

MULBARTON PARISH COUNCIL

Minutes of the Annual General Meeting and Ordinary Parish Council Meeting held at

7.55pm on Monday 14^h May 2018

Councillors present:-

Peter Leigh Beverley Leek Richard Tucker Derek Aldous Steve Sewell

Adam Banham Emma Reeve

1.0 To elect chairman for the year.

Cllr Tucker proposed Cllr Leigh as Chairman of the Council for the forthcoming year; this was seconded by Cllr Banham. The vote was unanimous and Cllr Leigh completed the requisite paperwork.

2.0 To elect vice chairman for the year.

Cllr Tucker proposed Cllr Leek as Vice-Chairman of the Council for the forthcoming year; this was seconded by Cllr Reeve. The vote was unanimous and Cllr Leek completed the requisite paperwork.

3.0 To agree liaison officers/subcommittees.

Following discussion it was agreed that there would no changes to the current subcommittee/liaison officers' portfolios.

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.

5.0 First Public Session.

Rector Adrian Miller reported that this year's Remembrance Day marks 100 years since the end of World War 1, and that the four local parish churches are arranging a two minute silence at their respective war memorials. As a lot of research has been put into collating the stories of the men from Mulbarton who lost their lives in WW1, the Rector wanted to make something of this information and to encourage the whole village to work together to display it and to commemorate Remembrance Day. Cllr Leigh stated on behalf of MPC that the Parish Council would be happy to be involved.

5.1 District and County Councillors' Report.

Cllrs Legg and Foulger were not in attendance and had sent their apologies for the preceding Annual Parish meeting during which Cllr Leigh had read their submitted reports.

5.3 Public Session.

Cllr Leigh reported that he intended to adjourn the Parish Council meeting at agenda item 15.0 to allow the public to participate.

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

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 Cllrs were in attendance.

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

Cllr Banham declared an interest in any matters relating to planning

9.0 To confirm and sign the minutes of the Parish Council Meeting held on 6th March 2018.

The minutes of the meeting held on 6th March 2018 were unanimously agreed as a true record of the meeting by the five councillors who had been in attendance and duly signed after proposal by Cllr Leek and seconding by Cllr Banham.

9.1 To confirm and sign the minutes of the Parish Council Meeting held on 9th April 2018.

The minutes of the meeting held on 9th April 2018 were unanimously agreed as a true record of the meeting by the four councillors who had been in attendance and duly signed after proposal by Cllr Banham and seconding by Cllr Leigh.

10.0 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 Reeve all payments were duly passed. A copy of payments is attached to these minutes.

10.1 Formal approval of Annual Internal Audit Report 17/18.

Cllr Leigh reported that the internal auditor had completed the relevant section of the Annual Governance and Accountability Return 2017/18 and that they had not highlighted any concerns.

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

10.2 Formal approval of Annual Governance and Accountability return 2017/18:

10.2.1 Consider and approve Section 1 – Annual Governance Statement 2017/18

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 in this way. Cllr Leigh duly signed the relevant section on the Annual Governance Statement Return before it was signed by the Clerk.

10.2.2 Consider and approve Section 2 – Accounting Statements 2017/18

Following proposal by Cllr Leek and seconding by Cllr Reeve it was unanimously agreed to approve Section 2 of the Annual Governance Statement Return 2017/18. Cllr Leigh duly signed the relevant section on the return.

10.3 To consider re-joining Norfolk ALC for 2018/19.

Following discussion, Cllr Leek proposed that MPC re-join the Norfolk Alliance of Local Councils (Norfolk ALC), this was seconded by Cllr Banham. Following a vote with six in favour and one against it was confirmed that MPC will re-join Norfolk ALC for 18/19 at a cost of £544.60.

10.4 To consider quotes for tree work/bramble clearing within the village.

Cllr Leek reported that quotes had been received for three areas in the village.

Following discussion, Cllr Leek proposed that the quote for £100 to cut back and clear from site the brambles at the back of the village hall be accepted. This was seconded by Cllr Banham and unanimously agreed.

Following discussion, Cllr Leek proposed that the quote for £100 for work on a storm damaged tree on the Common be accepted. This was seconded by Cllr Tucker and unanimously agreed.

Following discussion, Cllr Leek proposed that the quote for £200 to reduce the height of a tree at the north end of the Meadows be accepted. This was seconded by Cllr Tucker and unanimously agreed. It was noted that this work should be completed prior to the expiry of the license for the north end of the Meadows and would mean that MPC have fulfilled their commitment to the area.

11.0 Update on GDPR.

Cllr Leigh reported that further to Norfolk ALC's email regarding offering Data Protection Officer (DPO) service to Parish Councils, an update had now been provided that the Government has tabled an amendment to the Data Protection Bill to exempt all parish councils in England from the requirement to appoint a DPO under the General Data Protection Regulation. Parish Councils under this amendment will not be classified as "public authorities" for data protection purposes but their status in respect of other legislation is unaffected.

11.1 Review and approve amendments to Subject Access Request policy.

Following discussion and in light of the above pending amendment, Cllr Leigh proposed that MPC's Subject Access Request policy (GDPR document 7) be amended to remove the mention of the Data Protection Officer. This was seconded by Cllr Leek and unanimously agreed.

12.0 To approve appointment of contractor for annual play area safety inspection.

Following discussion, Cllr Leigh proposed that David Bracey be appointed to complete this year's annual play equipment safety inspection report; this was seconded by Cllr Leek and unanimously agreed.

13.0 Request from the Football Club to site container on Orchard Park for refreshment sales.

Following discussion it was unanimously agreed to defer this request to the next meeting as the caravan has still not been removed from Mulberry Park despite numerous promises by the Football Club that it would be.

14.0 Update on Twin Mast Activity Net play equipment for the Meadows.

Cllr Leigh reported that he has costings for the supply and installation of a twin mast activity net at the Meadows and had submitted a grant application to the SCN Community Action Fund and also to Lefarge/Tarmac via DET, whose closing date for submissions was today. If funding was made available then the work could commence in June. The total cost would be £28,000; the DET grant is for match funding and MPC's half could be offset by other grants. During discussion it was confirmed that the equipment would be inspected and signed off after installation and would then be inspected annually as part of the routine inspection. A concern was raised about funding if grants were not approved/given. It was agreed that this type of play equipment provides a good safe learning environment that also encourages interaction with others.

14.1 Update on Mulbarton's participation in the Ping! Festival.

Cllr Leigh reported that an update had been provided at the earlier Annual Parish meeting by SNC; he has arranged for ground preparation work to be completed prior to the table being delivered on 20th June and as previously confirmed the official launch date will be 7th July between 10 am and 12.30pm.

15.0 Planning application 2018/0872: land East of Norwich Road, Mulbarton.

Cllr Leigh announced that he would adjourn the Parish Council meeting to allow members of the public to speak.

MEETING ADJOURNED

Cllr Leigh reported that MPC were currently working through lot of facts and figures that were in their domain and were aware that groups of residents were also doing their own research and that until these were still being pursue it was not worth quoting them. Cllr Leigh reported that this evening he had also been forwarded a copy of an email form SNC that could have implications on the village as it quotes SNC wanting to build an additional 3900 homes. He reassured those present that he and MPC had the best interests of the village at heart.

A resident raised the fact that they and several others had not received the leaflet from Lanpro earlier in the year. Cllr Leigh stated that numerous villagers had raised the same concern and although Lanpro had countered that the information was available on line there are many in the village that do not have internet access. The resident also pointed out that many do not have time to keep trawling the internet for updates.

MEETING RESUMED

15.1 To consider planning applications.

2018/0971: 5 Southern Reach: Rear extension with dormer and internal alterations. It was unanimously agreed that MPC had no objections and that neighbouring properties had a right to submit their own comments if necessary.

16.0 Correspondence requiring consideration.

- Exercise class on Mulbarton Common – request to discuss options of using land within MPC's control to run a Wednesday evening class. Following discussion it was agreed to arrange a meeting to discuss options available e.g. Orchard Park, Meadows or MUGA.
- Email update from SNC regarding their collaborative work with Broadland District Council. Final feasibility study is on schedule to be reviewed by members for a decision in June/July.
- Residents parking scheme email from SNC. The District Council would be looking for a contribution of £5,000 - £10,000 towards any proposed scheme. Agreed to formally agree/disagree at the June PC meeting.
- SNC planning policy consultation – open space Supplementary Planning Document (SPD) Following discussion it was unanimously agreed that MPC had not changed its stance from the previous consultation and did not support the transfer of management responsibility and associated costs of open spaces to Parish Councils.

17.0 Sub-committee/liaison officer reports.

Cllr Leigh reported that SNC had arranged a meeting on the 24th April to discuss installing a gas governor station on the corner of the Common, near to Mulbarton Hall. MPC had not originally been invited to the meeting, although did attend at the request of the land owner. This site has now been ruled out and alternatives are now being considered including at the front of the village hall or next to the new substation at the school.

Cllr Leigh reported that at the above meeting, SNC's asset manager had queried the legality of the bridle path on the Common. Cllr Leigh confirmed that there is a designated bridle path on the Common and it is clearly sign posted.

Cllr Leigh reported that under the five year Common management plan, two ponds a year should have work completed on them but none have been touched in the last three years when MPC stopped work after being threatened with legal action by SNC for completing the work. Cllr Leigh reported that he had some concerns about the state of path between the Village Hall and Church which was repaired six/seven years ago by MPC.

Cllr Leigh reported that he had completed some weed control around the MUGA area and that the maintenance contractor would be on site at the end of the month. Whilst on site the contractor will also put down the line markings for the basketball hoop.

Cllr Leigh confirmed that the north end of the Meadows site would be handed back to SNC from June; repairs are still needed on the bus shelter near the Co-op (Cllr Leek has asked a local contractor to quote for this work). Having spoken to local contractors there is no interest from any to complete the hay cutting on the Common as the hay produced is badly contaminated with dog fouling; it was noted that last year's hay cutting, to which there had been some concern raised about, was not helped by the unseasonal weather and this year's activities would be monitored.

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

- Open space SPD consultation return.

To adjourn the meeting for the 2nd public session.

A member of MALGA raised a concern about the isolation valves on the water troughs at the allotment sites. Cllr Leigh agreed that spares shut – off keys should be made available and kept on site to be used as necessary.

A resident from Oakley Park informed the meeting that they were already paying for a management company to manage the open spaces within the new development. This had been a condition of purchasing a property and was completed through the conveyancing stage. The management company is Hopkins Homes.

A resident raised a concern about the path between the village hall and the church, that Cllr Leigh had mentioned earlier, and that they often needed to either walk on the grass or even the road due to it being water logged and it is not suitable for wheelchairs. Cllr Leigh confirmed that this path is part of Common land that falls under the Common scheme of regulation which makes it SNC's responsibility. It was confirmed that as it is common land the surface must be permeable.

A resident concurred with comments previously raised about the path and had been asked to raise it this evening by another resident who had commented that only half of the village is easily accessible to disabled residents

Cllr Leigh reiterated that if residents had any specific concerns about the path being mentioned as a suitable thoroughfare to and from the proposed development to the north of the village and the rest

of the village then they should be raised them directly through the planning portal on SNC's website or via email to the planning officer.

A resident raised a concern about the car park at the surgery/school. Cllr Leigh reported that SNC's asset manager had arranged a meeting with the school and surgery, to which MPC were not invited, to discuss contributions being made by the users to finance repairs. SNC have apparently also suggested that it could be financed from CIL funds when available if the new development is agreed. Several years ago, SNC suggested a land swap to take the car park area out of the common land designation but this was rejected by the land owner.

There being no further business the meeting closed at 9.05pm

The next meeting will take place on Monday 4th June.

Payments for April 2018

Cheque Number	Recipient	Details	Net total	Vat	Amount £'s
102410	Abate Ltd	Quarterly pest control	122.00	24.40	146.40
102411	MVHMC	Room hire: Jan/Feb/Mar 2018	45.00		45.00
102412	DJ Ireland	Village hall car park gravel	1881.25	376.25	2257.20
102413	Hatch Brenner	Final invoice for Mulberry Park lease	995.50	199.10	1194.60
102414	Mrs Marina Carter	Invoice for Village Website maintenance	120.00		120.00
102415	Anglian Water	Swamp allotments	3.08		3.08
102416	9 to 5 Supplies	2 x toners	188.86	37.77	226.63
102417	Total Tech Support Ltd	Website troubleshooting	40.00		40.00
102418	P Leigh	Expenses / postage	12.36	1.58	13.94
102419	A Phillips	office supplies & stationery	11.51	1.71	13.22
102420	A Phillips	April salary	703.02		703.02
102421	HMRC	PAYE	235.40		235.40
102422	Glasdon UK Ltd	Replacement dog bin	86.52	17.30	103.82
102423	Ribbonsdale Nurseries	Monthly Grounds maintenance	1017.49	203.49	1220.98
102424	Eastern Play Services Ltd	Repairs to play equipment	185.40	37.08	222.48
102425	Richard Jackson Ltd	Traffic Count	100.00	20.00	120.00
		Total for month:	5747.39	918.68	6666.07