

MULBARTON PARISH COUNCIL

Meeting minutes of Mulbarton Parish Council

Monday 19 January 2026 at 7:30 PM, held at Hannover Gardens, Cuckoofield Lane

Parish Councillors present: Louis Kaszczak, Steve Sewell, Adrian White, Mick Sutcliffe and Nikki Belcher-Brown

District Councillors present: Ian Spratt and Jim Webber

Also, present Lorraine Trueman (clerk) and 8 members of the public

1. To receive apologies for absence

Apologies were received from Danny Gaskin, Mick Sutcliffe and District Councillor Bob McClenning.

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

Adrian White declared an interest in village hall matters. No dispensations requests were received.

3. To note the resignation of Councillor Dennis Wells and agree replacement vice-chair

The council thanked Dennis for all his efforts on behalf of the council and **AGREED** to defer the appointment of a vice-chair until the next meeting.

4. To approve the minutes of the Parish Council Meeting held on 15 December 2025

The council **APPROVED** the minutes, and the chair signed them as a true and accurate record.

5. Open forum for public participation: an opportunity to hear from members of the public and District Councillors

The District Councillors report was available on the website ahead of the meeting and a summary of the report was given.

Mick Sutcliffe arrived.

Jim Webber gave an update on Humbleyard Practise, Greater Norwich Local Plan, and grants available.

A member of the public echoed the words from councillors about the resignation of Dennis Wells, thanked him for all his support with the allotments. The member of the public asked about who would be managing the allotments going forward, as with all parish council assets, this falls to the council as a whole and any queries should be sent to the clerk.

6. To report progress on items not on the agenda (information only)

The clerk's report was available on the website ahead of the meeting.

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Work on the additional MUGA access and the removal/repairs to Meadows play equipment had begun.

The Meadows allotment gate post has been replaced.

7. Planning applications

7.1. To receive an update on any application decisions made by South Norfolk Council

2025/3467, Sunhaven Cottage, The Common, single storey side extension. Approved with conditions.

7.2. To consider any new planning applications

2026/0005, Edgefield, The Rosery, Single-storey front and rear extensions, and garage conversion to dwelling with associated internal alterations. **No comments**

2025/3898, 45A Birchfield Lane, External alterations to provide new windows and roof lights. **No comments**

8. Finance and governance 2025/26 (LT)

8.1. To note the bank reconciliation dated 31 Dec 2025

Noted

8.2. To review actual v budget as at 31 Dec 2025 and full year forecast

Councillors had reviewed the figures ahead of the meeting and had no questions.

8.3. To receive a report on invoices raised in Dec and an update on outstanding invoices

Invoiced raised in December totalled £3,338.50. Unpaid invoices at end of December totalled £4,902.50.

8.4. To note any income received in Dec

December income totalled £3,099.76

8.5. To ratify payments made since the last meeting and agree payment list

The council **RATIFIED** and **AGREED** the payments listed at the bottom of these minutes.

8.6. To agree the IT policy

The council **AGREED** the IT policy.

9. Parish Council Office

9.1. To receive the electrical safety test report

Received. It was noted that the Social Club had arranged and paid for this. The council should take the lead on the testing of the office, next due in 5 years' time or sooner if there are any changes.

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9.2. To note the latest office risk assessment and agree any action

Noted. The fire risk assessment is due to be carried out on 22 January. **ACTION:** clerk to add to next month's agenda.

9.3. To ratify the office fire risk assessment, carried out by an independent body

The council **RATIFIED** the fire risk assessment to be carried out on 22 January at a cost of £295.

9.4. To note the purchase of replacement first aid kit for the office

The clerk confirmed the new first aid kit was in the office.

9.5. To discuss phone and broadband requirements

The council discussed their requirements and suggested they would like a cloud-based solution, with the same land line number, a voicemail system that could be dialled into by the clerk/councillor(s), and a mobile phone that can deal with council emails. **ACTION:** clerk to seek quotes.

9.6. To discuss refurbishment of office

The council discussed the use of the space, which included decluttering, making more suitable to meet by adding a meeting table and screen on the wall, and removing the counter.

10. Meadows play area project

10.1. To receive an update on the Meadows play area project

The clerk had met with AtoBetter, who may be able to fund bike racks and/or bike fix station. There was no update on the second grant application, from the National Lottery.

10.2. To consider the planning application decision and agree next steps

There had been no decision on the planning application submitted. Lanpro and the District Councillors had spoken with the planners and both advised that there was a query on the BNG (Biodiversity Net Gain) mitigation. Lanpro proposed 2 solutions and the council **AGREED** to proceed with the quickest option.

Agenda items 11 and 12 were deferred

11. Village Hall Committee (ownership resolution)

11.1. To receive an update from the Village Hall Committee

11.2. To consider appointing councillor(s) onto the committee or disbanding the committee

11.3. To consider the remit of the committee, if not disbanded

12. Village Hall

12.1. To receive an update on village hall maintenance

12.2. To consider village hall surveys and agree next steps

12.3. To consider Village Hall Management Committee's maintenance list

12.4. To discuss the food truck trial being run by the Village Hall Management Committee

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12.5. To discuss the use of the village hall car park

13. To agree the terms and conditions from Wellers Law in the matter of adverse possession at Jubilee Gardens

The council **AGREED** the terms and conditions and appointed the clerk to sign the documentation for two parcels of land.

14. To receive an update on Bloy's Farm discussions with EDF and Swainsthorpe Parish Council

The next meeting with EDF and Swainsthorpe Parish Council has been postponed until 24 February.

15. Mulberry and Orchard Parks

15.1. To receive a report from Mulbarton Wanderers about ground grading requirements and the possible changes required to Mulberry Park

Mulbarton Wanderers CIC gave a summary of the ground grading requirements and the possible required changes to Mulberry Park that would be required to meet these requirements.

15.2. To consider/agree use of second vehicle access & to agree to parking on park north side of Mulberry Park

Currently, many cars park alongside the side of the Common, causing damage to the verges and making movement around the Common difficult. Parking on the north side of Mulberry Park would generate 20-25 additional parking spaces. The council supported the idea of the additional parking and will raise this with the Common Steering Group.

15.3. To consider the installation of a new turnstile block on Mulberry Park

The council raised no objection.

15.4. To consider request from Mulbarton Wanderers to place container on the hard standing area of Orchard Park

The council **AGREED** to grant permission to the football club to; move 2 of the containers on the western side of Orchard Park to the hardstanding; removal of the container on the southern side and for a larger replacement container to be placed on the hardstanding.

16. Play areas

16.1. To receive latest weekly play area inspections for Meadows, Common and village hall and agree any action

The latest weekly inspection reports were available to councillors ahead of the meeting. **ACTION:** the clerk to circulate a list of required repairs/maintenance

16.2. To discuss new/replacement play equipment

The council discussed replacement play equipment at all three of their play areas and agreed failing equipment should be repaired/replaced. They discussed accessible equipment and the use of the MUGA. **ACTION:** clerk to add MUGA availability to the next agenda.

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17. To discuss council strategy and agree session with Norfolk Parish Training and Support

The council **AGREED** to proceed with a strategy session with Norfolk Parish Training and Support at a cost of £295. **ACTION:** all councillors to send March availability to the clerk

18. To agree clerk's holiday dates and agree cover

The council **AGREED** to clerk's holiday dates, 25 to 29 May and 14 to 25 September and that they could use new phone system to cover.

19. To discuss the locations of 2026 meeting

Annual Parish Meeting, on 27 April, will be at Hannover Gardens. The location for next month's meeting has not yet been agreed.

20. To agree a date for parish litter pick.

The council **AGREED** Saturday 21 March, 10 to 12. Tea and biscuits to be provided.

21. 2026-27 Finance

21.1. To agree 2026-27 budget

The council discussed the budget and accepted comments from members of the public.

The council **AGREED** to suspend standing orders and extended the meeting.

The council **AGREED** to set the budget at income, excluding precept £87,839 and expenses £346,386, giving a net deficit of £258,547

21.2. To agree 2026-27 precept

The council **AGREED** to set the precept at £158,547 with the remainder being funded from reserves.

21.3. To consider council's reserves and agree any changes

The council **AGREED** to fund 2026/27 using £100,000 of reserves and to defer the details of the changes until the next meeting.

22. Correspondence (information only)

22.1. Application by National Grid Electricity Transmission (NGET) for an Order Granting Development Consent for the Norwich to Tilbury Project

Noted.

23. Open forum for public participation: second opportunity to hear from members of the public

None

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24. To receive items for the next agenda

MUGA availability

Meeting closed at 9.43pm

Item 8.5 Payments ratified and agreed

Payments to ratify - January 2026				
Supplier	Description	Net	VAT	Total
Information Commissioner's Office (ICO)	Subscriptions	47.00	-	47.00
British Telecommunications plc	Office broadband & phone	56.90	11.38	68.28
Unity Trust Bank	Bank charges	9.00	-	9.00
Unity Trust Bank	Bank charges	0.30	-	0.30
Lloyds Bank	Bank charges	3.00	-	3.00
Broxap Ltd	Street furniture	305.00	61.00	366.00
Total to ratify		421.20	72.38	493.58
Payments to approve - January 2026				
Supplier	Description	Net	VAT	Total
Norfolk Pension Fund	Pension Contributions	761.79	-	761.79
HMRC	Tax & NI	744.19	-	744.19
Lorraine Trueman	Salary	2,043.41	-	2,043.41
Anglian Water Business (National) Ltd	Allotment - OPS water	19.44	-	19.44
Lanpro	Meadows play area project	350.00	70.00	420.00
Anglian Water Business (National) Ltd	Allotment - Swamp water	29.52	-	29.52
Anglian Water Business (National) Ltd	Allotment - Meadows water	21.96	-	21.96
Norse Eastern Ltd	Grounds maintenance	35.03	7.01	42.04
Norse Eastern Ltd	Grounds maintenance	195.95	39.19	235.14
Norse Eastern Ltd	Grounds maintenance	171.91	34.38	206.29
SLCC	Training	38.50	7.70	46.20
SLCC	Training	57.75	11.55	69.30
SLCC	Training	57.75	11.55	69.30
Target Trees	Tree works	1,000.00	200.00	1,200.00
Whitworth	Village Hall repairs	1,750.00	350.00	2,100.00
Total to approve		7,277.20	731.38	8,008.58
TOTAL		7,698.40	803.76	8,502.16