

MULBARTON PARISH COUNCIL

Minutes of the Parish Council Meeting held at

7.30pm on Monday 9th April 2018

Councillors present:-

Peter Leigh Beverley Leek Adam Banham Derek Aldous

First Public Session.**1.1 District and County Councillors' Report**

County & District Councillor Foulger stated that he didn't have much to report; with regards to the repairs on Cuckoofield Lane that are already sinking he has not had a reply from Highways yet but will chase tomorrow with the local area officer. In reference to the planning application on Norwich Road, although he hasn't seen the drawings yet he has received two letters of representation.

Cllr Leigh reported that he had spoken to SNC about their Community Action Fund grants with a view of persuading MPC's two District Councillor to apply on behalf of MPC for a twin mast activity net. Cllr Foulger reported that he would look into grants during the week and liaise with Cllr Leigh.

Cllr Leigh reported that Cllr Legg had sent his apologies for not being available this evening but had sent an update for the meeting: *"Under the new calculations SNC now has a 5 year land supply. There is still the opportunity for fudge when determining planning applications but considerations will now be on a level playing field. When I last enquired, a planning application for Paddock Farm had not been submitted. A new round of member ward grants has commenced. Residents are advised that small sums of money are available to act as seed corn for local projects. Previous recipients are excluded for the two subsequent years. Chris Watts had been asked to urgently address the subsidence adjacent to the Long Lane development."*

1.2 Public Session

No members of the public wish 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.

Apologies were received from Cllrs Tucker and Reeve.

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

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

5.0 To confirm and sign the minutes of the Parish Council Meeting held on 5th March 2018.

The confirming and signing of the minutes for the Parish Council meeting held on the 5th March was deferred until the next meeting due to the Parish Council not being quorate for this agenda item, only three councillors present, who, were at the March meeting.

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. Copies of the latest financial summary were also handed out. Following proposal by Cllr Leigh and seconding by Cllr Aldous all payments were duly passed. A copy of payments is attached to these minutes.

6.1 To approve appointment of internal auditor for the accounts for year ending 31.03.18.

Cllr Leigh proposed that the Parish Council appoint Carole Jowett to be the internal audit for the accounts ending 31.03.18, this was seconded by Cllr Leek and unanimously agreed.

6.2 To approve quotes for traffic monitoring on B1113.

Cllr Leigh reported that quotes had been received for two automatic traffic count surveys; one to be located on the B1113 near to the 40mph repeater sign and the other on Catbridge Lane by the 30/40mph speed limit change; they would be in place for the seven days and be completed after the school holidays. Cllr Leigh proposed that a budget of £1500 for the surveys and subsequent reports be approved; this was seconded by Cllr Leek and unanimously agreed.

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

Cllr Leigh reported that the Football Club had requested permission to site a 10ft x 8ft container on Orchard Park to be used for storage as well as selling refreshments. During discussions it was raised if they would be selling refreshments during training sessions, matches or both; whether there was a requirement for licencing with SNC if they are planning on selling anything more than soft drinks and packet goods eg. crisps; the colour of the container was discussed with the recommendation that it would need to be painted green to match the current containers and to help blend it with the surroundings; insurance would need to be carried by the Club and they would need to indemnify MPC; litter and bin emptying responsibilities would need to be clarified; Orchard Park is a community facility. It was also raised that an informal objection had been received from another premises on the site and MPC would need to consider how to react with any formal complaint if received. Following discussions it was concluded that in principle MPC are not adverse to the request but it would be subject to conditions and the Football Club meeting any legal requirements.

8.0 Request from SNC to participate in the Norfolk Ping Festival.

Cllr Leigh reported that SNC would like Mulbarton to participate in a 12 week Ping! Initiative, where they would provide an outdoor table tennis table, the bats and balls plus support recruiting table monitors; after 12 weeks MPC could then decide if it wished to keep the table or not. During discussion it was suggested that the table could go behind the village hall or by the shed. Although

reservations were raised as to whether MPC would be able to manage the facility after the 12 weeks it was unanimously agreed to have an on-site meeting with SNC to check location suitability and to take steps to take part in the initiative.

9.0 Update on meeting with Highways.

Cllr Aldous reported that three Parish Councillors and the two District Councillors had met with the Area Highways Officer last week for a walking tour of the village to discuss a number of concerns. At the end of the meeting Councillor Leigh produced a long list (22 items), which all parties have a copy of, of things to be fixed and actioned. Highways will supply MPC with maps of speed sign and gully pot locations for reference. MPC has been granted permission to action some points raised, such as removing redundant speed signs and posts.

Cllr Leigh reported that he had raised concerns regarding the support wall by the pond on the B1113 as it is leaning and should it collapse access to and from the village will be greatly impacted; although Highways didn't think it was their responsibility, MPC has documentation(2012) confirming it is.

Cllr Leigh reported that MPC are still waiting for a response to the list produced and copies of the maps but reiterated that MPC had offered to do some of the work and to support Highways in achieving completion of the list of concerns.

10.0 Update on General Data Protection Regulations (GDPR)

During discussion it was noted that the Clerk cannot be the Data Protection Officer (DPO) for the Parish Council and it was suggested that a Cllr be invited to take on the role for three months; the Clerk will send out a draft role profile for Cllrs to review. A review of the insurance policy should also be completed in relation to GRDP. Following discussion as to outsourcing the role of DPO, Cllr Leigh proposed that a provisional budget of £2000 be earmarked for this, pending further research; this was seconded by Cllr Leek and unanimously agreed.

10.1 Review and approval of General Privacy Notice.

Following proposal by Cllr Leek and seconding by Cllr Leigh it was unanimously agreed to approve the General Privacy Notice.

10.2 Review and approval of Privacy Notice for staff, councillors & role holders

Following proposal by Cllr Leek and seconding by Cllr Leigh it was unanimously agreed to approve the Privacy Notice for staff, councillors and role holders.

10.3 Review and update of Privacy policy.

Following proposal by Cllr Leek and seconding by Cllr Leigh it was unanimously agreed to approve the Privacy policy, subject to clarification in paragraph 2, that the data referred to is that that the Parish Council holds as part of its own functions.

10.4 Review and approval of Subject Access Request policy.

Following proposal by Cllr Leek and seconding by Cllr Leigh it was unanimously agreed to approve the Subject Access Request policy, subject to the inclusion of notifying the DPO in addition to the Clerk and Chairman.

10.5 Review and approval of consent form.

Following proposal by Cllr Leek and seconding by Cllr Leigh it was unanimously agreed to approve the consent form.

11.0 Review and approval of grant awarding policy.

Following proposal by Cllr Leigh and seconding by Cllr Leek it was unanimously agreed to approve the updated grant awarding policy.

12.0 To consider any planning applications.

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

MEETING ADJOURNED

2018/0607: 5 Tench Close – conservatory to rear.

The residents of the neighbouring property voiced their concerns about the size of the conservatory, 4m out from the existing property and will be 40cm above the fence height; the impact that it will have on views from their windows and the loss of sunlight. They have spoken to the planning case officer and submitted a response to the application. Cllr Foulger confirmed that the planning application would be a delegated matter and be decided by the planning officer. During discussion it was recommended that the residents should try and get an appointment with the planning officer to explain their concerns and also to see if he can arrange getting shading drawing done; it was also confirmed that there are no third party right of appeal on planning applications.

2018/0617: Ronwyn, Norwich Road – proposed replacement dwelling.

Cllr Leigh reported that he had today been given a copy of a letter objecting to the above planning application from a neighbour to the above property. The letter includes references to the Neighbourhood Plan and four policies of the plan that the application contravenes.

A resident neighbouring the above property spoke, on behalf of himself and another 8 surrounding households, to object to the planning application submitted on the grounds of its impact on the village conservation area and that no consideration has given to the Neighbourhood Plan.

A resident, related to the applicant, spoke in support of the application and that the proposal would tidy up the area and that the proposal was a good design.

The applicant spoke to state that although the drawings of the plans make it look ultra-modern the dwelling would be constructed of traditional brick in keeping with the area; the plot is 1.7 acres and many of the buildings on it contain asbestos. No environmental impact statement had been produced, although there is evidence of the presence of the Greater Crested Newt near to the site.

Following further discussions, Cllr Leigh suggested that the applicant and family and the neighbour meet outside of this meeting to further discuss their proposals and objection to it as they appear not to have had any previous communication.

MEETING RESUMED

13.0 Correspondence requiring consideration

- Community Action Fund – email from SNC: grants available, contact local District Councillor to apply.
- Oak Tree, Mulbarton Common – email from SNC: the tree stump has been left at 1m as to take it lower would damage the contractor saw. Cllr Leigh reported that he had spoken to other tree surgeons and the stump could be reduced in size but SNC have obviously decided not to proceed due to the cost.
- Email from resident expressing thanks to MPC for the new bench on the Common by the bus stop.
- Norfolk ALC – email summarising what they do and inviting enquiries for subscription costs. It was unanimously agreed that MPC should investigate cost for re-joining Norfolk ALC as they be able to provide GDPR support/offer DPO provision.

14.0 Sub-committee/liaison officer reports.

Cllr Leigh reported that the Park Run has not been running but he would review again this week with regards to the winter course; the Common is not in a condition that that they can use it at present.

Cllr Leigh reported that due to the condition of the Common, he stopped the grounds maintenance contractor going on there last week to complete any cuts; the ground is still too wet. The grounds maintenance contractor was unable to cut the grass behind the village hall in the Limetree's nursery area as the new nursery group have padlocked the gate and not yet given MPC a key, the Clerk is following this up with them.

Cllr Leigh reported that he is looking at grants and possible funding for some new play equipment at the Meadows. A twin mast activity net for the equipment alone would be c£15000, is aimed at 4 to 12 year olds. It was unanimously agreed that Cllr Leigh would put together a work scope, including base type options and costings for the next meeting.

Cllr Leek reported that she is arranging for the previously approved parking restrictions on the verge by the front car park to be completed. The installation of bike racks within the main car park was also discussed and it was agreed to add this to the next agenda.

Cllr Leigh reported that he had revisited the five year Common management plan, which had stated that two ponds a year should have maintenance completed on them of which none have been done since 2013 when MPC were threatened with legal sanctions by SNC. It was discussed that cleaning of the ponds may help reduce the water table on the Common and Cllr Leigh would discuss with the land owner and SNC via the management steering group.

Cllr Leigh reported that SNC are arranging a meeting with the school and surgery to discuss contributions/funding for the car park. MPC have not been invited to the meeting.

14.1 Review of outstanding works list.

Cllr Aldous reported that he would look at the bus stop bench with a view of permanently removing the bottom panel on the bench to allow for access going forward.

Cllr Leigh reported that he has arranged for the no exit sign to be reinstalled at the surgery/school carpark.

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

- Twin mast activity net - work scope and costings
- Installation of bike racks in car park

16.0 To adjourn the meeting for the 2nd public session.

Cllr Leigh formally closed the Parish Council meeting and opened up the second public session.

A representative from Mulbarton Words Week reported that this would be their fourth year and that they were grateful for the support they have received from MPC. Past years have seen the event bringing guests into the school and raising money for local charities; this year they will be supporting the cataloguing of Mulbarton residents who served in WW1 to enable a permanent display of the information. The representative, whilst acknowledging that it was not in MPC's remit, wanted to make MPC aware that they may have to cancel their planned Friday evening in the village hall as the Social Club have booked a rock band for the same night and they were disappointed that the two venues did not communicate with regards to bookings especially as the concept of the Words Week was to bring the community together and offer activities to benefit all. *(Post meeting note- MPC were informed that Social Club had moved their date to accommodate Mulbarton Words Week)*

A resident asked if bike racks could be installed at the Co-op. Cllr Leek stated that there were some already there and explained their location.

A resident asked if MPC were approaching Lafarge for a grant if they could support with regards to the maintenance of the ponds previously discussed. Cllr Leigh stated that this suggestion was worth pursuing.

A resident raised a concern that the dog bin on the Long Lane/Rosery junction hadn't been emptied recently and dog owners were leaving bags on the ground. Cllr Leigh stated that MPC would check with SNC what the schedule was for emptying and when they were last emptied, as they cost £100 each per bin per year in service charges.

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

The next meeting will take place on Monday 14th May following the Annual Parish Meeting at 7.00 pm.

Payments for March 2018

Cheque Number	Recipient	Details	Net total	Vat	Amount £'s
102403	Mulbarton Words Week	Grant for 2018 event	200.00		200.00
102404	DJ Ireland	Fit 4 x bins & 1 x bench	335.00	67.00	402.00
102405	MVHMC	Electricity for Jan/Feb/Mar	30.00		30.00
102406	A Phillips	Office supplies & PCSO gift	114.46	0.94	115.40
102407	A Phillips	March salary	638.53		638.53
102408	HMRC	PAYE	199.40		199.40
102409	Smith of Derby Ltd	Night silencing of Church Clock	865.90	173.18	1039.08
		Total for month:	2383.29	241.12	2624.41