

MULBARTON PARISH COUNCIL

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

7.45pm on Monday 13th May 2019

Councillors present:-

Peter Leigh Derek Aldous Adam Banham
Beverley Leek Gerald Peachy Steve Sewell Richard Tucker

1.0 To elect chairman for the year

Cllr Sewell 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 Sewell. The vote was unanimous and Cllr Leek completed the requisite paperwork.

3.0 To agree liaison officers/subcommittees

Following discussion it was unanimously agreed that Cllr Peachey would be added as a liaison officer for planning and play areas, and all other liaison officers would remain unchanged.

4.0 To agree designated person as defined in the Child & Vulnerable Adults Safeguarding Policy

Following discussion, it was confirmed that no change was needed to the policy as Cllr Leek, who is already named as the designated person in her capacity as Vice Chairman, had been re-elected into this post for the next 12 months and was happy to continue as the designated person under the policy.

5.0 To approve dispensation on budgets and planning matters

Following discussion it was unanimously agreed for these two documents to be approved and the Clerk will arrange for all Councillors to sign for the record.

6.0 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.

7.0 First Public Session

Cllr Leigh introduced the three recently elected District councillors: Gerry Francis, Nigel Legg and Vivienne Clifford-Jackson.

7.1 District & County Councillors Report

Cllr Vivienne Clifford-Jackson reported that there were more multi member wards in SNC, such as Mulbarton which with Stoke Holy Cross now have three district councillors. She reported that SNC are currently sorting out committee numbers/members and that their AGM will be on 22nd May. She reported that she and the other two district councillors may attend future MPC meetings on a rotational basis as many parishes had their meetings on the same evening as MPC.

Cllr Francis in response to a question from Cllr Leigh about his view on development in the area, stated that he felt new builds were the same wherever they were built and that there was not enough infrastructure or doctors to support them and there was a danger that maintaining currently new build levels could lead to there being no countryside between villages.

Cllr Legg, in response to the same question, stated that Mulbarton is a village and that's what residents want to maintain; if it grows any bigger then it would become another suburb of Norwich. He cited Wymondham that is undergoing massive development and not only do people have the potential to get lost in the new developments there are other issues arising from the design and layout; the planning department, following guidance from NCC to reduce vehicle traffic, do not allow extra provision for parking which then has a knock on effect as seen in Mulbarton with bin lorries having issues accessing some roads due to parked vehicles.

Cllr Legg reported that SNC would be continuing with ward member grants and he would have more details following the AGM on 22nd May. Cllr Legg also reported that if any organisation wanted to apply for a Community Action Fund (CAF) grant then now was the time to start thinking about details and submitting applications. Cllr Clifford-Jackson confirmed that the next CAF panel would be 29th July.

District Cllr Foulger was not in attendance.

7.2 Public session

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

8.0 To close the meeting to public participation

Cllr Leigh closed the meeting to public participation and formally started the Parish Council meeting.

9.0 To receive and consider apologies for absence

All Cllrs were in attendance.

10.0 To receive declaration of interest on items on the agenda

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

11.0 To confirm and sign the minutes of the ordinary Parish Council Meeting held on 1st April 2019

The minutes of the ordinary meeting held on 1st April 2019 were unanimously agreed (Cllr Peachey abstained as having not been at the meeting), as a true record of the meeting and duly signed after being proposed by Cllr Leek and seconded by Cllr Sewell.

11.0 To confirm and sign the minutes of the closed Parish Council Meeting held on 1st April 2019

The minutes of the closed meeting held on 1st April 2019 were unanimously agreed (Cllr Peachey abstained as having not been at the meeting) as a true record of the meeting and duly signed after being proposed by Cllr Tucker and seconded by Cllr Banham.

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

12.1 Formal approval of Annual Internal Audit Report 18/19

Cllr Leigh reported that the internal auditor had completed the relevant section of the Annual Governance and Accountability Return 2018/19 and that they had not highlighted any concerns. Following proposal by Cllr Leek and seconding by Cllr Leigh it was unanimously agreed to formally approve the internal auditor's report.

12.2 Formal approval of Annual Governance and Accountability Return 18/19:

12.2.1: Consider and approve Section 1 – Annual Governance Statement 2018/19

Due to an error in section 2; this item was deferred to the next meeting.

12.2.2: Consider and approve Section 2 – Accounting Statements 2018/19

Item deferred to the next meeting.

12.3 To approve flowers for internal auditor

Following proposal by Cllr Sewell and seconding by Cllr Leek it was unanimously agreed to send to flowers to the internal auditor for completing the internal audit.

12.4 Costings for replacement bench on the Common

Cllr Leigh reported that a replacement bench for the one that had been destroyed on the Common, with a like for like product would be £437; a replacement steel bench would be £1440. Both options are excluding fitting charges.

Following discussion about whether the bench should be replaced or not, Cllr Tucker proposed that the bench be replaced and this was seconded by Cllr Banham. Five Cllrs voted in favour and two abstained.

A discussion followed about ASB in the village, following which Cllr Leigh suggested that if a meeting with the Beat Manager wasn't forthcoming then MPC should escalate their concerns higher up the Police hierarchy.

13.0 To review security patrol contract

Discussion raised a number of issues, concerns and comments: where the patrols effective if they weren't aware of the two recent incidents and there is still a reluctance in the community to be involved and report problems to the Police; the patrols didn't appear to be acting as either a deterrent or detection system; the decision to implement security patrols was the right one last year after a number of incidents and positive action was required but are Dardan delivering the agreed service. It was noted that the cost of a monthly patrol would have bought a new bench; need to be more robust in getting the Police to do what they are paid for.

Following discussions it was agreed (Cllr Leek abstained) that a meeting be held with Dardan by Councillors Tucker and Leigh to discuss contract compliance and a review of incident logs, ideally before the next MPC meeting. Cllrs Leigh and Banham would in this time attempt to reschedule their meeting with the Beat Manager and if this was not possible or the results not satisfactory that they would escalate higher up the management chain.

14.0 Common Management Steering Committee: update and ways forward

Cllr Leigh reported that he had a meeting with the Common owner a few weeks ago; he questioned why the Norwich Fringe project was involved with the management of the Common.

Cllr Leigh adjourned the meeting to allow Cllr Legg to speak.

Meeting adjourned.

Cllr Legg reported that the Norwich Fringe Project do not have any specific contracts with SNC and he believed historically they had offered some free advise with regards to Mulbarton Common and so where included on the distribution list for the last five year plan.

Cllr Leigh reported that he was waiting for a quote to clear up the area by the school/surgery where SNC had removed several ash trees; he was also waiting for a quote for a day rate to clear/reinstate the ditches around the Common. Cllr Leigh reported that a review of the current five year plan was needed as it was produced in 2015 and a new one will take about nine months to produce.

During discussion it was noted that SNC have a budget that covers 35 commons in their area and this budget is spent mainly on preventing encroachment and minimising/managing risk, such as cutting down the Ash trees.

Cllr Legg reported that SNC do not have any intention going forward of enforcing any encroachment breaches.

Cllr Leigh reported that a new plan would involve a lot of work especially as it needs to include cleaning out the ponds.

Meeting resumed.

15.0 To discuss Football Club's requests:

- Removal of middle gate and replace with a smaller one
- To install a gate between Orchard Park and Mulberry Park
- To install retractable railings from middle gate to the pitch

Following discussion it was agreed that the Football Club could complete the above requests. It was noted that MPC would like to be aware of the Club's long term plans and what further changes would they be required to request should they raise higher up the ranks/leagues.

16.0 Planning application: 2018/0872

Cllr Leigh reported that the applicant could still appeal SNC's refusal but felt that the recent Little Plumstead appeal to the Planning Inspectorate which upheld Broadland District Councils's decision for refusal added weight to Mulbarton's case against the development.

16.1 To consider any other planning applications

There were no planning applications for consideration.

17.0 Correspondence requiring consideration

- Email from resident requesting a zebra crossing at Long Lane/The Rosery/Cuckoofield Lane junction to facilitate walking children to and from school. Following discussion it was agreed to ask NCC how they can help as they promote walking to school and reducing car journeys
- Email from Highways in response to resident's correspondence regarding the layout of the above junction:

I appreciate the concerns regarding the Long Lane / The Rosery junction have existed for some time and further there appears to be a dislike for the new junction layout, considering some of the enquiries received. However, there is little tangible evidence to support further highway improvements. Funding for highway improvements is very limited and it is true that those funds are targeted to where the most benefits can be accrued, which is typically on the A and B road network. Those sites taken forward will have personal injuries.

I think we need to let the Safety Audit review and final discussions between our Developer Services team and the developer run its course. Forward visibility at this junction has always been restricted; if people drive to the road layout ahead there should not be any issues.

I have ordered the works to remove vegetation on the inside of the bend. This should provide some betterment to visibility when turning right into Long Lane. The resident agreed to the work.

- Email from SNC Play & Amenities Technical Advisor:

This financial year, SNC have an allocation of S106 monies to update/refurbish all 4 x play areas on the Cuckoofield development at Mulbarton.

This is to inform members and Mulbarton PC, these works will commence sometime within the 2019 year, this following the procurement process as directed by Contract Standing Orders.

- Cllr Aldous had received a complaint from a resident that the Co-op was receiving deliveries at 6am on a Sunday that is in breach of their planning consent. Cllr Aldous has provided the planning application reference numbers to the resident who is happy to progress their complaint on their own for the time being.

18.0 Sub-committee/liaison officer reports

Following suggestions of MPC having another working party it was agreed to meet at 1pm this Saturday (18th May) to complete repairs to the youth shelter roof.

Cllr Tucker reported he had received correspondence from the Rector who felt there was no need for a new memorial as the church is now open during daylight hours so there is no restriction on accessibility. Cllr Tucker noted that the original idea was for a memorial that was visible not just accessible and he would continue to look at the matter further and report back accordingly.

19.0 To receive any items for inclusion on the next agenda

- Formal approval of Annual Governance and Accountability Return 18/19
- To review security patrol contract

16.0 To adjourn the meeting for the 2nd public session

Cllr Sewell raised whether MPC can co-op additional councillors onto the Council. It was agreed that they could and should with a view of increasing the diversity of the Council.

A resident noted that they were encouraged that MPC is going to replace the bench on the Common and asked if a concrete bench with metal slats could be used as an alternative to one with wooden slats or the proposed recycled plastic. Upon discussion it was decided that this would be too cold for any user so not a practical solution in this instance.

It was discussed that the impermeable surface under the bench (concrete slab) is allowed under Common regulations as it is such a small area and no different to other areas of common land such as driveways and access e.g. Boots car park. It was reported that the bench was original installed when cricket was played on the Common.

A resident asked if the village could work with youth related charities to try and work and engage the youth in the village; it was stated that there had previously been activities similar to this carried out in the village.

A resident stated that they too had noted Co-op lorries prior to 9am on a Sunday driving through the village after making early deliveries and they had reported it to Co-op's head office. It was noted that Co-op contract out all their deliveries so have no direct/immediate control over deliveries.

A resident asked if regular litter picks were planned. It was noted that litter picks are organised by MPC in February and October to coincide with the half term breaks and the Scouts completed a successful litter pick on the Common a couple of weeks ago.

There being no further business the meeting closed at 9.21pm.

The next meeting will take place on Monday 3rd June at 7.30pm.

Payments for April 2019

Cheque Number	Recipient	Details	Net total	Vat	Amount £'s
102546	Hatch Brenner Solicitors	Interim invoice for Long Lane allotment transfer	200.00	40.00	240.00
102547	Anglia Water Business Ltd (National)	The Swamp	40.35		40.35
102548	Anglia Water Business Ltd (National)	The Meadows	41.71		41.71
102549	Norfolk Association of Local Councils	Annual subscriptions	554.95		554.95
102550	W J Gray	School and front car park Car park by Scout Hut	679.51	135.90	815.41
102551	MVHMC	Room hire: Jan, Feb & Mar 2019	45.00		45.00
102552	GSL Dardan Ltd	Security patrols	424.00	84.80	508.80
102553	APC Pest Control Ltd	Quarterly pest control	120.00	24.00	144.00
102554	Hayes & Storr Solicitors	Interim account for advice and assistance on planning matters	1512.00	302.40	1814.40
102555	Saunders Tree Contractors Ltd	Tree surgeon: behind village hall, storm damage tree on Common and north end of Meadows – work completed Nov 2018.	400.00	80.00	480.00
102556	A Phillips	Expenses	54.18	7.35	61.53
102557	A Phillips	Salary	973.49		973.49
102558	HMRC	PAYE	411.88		411.88
102559	DJ Ireland Growundworks & Paving Services	Play bark: The Common & Village Hall	301.50	60.30	361.80
102560	Ribbonsdale Nurseries	Monthly grounds maintenance	1017.49	203.49	1220.98
102561	M carter	Village Website	120.00		120.00
102562	P Leigh	Expenses	57.98		57.98
		Total for month:	6954.04	938.24	7892.28