

## MULBARTON PARISH COUNCIL

Minutes of the Parish Council Meeting held at

7.30pm on Monday 13 January 2020

Councillors present:-

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

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

District Councillor Vivienne Clifford-Jackson sent her apologies for not being in attendance.

District Councillor Nigel Legg sent his apologies for not being in attendance.

County Councillor Colin Foulger reported that NCC would be having their first full council meeting next Monday; it is expected to be a lengthy meeting as they will be debating the budget. Cllr Foulger also reported that the third river crossing at Great Yarmouth is moving swiftly and the plans are now waiting for final Government approval for the funding.

Cllr Leigh asked Cllr Foulger why the draft Greater Norwich Local Plan (GNLP) made no mention of buses and improvement to transport generally. Cllr Foulger responded that bus routes are privately funded and the bus companies need to make a profit.

Cllr Leigh asked Cllr Gerry Francis when the draft GNLP village cluster plan for South Norfolk villages would be issued for consultation. Cllr Francis reported that the document should be available imminently, possibly in the next 10 – 14 day, although he didn't have an exact date and the delay was due to SNC writing to land owners to see if they wished to have sites considered. Cllr Francis believed that the village cluster plan would encourage smaller clusters to build 10 – 15 homes around smaller schools to increase their school numbers and possibly prevent their closure and that smaller villages would also be offered three new builds on a first come basis.

A member of the public asked if there were plans to increase the number of affordable homes. Cllr Francis stated that current thinking is to cut out a lot of the more expensive homes on developments and encourage smaller properties/bungalows; Councillor Leigh noted that it is more expensive for developer to build affordable housing as there is less profit margin and if a development is for ten or less homes there is no obligation to provide affordable housing. It was also noted that if homes are self builds then no CIL payments are due.

Cllr Leigh reported that the GNLP states that Broadland will get up to 480 additional homes whilst for SNC the number is a minimum of 1480 homes plus windfall sites. Cllr Francis reported that final proposal will be drawn up in the next few days and he believed that there would one /two developments within the plan that would be unpopular and would generate a lot of discussion at the next SNC meeting.

Cllr Leigh asked Cllr Francis who MPC need to contact at SNC to further progress action with regards to purchasing the north end of the Meadows; preliminary discussions had been had a few years ago

but stalled as SNC had put forward the land as a potential site for development in the previous GNLP. Cllr Francis reported that he would check with Cllr Legg whose portfolio at SNC this would fall under and confirm back.

Cllr Leigh asked Cllr Francis if the closing date for the GNLP consultation would be extended as the village cluster plan was still not published. Cllr Francis was unsure as many items had been delayed due to the elections and the festive period but he would ask the question on MPC's behalf.

### **Public Session**

A representative from the Social Club reported that the Social Club would like to get together with other local organisations to arrange a VE Day celebration. Cllr Leigh reported that MPC are looking at refurbishing the Church clock as part of the celebrations and this would be discussed later in the meeting. Cllr Leigh asked the Social Club representative to call into the office to discuss plans that could then be put forward formally to MPC.

### **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 Cllrs 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 and agenda item 8.1.

### **5.0 To confirm and sign the minutes of the Parish Council Meeting held on 2<sup>nd</sup> December 2019**

The minutes of the ordinary meeting held on 2<sup>nd</sup> December 2019 were unanimously agreed as a true record of the meeting and duly signed after being proposed by Cllr Leek and seconded by Cllr Sewell.

### **5.1 To confirm and sign the minutes of the closed Parish Council meeting held on 2<sup>nd</sup> December 2012.**

The minutes of the closed meeting held on 2<sup>nd</sup> December 2019 were unanimously agreed as a true record of the meeting and duly signed after being proposed by Cllr Leek and seconded by Cllr Sewell.

### **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 Banham and seconding by Cllr Tucker all payments were duly passed. A copy of the payments is attached to these minutes.

### **6.1 To set and approve the budget for 2020/21**

Following discussion and proposal by Cllr Peachey and seconding by Cllr Leek the proposed budget was unanimously approved.

### **6.2 To set and approve 2020/21 precept**

Councillor Leigh said in light of the Council's robust financial position he proposed a reduction of 5% in the Precept for 2020/2021. Following discussion and proposal by Cllr Aldous and seconding by Cllr Tucker it was agreed by a majority decision that the precept be set at 4% less than 19/20's band D council tax figure.

### **6.3 To discuss next steps for the North end of the Meadows**

Cllr Leigh reported that this matter had been briefly touched on earlier with Cllr Francis. Following discussion it was unanimously agreed that MPC should write formally to SNC to start the process to acquire the land.

### **7.0 Review of Council's major documentation**

Cllr Leigh read out the list of major documentation and it was unanimously agreed that no updates were required at present. It was agreed to amend the documents version numbers to a consistent format.

### **8.0 To discuss Neighbourhood Plan**

Following discussion it was unanimously agreed that the Neighbourhood Plan should be revisited and amended where necessary to take into consideration the latest GNLP. It was noted that whichever planning document is the most recent takes precedence and until the GNLP is finalised then Mulbarton's Neighbourhood Plan is the most recent document. It was noted there may be further costs involved in the updating process.

#### **8.1 Greater Norwich Local Plan (GNLP)**

**Cllr Banham left the meeting.**

Cllr Leigh read the following statement from the draft GNLP: *"this document does not contain any sites in smaller south Norfolk villages as South Norfolk Council intend to prepare a separate village cluster plan covering new and carried forward sites for housing in their village clusters."* Cllr Leigh reported that as previously discussed this cluster village plan is anticipated to be available at the end of the month.

A copy of Cllr Leighs initial comments upon reviewing the draft GNLP were handed out in addition to a copy of a letter from CPRE Norfolk containing their initial advice to SNC Parish/Town Councils; the highlights of this letter were read out by Cllr Leigh:

- *If you are a CPRE Norfolk Alliance member signed up to the pledge which seeks to ensure that existing Joint Core Strategy (JCS) allocations are built-out before any new GNLP allocations can be developed, you will be disappointed to learn that this common sense request for phasing of housing development appears to have been overlooked in the Draft Plan*

- *It appears that in South Norfolk a lack of suitable sites has come forward for the GNLP, leading to a delay in South Norfolk publishing their allocated sites for “village clusters”. In our view this gives you an opportunity to reinforce the case for phasing of housing, because the existing allocated JCS sites have been allocated as being suitable, and as there is an apparent lack of new suitable sites, it is clearly obvious that the existing suitable sites be developed first*
- *We are also concerned as to why the new housing allocation for village clusters in South Norfolk is expressed as a minimum number, whereas in Broadland it is given as a maximum figure. This unfair inconsistency may be something else you would wish to comment on at this point*
- *With over 36,000 current commitments to be built and a maximum build-out which is unlikely to exceed 2,000 per annum, there are already enough housing sites allocated to satisfy another 18 years of housebuilding i.e. to 2038. Clearly there is no need for any new allocations to be made in the GNLP*

Cllr Leigh reported that although the draft GNLP runs until 2038, and said it states that it would be reviewed again in five years’ time.

Following discussion it was unanimously agreed that all Councillors need to have a look at the plan and sit down to formulate a coordinated response.

**Cllr Banham returned to the meeting.**

### **9.0 Wind Farm projects:**

A background document on the current position of various wind farm projects in Norfolk was handed out. Cllr Aldous reported that the Planning Inspectorate has delayed their report with regards to the Hornsea Three and Vattenfall Vanguard projects. Cllr Aldous also update Councillors on the proposal for an Offshore Ring Main, that now has the support of several MPs and that the Government has now agreed to look at this option. Cllr Aldous reported that MPC may need further professional advice with regards to objecting to proposed projects and was therefore requesting the MPC extend the existing delegated authority to attend any relevant meetings and to contact the previous used professional advisor as and when necessary.

Cllr Leigh reported that he believed neighbouring parishes should be involved in paying for professional advice as the proposed substations would be in/affect their villages. During discussions it was noted that the building of a substation in Swardeston would have a big effect on Mulbarton , in the short-term and that neighbouring parishes should be asked to contribute to a “fighting fund” .

#### **9.1 To renew and extend the existing delegation of authority to cover any relevant wind farm project**

Following discussions Cllr Leigh proposed that delegated authority be granted to Cllr Aldous to cover any relevant wind farm projects, this was seconded by Cllr Sewell and unanimously agreed.

#### **9.2 To earmark a provisional budget of £2000 + VAT for professional fees in connection with the above**

Following discussion, under item 9.0, it was agreed to defer this item to the next meeting.

### **10.0 War Memorial – update since last meeting**

A handout of the meeting that Cllrs Aldous and Tucker had with SNC's Conservation Officer was handed out. Cllr Tucker reported that MPC had in principle consent from the Common owner to erect a war memorial on the Common and then summarised the meeting with the Conservation Officer who had covered what can or can't be done; in principle there isn't a lot that can't be done as a memorial would not detract from any historic buildings in the conservation area of the village although it would be important to consider the surround area of the site to ensure that it was in keeping with the rest of the Common. It was felt that the final design of the memorial would be the deciding factor in the decision of where to site it. There is no stone local to Norfolk which explains why there are wide variations of design and materials used for memorials in Norfolk; the Conservation Officer advised against any clean flat surfaces that could attract graffiti; he also stated that another local village had designed their new memorial in consultation with the Norwich School of Art. Cllr Tucker reported that the project was moving ahead slowly and the next steps would be to start considering designs.

Following discussion it was agreed that the suggestion of using the Norwich School of Art was a consideration, although a good brief would be required to pursue this further.

### **11.0 Update on Church clock refurbishment**

A handout for the proposal to refurbish the Church clock, prepared by Cllr Leigh, was handed out, attached to this was a summary by Cllr Tucker on the process for applying for war memorial grants.

Cllr Leigh reported that he has had a meeting with the Diocesan Advisory Committee (DAC) clock advisor, who had confirmed that he was happy with the proposal and would advise the DAC via email of his decision. The clock advisor had also provided details of another contractor that may be able to quote for the work; Cllr Leigh reported that if a quote from this third contractor hasn't been received by the end of this week then the proposal would continue using the two quotes already received.

During discussion as to whether the work should be carried out it was noted that the clock was originally paid for by public subscriptions and it was believed that the clock has never had any external work completed on it since it was installed and that if no refurbishment was completed then the face surface would only get worse.

Following on from the question as to whether the work should be completed without waiting for a grant application to be processed, Cllr Tucker explained the process that is required to apply for a war memorial grant: firstly the clock would need to be registered as a war memorial for which the custodian's permission would be required, Cllr Leigh confirmed he would email the Rector to obtain this, following this a pre-application form would need to be completed, it was stressed that this takes time and if eligible for a grant an application form is then completed, the maximum value of any grant is £5,00 with grants typically being between 25 and 75% of eligible costs.

Further discussions noted that the refurbishment would take around 8 days; the clock advisor had reported to Cllr Leigh that all the refurbishments he had completed previously involved removing the clock and taking it to a workshop; the local contractor that has already quoted would require two to three weeks' notice to complete the work and Cllr Leigh reported that he would contact the other contractor to check their availability timescales and also to confirm their price as the quote was valid until the end of 2019.

Following proposal by Cllr Leigh and seconding by Cllr Tucker it was unanimously agreed to complete the refurbishment of the clock; it was also unanimously that the clock should be registered as a war memorial and if MPC can get a grant towards the work then this would be good but not essential.

### **12.0 VE Day 75<sup>th</sup> Anniversary celebrations: 8<sup>th</sup> – 10<sup>th</sup> May 2020**

A handout of suggestions previously discussed by individual councillors was handed out for review. Following discussion it was agreed that more work was needed on planning an appropriate celebration and the matter would be added to the next agenda. Councillor Leigh stated that in discussions with the Scouts he thought they would be able to help with a marquee and were willing to man a BBQ as long as MPC supplied the food etc.

### **13.0 Men's Shed – update since last meeting**

Cllr Tucker reported that a Mulbarton Men's Shed is on its way to being set up, following their third meeting last week when the group were joined by a NCC Adult Social Services support worker. A temporary secretary and treasurer have been selected and the position of Chair is still to be filled; another member of the group has been appointed to provide social media support. Their next meeting is on Monday 20<sup>th</sup> January in the evening and the group will continue to work on agreeing their constitution and setting up a bank account. Cllr Tucker reported that MPC's involvement with the Men's Shed has now ended and that the project was £40 under the budget that had been agreed.

Cllr Leigh thanked Cllr Tucker for his involvement in helping to facilitate a Mulbarton Men's Shed group; Cllr Tucker thanked all the Shedders that had got involved.

### **14.0 Parking on common land notices**

Following discussion it was agreed that before any further action can be taken the signs displaying the Common byelaws need to be installed; Cllrs Aldous asked Councillor Leigh to help identify suitable sites and help install the signs.

The suggestion of using flyer on windscreens was discussed: it was agreed that this should be a last step as many who think they are parking on a verge, when in fact they are on a footpath, are not local and would not be revisiting again to take notice of any flyers.

### **15.0 Request from the Football Club to hold their annual Festival on Mulberry Park, 23<sup>rd</sup> & 24<sup>th</sup> May 2020**

Cllr Leigh reported that following the last meeting when a number of questions had been raised, the Football Club had since answered these. Following proposal by Cllr Leek and seconding by Cllr Peachey permission for the request was unanimous granted.

### **16.0 Request from the Scouts to move fence and gates within the area covered by their lease**

Following proposal by Cllr Leigh and seconding by Cllr Leek permission for the request from the Scouts was unanimously granted.

### **17.0 To consider any planning applications**

There were no planning applications received to consider.

### **18.0 Correspondence requiring consideration**

Letter from resident regarding drainage on Orchard Park – Cllr Leigh summarised the contents and reported that work had previously been completed on this area.

### **19.0 Sub-committee/liason officer reports**

Cllr Leigh reported that the Hopkins Homes Adoption Manager with responsibility for the transfer of the allotment land had handed the work over to another colleague; unfortunately the outstanding work on the new allotment sites has still not been completed. Cllr Leigh stated that he would follow this up with Hopkins Homes and would cc in the SNC planning officer, with responsibility for signing off the S106 agreement, MPC's solicitor and the District Councillors.

Cllr Leigh reported that the contractor appointed to lower the water tanks at the Meadow's allotment site had been reminded that the work was still outstanding.

Cllr Leigh reported that the Jubilee Garden's tidy up was to be in week commencing 27<sup>th</sup> January and then regular maintenance would be completed as previously agreed.

Cllr Leigh reported that he had noticed that a full size pitch had been installed on Orchard Park and asked if any Councillor had authorised this: no Councillor had been asked for permission by the Football Club. The agreement for the area was that all equipment sited Orchard Park should be movable and not permanent. The Football Club to be advised of this.

Cllr Leigh reported that the arbour from the Jubilee Garden's entrance had been repaired and was ready to go back in to situ; he also noted that there was other outstanding works still to be completed.

Cllr Tucker reported that on checking the crime statistics data on the Police website, Mulbarton had, in November 2019, 13 incidents which was the same number as Hethersett which is considerably bigger. Following discussion it was agreed to arrange another meeting with the Beat Manager for an update of previous reported incidents and ways forward.

### **19.1 Review of outstanding works list**

An update list was handout for review. Cllr Leigh asked that suggested dates for completion be added to the list. Cllr Sewell offered his support to Cllr Leigh to complete some of the work.

It was noted that the Men's Shed can be removed as completed and the item relating to the tower bolts at the Meadows needs to be updated to show that the bolts need to be drilled out and replaced.

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

- GNL – SNC village cluster document
- To discuss funding for professional fees in connection with objecting to wind farm projects that impact on the village
- VE Day 75<sup>th</sup> Anniversary celebrations: 8<sup>th</sup> – 10<sup>th</sup> May 2020

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

It was noted that grants are still available for Neighbourhood Plans and this should be further investigated by MPC as it was likely that professional help would be needed to update or revise the existing plan.

A member of the public asked for an update regarding the pot holes in the surgery car park; Cllr Leigh reported that the work was planned for completion when the tree planting was completed but the event had run out of time and that once a wheel barrow was sourced the gravel would be moved from the road back into the holes.

A member of the public on behalf of the Men's Shed (although currently they are not constituted) wished to thank Cllr Tucker for all his hard work in supporting the group to the stage they are currently at and that all his efforts have been greatly appreciated.

There being no further business the meeting closed at 8.55pm

The next meeting will take place on Monday 3<sup>rd</sup> February 2020 at 7.30pm.



## Payments for December 2019

Cheque Number	Recipient	Details	Net total	Vat	Amount £'s
102625	SNC	Dog Bins – Annual Charges	1708.80	341.76	2050.56
102626	P Leigh	Expenses	11.67	2.33	14.00
102627	9 – 5 Supplies	Shredder & stationery	99.98	19.99	119.87
102628	Ribbonsdale Nurseries	Meadows hedge & brambles	900.00	180.00	1080.00
102629	WJ Gray	Tree work, pot holes & posts	884.00	176.80	1060.80
102630	A Phillips	Expenses	49.92	0.96	50.88
102631	A Phillips	Salary	802.24		802.24
102632	HMRC	PAYE	296.49		296.49
		<b>Total for month:</b>	<b>74753.10</b>	<b>721.84</b>	<b>5474.94</b>