubilee Rooms that include installing a low level picket fence, planting more hedging and a couple of trees. Following discussion and proposal by Cllr Reeve and seconding by Cllr Banham it was voted (six in favour and one abstention) to agree to this request with the following conditions: the vegetation that is already on site that is encroaching onto the MUGA through the fence is cut back and maintained to prevent further encroachment; the preschool are responsible for maintaining this area with no additional costs to MPC for grounds maintenance; if the group fold/move/cease their lease with MVHMC then the area is returned back to a grassed play area.

#### **10.0 Feedback from Councillors following their attendance at the meeting held by Norfolk Constabulary regarding their 2020 Police Structure Review.**

Cllr Leigh reported that he and Cllrs Aldous and Banham had attended a briefing session last week (31.10.17) chaired by Chief Inspector Alice Scott at Police Headquarters. Cllr Leigh handed out copies

of the briefing booklet that had been given and reported that they had asked questions including: what does the village get for the £270,000 contribution to the police precept; what is the role of an engagement officer; what is the difference between a Safer Neighbourhood Team and a Neighbourhood Policing Team, why if planning £3.8m budget savings was £3m more spent this year. Cllr Leigh is still awaiting a response on these questions.

Cllr Leigh reported that extra police officers were being recruited to replace the PCSO's that had been put at risk and it had been explained that was little difference in cost of a PCSO and an officer who had full policing powers to arrest, interview and investigate crime.

Cllrs Aldous and Banham reported that Police Cadets were available to communities to help with project, although with restrictions, and that the impact of the NDR opening had still to be fully understood for although it would make moving resources around easier there would be no extra resources to deal with issues that arose from its opening. It was noted that the A11 bypass/dualling had increased crime numbers in the area as it made entering and leaving the county easier.

Cllr Leigh reported that PCSO Darrin Sore who had worked with MPC for a number of years and who has been supportive, helpful and with a good local knowledge of the area would be leaving the Constabulary at the end of the year and he would like the Council to consider making a gesture of appreciation to PCSO Sore. All Cllrs were in support of this suggestion and would put forward idea before the next meeting when it can be sanctioned as an agenda item.

#### **11.0 To approve updated MUGA bookings terms and conditions of hire.**

Cllr Tucker went through changes and updates to the MUGA booking form, terms and conditions of hire form and the information/how to book form that the Play Area subcommittee had revised following the area being in use and also the installation/commissioning of the floodlights.

Following discussion and proposal by Cllr Tucker and seconding by Cllr Banham it was unanimously agreed to adopt these documents.

#### **12.0 Request for a seat at bus stop at corner of the Common and Long Lane.**

Cllr Leigh reported that a request had been received for a bench to be installed at the bus stop on the corner of the Common and Long Lane. He reported that in the past a request for a bus shelter on the same site had meet with a lot of local objections due to concerns about antisocial behaviour. Following discussion it was unanimously agreed that in principle the Council supported the idea of installing a bench that was sympathetic to its natural surrounding and set back from the pavement. Permission to place on common land would be needed from the landowner and local residents to be notified.

#### **13.0 To consider any planning applications.**

Cllr Sewell reported that Bracon Ash Parish Council had not objected to planning application 2017/2131: the Phased outline proposal for 15 self/custom build dwellings and access on land west of Long Lane, Bracon Ash.

Cllr Sewell reported that the consultation period had closed on application: 2017/2312 Richmond Lodge, Norwich Road, NR14 8JW - Demolition of existing therapy and integration room. Erection of new replacement therapy and integration room for alternative living accommodation and 2017/2316 Huntingfield Cottage, Norwich Road, NR14 8JR - Proposed extension and alterations to existing outhouse. In the case of the former the plans did not show much change to current and is not visible from the road and with the latter it was felt would improve the dwelling.

#### **14.0 Correspondence requiring consideration.**

- Email from resident asking why there is no signage for the village hall complex – it was discussed that there is a signage on the side of the social club and it would not be possible to put a sign on/into common land.
- Letter from resident in Radish Close regarding over grown tree that is encroaching into their garden – Cllr Leek reported that she would visit the site to ensure that the tree was on MPC land and to investigate options to resolve the issue if the land was MPC's.

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

Cllr Leigh reported that there had been an article in the local paper about 227 runners attending a recent Parkrun that was an arranged event between the Norwich and Wymondham organisations. Cllr Leigh reported that he was disappointed that the local event organiser had not notified MPC, the Common owner or SNC and that explained why there was some notable damage to the Common. Following discussion it was unanimously agreed that Cllr Leigh would correspond with the Parkrun re this issue.

Cllr Leigh reported that the MUGA fence had been deliberately damaged and as a result one of the goal posts had been pulled from its fixings and the recently painted surface damaged. This matter has been reported to the Police who have also been given copies of CCTV. As a result of this costly damage Cllr Leigh suggested that the bottom 1.2 m of chain link fence should be replaced with a welded wire mesh fence and Cllr Leek has arranged for a fencing contractor to attend site on Wednesday (08.11.17) to quote for this work to be completed.

Cllr Leigh reported that following a conversation with some of the teenagers using the basketball hoop and if they would like the area properly marked out, the contractor that marked out the MUGA area will quote for the work to be completed this shortly.

Cllr Leigh reported that when the MUGA floodlights were worked on it was identified that the floodlight covering the play area was operational in terms of wiring but no one knew where the cable went once it entered the village hall. Following discussion it was unanimously agreed that MPC would get this light operational and then operate it on a timer, the suggestion being 16:30 to 18:30 during the winter months.

Cllr Leigh reported that he had untied the zip wire swing when he replaced the link and oiled it today.

Cllr Aldous reported that he had attended the Bus User Forum last Saturday (04.11.17) and that he had learnt a lot from the event. The main points raised were: better coordination and communication of road closures especially those at short notice; request for smaller buses for

smaller villages; improved information available at bus stops and the spacing of timetables to prevent buses crossing in the village. It was explained at the meeting regarding the latter point that two companies operating services in the village created competition but that they were unable to collude by spreading out services/routes. Cllr Aldous reported that he had raised whether a night service could be run a 22:30 bus from Norwich to Mulbarton and that whilst the daytime operator would not commit to this due to it being not commercially viable there may be a small community transport group that may be interested in this. Cllr Aldous reported that the Konnect representative at the meeting was a driver on the 37A route and would be responsive to an invitation from MPC to attend the next meeting. It was unanimously agreed to issue an invite for the next meeting.

Cllr Leigh reported that he had been on a Cemetery management course that was informative and highlighted that if a local authority needed to source new burial ground then a phase 1 risk analysis has to be completed and based on the results the Environmental Agency could refuse permission for the land to be used for burials. There are statutory regulations regarding minimum separation of plots. Following discussion it was concluded that it may be a worthwhile exercise to calculate a time frame for when the village will need additional burial ground and how much land would be needed for the next 50 years.

Cllr Leigh reported that MALGA's AGM will be taking place w/c 13.11.17 and the Rich's Trust's AGM would be next Thursday (16.11.17).

#### **15.1 Review of outstanding works list.**

The outstanding list was reviewed and completed tasks removed.

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

- Budget and precept planning
- CCTV quotes for upgrading system and additional cameras
- Representative from Konnect Buses
- PCSO appreciation

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

It was raised that the No 4 morning school bus has been using Birchfield Lane and was spotted this morning parked up outside the One Stop. It was agreed that MPC would correspond with Norfolk County Council's transport department with regards to this concern that results in cars having to mount the pavement in order to pass the bus.

A representative from the Scout Group thanked MPC for their continued support of the annual fireworks display that had been a big success although slightly marred by comments from another local organisation that also uses Orchard Park for free. During discussion it was noted that Orchard Park is community land and that no organisation is charged by MPC for the use of it; the Scouts use the area once a year only as they have been doing for over 30 years.

The Scout's representative asked to be informed if MPC were going to do something in recognition of PSCO Sore's work in the village as they also appreciated the time and support he has given them over the years.

A resident raised that the grass by the poles on the common land by the village hall was long and could do with strimming. It was explained that the grounds maintenance contract had finished at the end of October and that MPC had no objections to an individual completing this work.

It was reported that the village sign light didn't always appear to be working. Cllr Leigh reported that he will take a look at the timer unit to ensure that it was working and that the time range was sufficient now that BST had ended.

There being no further business the meeting closed at 9.10pm.

The next meeting will take place on Monday 4<sup>th</sup> December 2017



## Payments for October 2017

Cheque Number	Recipient	Details	Net total	Vat	Amount £'s
022034	Mazars LLP	Audit (VAT on SEPT 17 claim form)	325.00	65.00	390.00
022035	9 to 5 Supplies	Printer drum unit	87.96	17.59	105.55
022036	Abate	Quarterly pest control	122.00	24.40	146.40
022037	Anglian Water	The Swamp (chq 371413 voided as not paid in before N&P account closure)	85.94		85.94
022038	Anglian Water	The Meadows (chq 371414 voided as not paid in before N&P account closure)	124.93		124.93
022039	MVHMC	Room Hire July/Aug & Sept	45.00		45.00
022040	Glasdon UK Ltd	Memorial Bench (paid by donation)	497.19	99.43	596.62
022041	Cozens (UK) Ltd	MUGA lights	6815.48	1363.10	8178.58
022042	Norfolk Association of Local Councils	Cemetery Management Course	55.00	11.00	66.00
022043	DJ Ireland	Removal of bench, replacement base, removal of swing parts &	545.00	109.00	654.00
022044	Ribbonsdale Nurseries	Grounds maintenance	1043.57	208.71	1252.28
022045	HMRC	PAYE	160.69		106.69
022046	A Phillips	Salary	580.60		580.60
022047	Stanley Steel Stockholders	Steel tube for Common swing	169.36	33.87	203.23
022048	P Leigh	Expenses: MUGA trolley, shed install, anti-climb paint, mileage	216.9	21.31	238.21
022049	B Leek	Expenses: padlock	9.14	1.83	10.97
Pending new chq book	A Phillips	Expenses: office supplies	21.00	0.83	21.83
		<b>Total for month:</b>	<b>10904.76</b>	<b>1956.07</b>	<b>12860.83</b>