

Meeting minutes of Mulbarton Parish Council

Monday 27 June at 7:30 PM, held at The Committee Room, Mulbarton Village Hall

Parish Councillors present: Steve Sewell, Adam Banham, Nigel Legg and Florence Ellis. Also, present Lorraine Trueman (clerk) and 12 members of the public

Cllr Sewel opened the meeting at 7.30pm. He welcomed new clerk and thanked Dist. Cllrs Legg and Ellis for stepping in to make the parish council quorate.

1. To elect a Chair to replace Beverly Leek, who has resigned since the last meeting

Cllr Sewel asked for nominations. Cllr Banham nominated Cllr Sewel, this was seconded by Cllr Legg. With no further nominations Cllr Sewell was appointed as Chair until May 2023. He and the clerk signed the declaration of the acceptance of office.

2. To receive apologies for absence

Apologies were received from Cllr Duffin.

3. To receive declarations of interest in agenda items and consider any dispensation requests

Cllr Banham declared an interest in planning (item 8) and the website (item 11.2). Cllr Ellis also declared an interest in planning (item 8).

4. To approve the minutes of the Annual Parish Council Meeting held on 9 May 2022

The minutes of the meeting were approved with amendment and signed by the Chair as a correct record.

5. To report progress on items not on the agenda from the last meeting (information only)

It was noted that although the contractor to repair the slide had been agreed at the last meeting, there had been no further action. **ACTION:** the clerk to contact the contractor.

6. To approve the co-option of new councillor(s) onto the council

The council explained that they could have a maximum of 11 councillors on the parish council, although previously they had been operating with just 7. The current situation allows the council to co-opt on a maximum of 4 new councillors, with the remaining 5 seats awaiting the outcome of the notice of election. The estimated cost, to the parish council, if

the election should it go ahead, is £5,000. Cllr Sewel advised that if the election went ahead, those elected would remain on the council until May 2023 when the whole parish council would need to go through the election process.

Roger Dyndal put himself forward and the council **AGREED** to co-opt him on to the council. Roger Dyndal and the clerk signed the declaration of acceptance of office and Cllr Dyndal joined the councillors.

The council invited anyone interested in joining the parish council to make contact with the clerk and/or councillors for more information.

7. Open forum for public participation: an opportunity to hear from members of the public and the District/County councillors

The Village Hall Management Committee noted that a rotten tree at the front of the village hall had collapsed and asked if they could remove this. The council suggested they checked with the Conservation & Tree Officer at South Norfolk Council.

A member of the public noted that footpaths were difficult to use due to overgrown hedges and weeds. Members of the public can contact the clerk with details of the problems and location so that she can report these to Highways.

A member of the public noted increasing amounts of litter around the village. The parish council use to have someone who would litter pick and cut back low branches. It was suggested that this might be something the parish council may want to consider reintroducing. The council noted they owned equipment residents could borrow and that there is a group that litter picked on a regular basis.

It was noted that the ponds are very low or even dry, which has not been seen for some years.

The council were advised that the water at Oakley Park Allotments had been cut off. The clerk advised she had not received any bills from Anglian Water. The council considered that this may be a result of the transfer from Hopkins Homes to the parish council not being completed yet. **ACTION:** Cllr Sewel to advise the clerk of the meter serial number and the clerk to contact Anglian Water.

A member of the public asked why so many councillors had resigned recently. He requested to see the correspondence between the Parish Council and the Village Hall Management Committee.

Cllr Sewel explained there had been several different reasons why councillors had stepped down, some of these being for personal reasons. The council confirmed there was a dispute with the Village Hall Management Committee, but they were hopeful this could be resolved amicably. The member of the public offered to work with both parties to resolve their issues, which the Parish Council accepted. The clerk asked the Village Hall Management Committee to confirm the documents they were still waiting for from the parish Council. **ACTION:** the clerk to allow the member of public (Alan Steynor) to see the documentation, as appropriate.

As part of the Neighbourhood Plan Review, a member of the public, suggested the allotments are registered with land registry. Cllr Sewel advised this would fall under item 14.

8. Planning applications

8.1. To receive an update on any application decisions made by South Norfolk council since the last meeting

2022/0764 1B Ryefield Road Mulbarton Norfolk NR14 8FD Single storey rear extension. Approval with Conditions

2022/0741 7 Cowslip Close Mulbarton Norfolk NR14 8BG Two storey side extension to dwelling. Approval with Conditions

8.2. To consider any new planning applications, as listed below, and agreed comments

Cllrs Ellis and Banham had declared an interest in planning and abstained from voting. Cllr Dyndal also abstained from the voting, which meant the council were not quorate and could not legally make comments on the below planning applications.

2022/1007 Land North Of Lantana Norwich Road Mulbarton Norfolk New dwelling (resubmission of 2021/1647)

2022/1049 Grid ref: 619617 301982 The Nurseries Norwich Road Mulbarton Norfolk NR14 8DE Remove condition 3 of FH3523- following granting of certificate of lawfulness existing application 2022/0332

8.3. To consider any new planning applications received since the publication of this agenda and agree comments

2022/0819 Woodview The Rosery Mulbarton Norfolk NR14 8AL Retrospective application for erection of two bay cartlodge
The council were unable to comment due to 3 councillors abstaining (see item 8.2) and the remaining 2 not being quorate.

9. Training and support

9.1. To agree annual subscription to Norfolk Parish Training and Support

The council **AGREED** to the annual subscription.

9.2. To agree to Cllr Sewell to attending Chiring Successful Meetings with Norfolk Parish Training and Support

The council **AGREED** for Cllr Sewell to attend the course at a time convenient to him.

10. Finance

10.1. To discuss bank signatories and making payments

Cllr Banham had completed the mandate changes paperwork 4 weeks ago, but the bank had not confirmed they had actioned this. Cllr Sewell will contact the bank for further

advise. Until the bank has confirmed the action taken, it is not known who should sign the cheques.

10.2. To agree setting up internet banking with Santander

The council **AGREED** to setup internet banking.

10.3. To receive a report on income received this financial year, so far

The clerk advised the following income has been received to date.

Allotments	2,285.00
Blakey's Bus	43.80
Interest	5.44
MUGA	140.00
Phone mast	4,777.00
Precept	25,432.50
Youth Cricket	210.00
Total	32,893.74

10.4. To review finances, to date, versus budget

The clerk explained that expenditure to date was under budget. This may be due to the lack of councillors.

10.5. To agree the payment list

The council **AGREED** to the payment list, as detailed below.

11. Website

11.1. To receive an update on the current website

The clerk explained that the current website is not compliant with 2018 accessibility legislation. The council noted the previous clerk had advised the website was not mobile device friendly and that it needed updating. The clerk had tried to get support to resolve these issues but had not been successful.

11.2. To agree a new website based on a WIX platform and costs involved

The clerk explained the WIX platform is used by many parish councils for their website platforms and that it was compliant with current legislation. The council **AGREED** to proceed with the quote from Steve Jackman and the clerk to complete the content population.

12. Office

12.1. To agree renewal of Microsoft licence

The clerk explained that the desktop uses Microsoft 2010, which is no longer supported by Microsoft. The council **AGREED** to purchase Microsoft 365 at a cost of £59.99 for a year for 1 user.

12.2. To agree suitable cloud storage for council documents

The clerk explained that council files are currently stored on the desktop, in the office, with a backup on a memory stick. She recommended all files are backed up on a cloud but free Drop Box was too small for the council's requirements. She explained many parish councils use OneDrive and this was included in the Microsoft licence agreement. The council **AGREED** to use OneDrive.

12.3. To agree ways of sharing meeting documents between clerk and councillors

The council **AGREED** to use the sharing facility in OneDrive

13. To receive an update on the transfer of the allotment land at Oakley Park South

The council believe that Hopkins Homes are waiting for the Parish Council's solicitor to go back to them. **ACTION:** the clerk to contact the solicitor.

14. To receive an update on the neighbourhood plan review

The council confirmed the neighbourhood plan does need revising and that no grant has been received to support this. They **AGREED** to defer this item until more manpower is available to support the work required.

15. To receive an update on offshore transmission network (OTN)

No update was available.

16. To agree a response to "Pathways to 2030 (PT2030) minded-to decision and further consultation" published by Ofgem

The council **AGREED** to not submit comments.

17. To receive an update on the lease of Mulberry Park and to consider the request from Mulbarton Wanderers and Bells Football Club to use Orchard Park

The council **AGREED** to grant the request to use Orchard Park on the proviso that all equipment is cleared away after use, the park remains open to public access, and it is clear the park is not owned by the football club.

The council has a contract in place for grass cutting but they will grant permission for the football club to carry out additional cuts, if they wish.

ACTION: clerk to check grass cutting contract and confirm in writing to the football club the decisions made by the council.

18. To consider quote to cut back trees and hedges alongside The Meadows allotments

The council AGREED to go ahead with the quote from Talking Elm Tree Services.

19. To receive an update on the outstanding works list

The council confirmed they would like to re-establish the Common Working Group on Tuesday night and the public should email clerk if any problems were identified.

20. To agree meeting dates for the remainder of 2022/23

The council AGREED to meet on the following dates,

5 September
3 October
7 November
5 December
9 January
6 February
6 March

21. Correspondence

- 21.1. Electric vehicle charging points from South Norfolk Council (interested)**
- 21.2. Community Ownership Fund**

The correspondence was noted.

22. To receive any items for inclusion in the next agenda

To consider a cycle lane from Mulbarton to Tesco along the pylon route
To consider action due to increased traffic volume on the junction on Ipswich Road due to the works starting on the industrial estate
Additional public participation item towards the end of agenda

23. To pass a resolution under the public admission to meetings act 1960 to exclude members of the public and press for the following confidential item;

- 23.1. To ratify the appointment and terms of employment for the clerk**

The council **AGREED** the appointment of the clerk as specified in the terms of employment.

9.04pm meeting closed

Mulbarton Parish Council

Payment list for approval on 27 June 2022

Payment to	Description	Payment	VAT (to be reclaimed)
DJ Ireland	Install new waste & dog bin on The Common	156.00	26.00
DJ Ireland	Lay waterpipe & tank at The Meadows allotment	1,867.20	311.20
M Carter	Village website May 21 to Apr 22	120.00	-
British Telecommunications	Phone & Broadband Mar 22*	77.90	12.98
British Telecommunications	Phone & Broadband Apr 22**	85.93	14.32
British Telecommunications	Phone & Broadband May 22***	82.02	13.67
K Rackham & Son	Repair & paint car park barriers	1,185.02	197.50
Ribbonsdale Nurseries	Grounds maintenance - pymt 2 of 7	1,370.28	211.71
Ribbonsdale Nurseries	Grounds maintenance - pymt 3 of 7	1,370.28	211.71
Ian Haigh	Materials to paint skatepark	134.00	-
Norfolk Parish Training & Support	Clerking of APM on 23 May 2022	122.40	-
South Norfolk Council	Commercial waste & recycling - Apr 22****	33.91	-
South Norfolk Council	Commercial waste & recycling - May 22*****	33.91	-
South Norfolk Council	Commercial waste & recycling - Jun 22*****	33.91	-
South Norfolk Council	Commercial waste & recycling - Jul 22*****	33.91	-
Spire Solicitors	Professional fees due to claims from Village Hall Committee	910.80	151.80
Total supplier costs		7,617.47	1,150.89
Clerk Costs			
Total clerk costs		1,705.00	-

Total costs

9,322.47**1,150.89**

Note

* paid by direct debit on 9 Apr 22

** paid by direct debit on 10 May 22

*** paid by direct debit on 9 Jun 22

**** paid by direct debit on 1 Apr 22

***** paid by direct debit on 3 May 22

***** paid by direct debit on 1 Jun 22

***** to be paid by direct debit on 1 Jul 22

DRAFT