

Meeting minutes of Mulbarton Parish Council

Monday 18 August 2025 at 7:30 PM, held at The Committee Room, Mulbarton Village Hall

Parish Councillors present: Louis Kaszczak, Danny Gaskin, Dennis Wells, Steve Sewell and Mick Sutcliffe

District Councillors present: Ian Spratt Jim Webber and Bob McClenning
Also, present Lorraine Trueman (clerk) and members of the public

1. To receive apologies for absence

None

2. To receive declarations of interest in agenda items

Danny Gaskin declared an interest in Mulberry Park, agenda item 11

3. To approve the minutes of the Parish Council Meeting held on 16 June 2025

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

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

Steve Sewell read an email from the chair of Mulbarton Wanderers CIC, thanking the council for their support. The club has 41 teams; they support 450 children and have 150 volunteers. Many of the facilities they use are in Mulbarton, but they also use facilities elsewhere. Steve congratulated the Mulbarton Wanderers for their win against Cambridge City in the FA Cup.

The District Councillors gave a summary of their report which was available on the website, and they spoke about the proposed battery farm at Keswick.

A member of the public asked about Todd's Pond. The clerk advised South Norfolk Council were going to be working on this pond, but this had been delayed due to the weather.

MALGA (Mulbarton Allotment Leisure and Garden Association), were concerned about the impact the proposed pump track at the Meadows would have on the environment, noise levels, the nearby houses and car parking. It was suggested that the field next to Oakley Park South allotment could be an alternative location. This site is owned by the Sir Edwin Rich Trust, which Steve Sewell is a trustee, and he declared an interest. He advised that the trust had not considered leasing the land to the council.

Council was concerned that this proposed site would face similar challenges regarding environment, noise, neighbours, car parking and would also need a change of use to be approved by South Norfolk Council. It was also noted that there was no footpath to this proposed location and that the council would need to enter into a lease agreement with the charity.

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The council advised they had previously decided to progress with the pump track on the Meadows and suggested any concerns should be raised, with South Norfolk Council, as part of the planning process.

MALGA thought there had been a lack of consultation on the proposed play equipment, but the council felt this was an unfair comment.

MALGA thought that some residents may think the cost is too high for the user group. The council explained the facility was for a wide range of users and that the project would be funded by a mixture of parish funds, grants and donations.

The council had also received positive feedback from residents who leave near the Meadows, believing it to be beneficial to have the facilities closer to their homes.

The council thanked MALGA for highlighting their concerns.

The lighting of the village sign is being repaired/replaced. The council also plan to clean the sign before considering if any further work is required.

Some of the wooden railings around the grassed area between Bromedale Avenue and Long Lane have rotted and fallen. South Norfolk Council are considering the options to repair or replace these.

The metal railings around Todds Pond need painting but these are the responsibility of Norfolk County Council. It is thought that they will not permit the parish council to paint these due to road safety issues.

MALGA spoke about the horsetail at the Meadows, which is known to be in the allotment site, alongside the boundary and along the river edge. They advised that all parties need to come together to agree what areas can be treated, plots 15 and 17 need to be taken back by the council and passed to a specialised firm who would treat with a combination of chemicals (Agrovista). It is possible this could take 2 years. The tenant of plots 13,14 and 16 advised there was horsetail on their plot and that there were spot treating the weed. It was also suggested the horsetail is now spreading into the tree planted area. The council considered this under agenda item 10.5.

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

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

6. Planning applications

6.1. To receive an update on any application decisions made by South Norfolk council

2025/2035, Carpenters Norwich Road, (T1) Acer - Fell (T2) Acacia - Approx 7m tall. Reduce crown by 2-3m. No objections

2025/1680, 3 Cornfield Road, Front Porch, Approved

2025/1725, 9 Rosary Close, Variation of condition 3- Removal of fixed window in shower room of consented permission 2025/0957 Approved

6.2. To consider any new planning applications (see below)

None

At the request of the district councillors, the chair moved item 22 forward.

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22. To agree a response to South Norfolk Council Licensing Act 2003: Statement of Policy Review

The council **AGREED** no response would be submitted.

7. Finance and governance (LT)

- 7.1. To note the completion of the limited assurance review for year end March 2025

Noted

- 7.2. To note the bank reconciliation dated 31 July 2025

Noted

- 7.3. To review actual v budget as at 31 July 2025 and Q1 full year forecast

The council reviewed the reports which were available ahead of the meeting.

- 7.4. To receive a report on invoices raised in June/July and an update on outstanding invoices

Invoices raised in June/July totalled £2,759.50. Outstanding invoices of £2,880 have been delegated to the village hall committee to chase.

- 7.5. To note any income received in June/July

Income for June/July totalled £5,330.04

- 7.6. To note Local Government pay agreement 2025/26 and clerk's pay increase

Noted

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

The council **AGREED** the payments as detailed at the bottom of these minutes.

- 7.8. To discuss 2026/27 budget requirements

ACTION: councillors to email the clerk of items to be included in the budget ahead of the next meeting.

- 7.9. To agree insurance for 2025/26

The council **AGREED** to proceed with a 1-year agreement with Zurich at a cost of £3,783.51

- 7.10. To review the data protection policy

The council **AGREED** no changes.

8. To discuss biodiversity net gain at the Meadows play area

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The biodiversity net gain survey has been carried out and some potential mitigation scenarios have been provided. All scenarios achieve 135 sqm of neutral habitat which satisfies the 10% gain requirement, but the shape can be varied.

The council **AGREED** no hedge to be included and to proceed with option 1.

9. To agree the replacement hay cutting contractor for the Common

The hay has been cut on the Common and the council **RATIFIED** the agreement to appoint Vic Pever £939.50

10. To receive an update on the allotments

10.1. To consider annual rental charges

The council **AGREED** to increase a full plot by £5pa and a half plot by £2.50 with effect from 1 January 2027.

10.2. To note Water Regulations Compliance for Swamp and Meadows

Noted

10.3. To agree action on uncultivated plots

The council **AGREED** all plots must be cultivated as per the policy. **ACTION:** clerk to contact all non-cultivated plots and follow the council's policy.

10.4. To consider widening the track at Swamp

Mulbarton Allotment Leisure and Garden Association (MALGA) have requested the track at the Swamp be widened to improve vehicular access. **ACTION:** clerk to gain quote(s)

10.5. To receive report from MALGA on horsetail at Meadows allotment

The council asked MALGA to provide further details on their proposal.

11. Mulberry Park

11.1. To receive an update on the water tank and borehole

No update.

11.2. To agree legal costs associated with agreement for installation of water tank and borehole

No update.

12. To consider the grass verge cutting on Oakley Park Estate

The council **AGREED** to add Minnow Way to 2026 highways grass verge cutting schedule.

13. To agree asset management software

The council **AGREED** to proceed with Parish Online at a cost of £180pa.

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14. To consider quote to cut path on western side of Meadows allotment

The council **AGREED** to add this to next year's grounds maintenance schedule.

15. To receive an update and agree next steps on Highways feasibility study around the Common

An update was available ahead of the meeting and Norfolk County Council advised funding may be available through the Parish Partnership Scheme. The council **AGREED** to proceed with the feasibility study, with an estimated total cost of £10k and to apply for the funding as suggested.

16. To consider highways improvement schemes under the Parish Partnership funding scheme

The council **AGREED** to apply for a grant to part fund the feasibility report under agenda item 15.

17. To consider signing the Armed Forces Covenant

The council discussed the covenant but due to the lack of councillors **AGREED** not to sign the Armed Forces Covenant at this time.

18. To consider a different date for September's council meeting

The council **AGREED** to cancel September meeting due to councillors' availability. The next meeting will be on Monday 20 October.

19. Trees

19.1. To agree tree work at Long Lane allotment and Meadows

Due to the safety reasons Target Trees had been appointed to carry out the work at Long Lane allotment at a cost of £2,083. The council **RATIFIED** this decision.

The council **AGREED** to appoint Target Trees for work at the Meadows, at a cost of £600.

19.2. To agree second survey on Orchard Park

The council **RATIFIED** the decision for a second survey on Orchard Park.

20. To agree response to South Norfolk Landscape Susceptibility

The council **AGREED** no response would be submitted.

21. To grant Scouts permission to use Orchard Park for annual firework event on 8 Nov

The council **AGREED** to grant Scouts permission for the annual firework event with the usual insurance and risk assessments to be provided.

22. To agree a response to South Norfolk Council Licensing Act 2003: Statement of Policy Review

This was discussed after agenda item 6.

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23. To consider neighborhood plan review

The council **AGREED** to consider further. **ACTION:** clerk to find out more information.

24. To receive an update on Martyn's Law

Noted

25. To discuss land ownership of Jubilee Gardens and agree next steps

The clerk advised that part of the land is unregistered, and it is not known who the legal owner is, while Hopkin Homes holds the deeds for the remaining section. Discussions have taken place with South Norfolk Council as they had previously owned the surrounding land. It may be possible for the parish council to claim adverse permission, but legal advice would be required. The council **AGREED** to seek legal advice.

26. To consider quote to repair bus shelter opposite Co-Op and funding opportunity

The council **AGREED** to proceed with a quote from A11 Maintenance and apply for funding from Norfolk County Council, who may fund up to 80% of the work.

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

The bus shelter by The World's End, containers on Orchard Park, the skatepark and Charlie's phone box are in need of some renovation.

28. Correspondence (information only)

- 28.1. Tasway Energy Park, new solar energy project in South Norfolk
- 28.2. Email regarding disabled parking at doctors/school car park
- 28.3. Email regarding parking on Bromedale Avenue
- 28.4. Report from Mulbarton Environmental Group on The Meadows
- 28.5. Hornsea 3 update
- 28.6. South Norfolk Village Clusters Housing Allocations Plan submission update

Noted

29. To receive items for the next agenda

Council to consider opening the MUGA, 26/27 budget, update on Mulberry Park and update on the Meadows play area project.

Meeting closed at 9.12pm

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Item 7.7 Payments ratified and agreed

| Mulbarton Parish Council | | | | |
|--------------------------|---|----------|--------|----------|
| | | | | |
| Payments to ratify | | | | |
| Voucher No | Supplier | Net | VAT | Total |
| 55 | HMRC | 7.00 | - | 7.00 |
| 56 | HMRC | 7.00 | - | 7.00 |
| 57 | Travis Perkins | 20.40 | 4.08 | 24.48 |
| 58 | Amazon | 11.74 | 2.35 | 14.09 |
| 59 | CPA Horticulture | 277.62 | 55.52 | 333.14 |
| 60 | Tesco Mobile | 10.00 | - | 10.00 |
| 61 | Unity Trust Bank | 9.30 | - | 9.30 |
| 62 | Ribbonsdale Nurseries | 810.00 | - | 810.00 |
| 63 | Ribbonsdale Nurseries | 810.00 | - | 810.00 |
| 64 | Microsoft | 70.83 | 14.16 | 84.99 |
| 65 | British Telecommunications plc | 56.90 | 11.38 | 68.28 |
| 66 | National Allotment Society | 70.00 | 14.00 | 84.00 |
| 67 | Norse Eastern Ltd | 35.03 | 7.01 | 42.04 |
| 68 | Norse Eastern Ltd | 195.95 | 39.19 | 235.14 |
| 69 | Norse Eastern Ltd | 171.91 | 34.38 | 206.29 |
| 70 | Lorraine Trueman | 293.63 | 10.72 | 304.35 |
| 71 | Mulbarton Village Hall Management Committee | 93.75 | - | 93.75 |
| 72 | Amazon | 3.57 | 0.72 | 4.29 |
| 73 | Ribbonsdale Nurseries | 1,875.85 | 375.17 | 2,251.02 |
| 74 | Westcotec Ltd | 4,019.00 | 803.80 | 4,822.80 |
| 75 | Lanpro | 300.00 | 60.00 | 360.00 |
| 76 | Lorraine Trueman | 1,989.11 | - | 1,989.11 |

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|----------------------------|---------------------------------------|------------------|-----------------|------------------|
| 77 | HMRC | 710.28 | - | 710.28 |
| 78 | Norfolk Pension Fund | 738.22 | - | 738.22 |
| 79 | Anglian Water Business (National) Ltd | 190.77 | - | 190.77 |
| 80 | Anglian Water Business (National) Ltd | 190.76 | - | 190.76 |
| 81 | Anglian Water Business (National) Ltd | 110.03 | - | 110.03 |
| 82 | Unity Trust Bank | 8.25 | - | 8.25 |
| 83 | Lloyds Bank | 3.00 | - | 3.00 |
| 90 | British Telecommunications plc | 56.90 | 11.38 | 68.28 |
| Total to ratify | | 11,526.80 | 1,443.86 | 12,970.66 |
| | | | | |
| Payments to approve | | | | |
| Voucher No | Supplier | Net | VAT | Total |
| 84 | Norse Eastern Ltd | 35.03 | 7.01 | 42.04 |
| 85 | Norse Eastern Ltd | 195.95 | 39.19 | 235.14 |
| 86 | Norse Eastern Ltd | 171.91 | 34.38 | 206.29 |
| 87 | APC Pest Control | 120.00 | 24.00 | 144.00 |
| 88 | Ribbonsdale Nurseries | 1,875.85 | 375.17 | 2,251.02 |
| 89 | Lanpro | 963.28 | 192.66 | 1,155.94 |
| 91 | Anglian Water Business (National) Ltd | 276.52 | - | 276.52 |
| 92 | Lorraine Trueman | 2,093.58 | - | 2,093.58 |
| 93 | HMRC | 775.45 | - | 775.45 |
| 94 | Norfolk Pension Fund | 783.55 | - | 783.55 |
| Total to approve | | 7,291.12 | 672.41 | 7,963.53 |
| | | | | |
| TOTAL PAYMENTS | | 18,817.92 | 2,116.27 | 20,934.19 |
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