

## MULBARTON PARISH COUNCIL

Minutes of the Parish Council Meeting held at

8.30pm on Monday 1<sup>st</sup> June 2015

Councillors present:-

Peter Leigh – Chairman

Beverley Leek

Steve Sewell

John Joyce

Following item 3: Victoria Goff &amp; Richard Tucker.

**First Public Session.****1.1 Police Report.**

PSCO Sore was no longer present having presented his statistics at the earlier Annual Parish Meeting: in the three weeks from the last meeting and midnight last night there were two reported crimes, both carried out by one individual who was arrested for “fear or provocation of violence and being in possession of drugs”

**1.2 District and County Councillors’ Report.**

Cllr Leigh stated that as previously mentioned in the Annual Parish Meeting, Cllrs Foulger and Legg were unable to attend due to previous commitments at SNC, their respective emails are replicated below.

*Unfortunately I am unlikely to be able to attend tomorrow night's meeting as I must attend the first meeting of South Norfolk Council, which is scheduled to begin at 7.30pm, following the recent elections. If as I expect not to be present, then please give my apologies.*

*Following my recent emails to the NCC departments for Children's Services, Planning and Highways raising concerns about construction traffic to and from the Mulbarton School during the building contract, I have only received confirmation from the Head of planning that as yet no application has been received. However it was confirmed that the matter of access and egress by construction traffic has to form part of the application.*

*Naturally I will keep you informed of any further NCC responses as and when I receive them.*

*Kind regards,*

*Colin*

*I will be unable to attend as it clashes with the SNC one.*

*Not much to report until all the positions, etc are in place for the new council.*

*Some form of grant schemes is likely to continue.*

*There have been many complaints about noise from the Lotus track at weekends. I am taking this up with the Environmental people at SNC on behalf of the adjacent parishes. There may be people in a similar position in Mulbarton.*

*Nigel*

**1.3 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 Co-option of Councillors for vacancies arising from the election process.**

Cllr Leigh introduced Mr Richard Tucker who wished to be co-opted onto the Parish Council. This motion was proposed by Cllr Leigh, seconded by Cllr Joyce and was duly passed unanimously. Mr Tucker signed the requisite paperwork before joining the Council.

Cllr Leigh introduced Mrs Victoria Goff who wished to be co-opted onto the Parish Council. This motion was proposed by Cllr Sewell, seconded by Cllr Joyce and was duly passed unanimously. Mrs Goff signed the requisite paperwork before joining the Council.

### **4.0 To receive and consider apologies for absence**

All councillors were in attendance.

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

No Cllr upon review of the agenda felt it necessary to make a declaration of interest.

### **6.0 To confirm and sign the minutes of the Annual General Meeting & ordinary Parish Council Meeting 11<sup>th</sup> May 2015.**

The minutes for the Annual General Meeting and ordinary meeting held on 11<sup>th</sup> May 2015 were unanimously agreed as a true record of the meeting and duly signed after proposal by Cllr Leek and seconding by Cllr Sewell.

### **7.0 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 bank reconciliation. Following proposal by Cllr Leigh and seconding by Cllr Leek all payments were duly passed. A copy of payments is attached to these minutes. Cllr Leigh reported that the finances currently look healthy as work is planned on the car park in August.

### **7.1 Formal approval of internal auditor's comments & report.**

Following discussion of the internal auditor's comments and report, where it was confirmed that the Council does not have/use petty cash and as such the internal auditor should have shown this as not applicable or not covered, Cllr Leek proposed that the comments and report should be formally accepted, this was seconded by Cllr Sewell and was duly passed unanimously

## **7.2 Formal approval of annual return.**

Following discussion, and confirmation that fixed assets are shown at cost price, as required by the external auditor, Cllr Joyce proposed that the audit return be formally accepted; this was seconded by Cllr Leigh and was duly passed unanimously.

## **7.3 Formal approval of new signatory for N&P and Santander accounts and removal of ex-Councillor.**

Cllr Tucker offered to be the Council's fourth authorised signatory; this was unanimously agreed by all Councillors. All Councillors unanimously agreed that ex Cllr Munks should be removed from the authorised list. Clerk to arrange completion of necessary paperwork.

## **7.4 Approval of contractor for play equipment safety report.**

Following proposal by Cllr Leigh that Mr Bracey be appointed to complete this year's safety inspection report on all Parish Council maintained play areas and seconding by Cllr Leek, it was unanimously agreed by all.

## **8.0 To review and update planning applications.**

2015/0713 – Heather Cottage, The Common, NR14 8JQ – Conversion of roof void to bedroom/bathroom and study. Extension to rear of dwelling

Cllr Sewell will review the application/paperwork and facilitate any necessary response.

Cllr Sewell reported that three returns had been recently completed:  
 2015/0928 - Kenningham Hall, Brick Kiln Road, NR14 8AJ - No Comments  
 2015/0839 - Manor Cottage, The Common, NR14 8JQ - No Comments  
 2015/102927 - Chapshill Way, NR14 8GN- No Comments

## **9.0 Correspondence requiring consideration.**

Confidential proposed traffic statement document from Lightsource – following discussion it was agreed that the Parish Council were unable to endorse the proposed traffic statement and that a return be sent to Jessica Gitties outlining the reasons, in particular paragraphs 2.7 and 2.8 and concluding that the preferred route would be vehicles using the A140 to Brick Kiln Lane.

Email on behalf of Hanover Gardens' residents requesting seats in the bus stop - Cllr Leek will look at the cost of options and report back.

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

Cllr Leigh reported that a proposed alternative bus route has been sent to First Group for their approval and acceptance/use in the event of closure of Long Lane.

Cllr Leigh reported that he and Cllr Leek had been working through last year's report and new bird spikes have been fitted above the swings and Cllr Leek's family had relocated the bark delivery received last Friday around the equipment at the village hall . Cllr Leigh reported that the rubber

tiles in the Village Hall play area need to be looked at and that the options available to fill the gaps need to be further explored.

Cllr Leigh reported that a number of the skate park users had agreed to help paint the skate park during the summer holidays and he would look into the cost/suitability of anti-graffiti paint for the sides of the units.

**11.0 To receive any items for inclusion in the next agenda.**

- new passwords for office computer and email access.

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

Mr Malcolm Court raised the questions of whether Bracon Ash had been consulted with regards to the solar farm proposed traffic plan. Cllr Leigh responded that he has raised the matter with the Chairman of Bracon Ash's Parish Council, however the details discussed today are still only proposed and the document is confidential.

In relation to the Football Club's statement in the Annual Parish Meeting about wanting another pitch on the Common, it was commented that they have quite a few already and by wanting more where they not restricting access of other users. Cllr Leek replied that the Club had previously had in excess of 16 teams and there hadn't been a problem with pitch availability with a little forethought and planning.

Mr Court told the meeting that the bus shelter used to have wooden bench in it, many years ago.

There being no further business the meeting closed at 9.40pm.

The next meeting will take place on Monday 6<sup>th</sup> July 2015 at 7.30pm.

## Payments for May 2015

Cheque Number	Recipient	Details	Net total	Vat	Amount £'s
151302	9 to 5 Supplies	2 x printer toners	89.47	17.89	107.36
151303	Norse Eastern Ltd	Grounds Maintenance	832.22	166.44	998.66
151304	P. Leigh	Expenses	27.89	5.58	33.47
151305	A. Phillips	Expenses	8.87	1.67	10.54
151306	A. Phillips	Salary	543.39		543.39
151307	HMRC	PAYE	137.87		137.87
151308	B. Leek	Expenses	33.90	6.78	40.68
151309	Mulbarton Parish News	Summer 2015 issue	79.31		79.31
		<b>Total for month:</b>	<b>1752.92</b>	<b>198.36</b>	<b>1951.28</b>