

MULBARTON PARISH COUNCIL

Meeting minutes of Mulbarton Parish Council

Monday 15 June 2026 at 7:30 PM, held at The Committee Room, Mulbarton Village Hall

Parish Councillors present: Louis Kaszczak, Steve Sewell, Adrian White, Nikki Belcher-Brown, Mick Sutcliffe, Geoff Hales and Ali Pettitt
District Councillors present: Ian Spratt
Also, present Lorraine Trueman (clerk) and 9 members of the public

1. To receive apologies for absence

Apologies were received from District Councillors Jim Webber and Bob McClenning

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

Adrian White, Nikki Belcher-Brown and Mick Sutcliffe declared an interest in agenda item 21.

3. To approve the minutes of the Parish Council Meeting held on 18 May 2026

A misspelling of Adrian was corrected and the council **APPROVED** the minutes. Steve Sewell 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

South Norfolk Awards dinner on 3 July was discussed. The parish council should receive an invitation.

District Councillor, Ian Spratt spoke about their report which was available on the website. A discussion about the available grants, food waste and the Hethel roundabout impact took place.

Steve Sewell decided to bring agenda item 15 forwards.

15. To discuss youth provision and support available from South Norfolk Council

A representative from South Norfolk Council spoke about the grant they were offering to support youth provision. Members of the public also spoke in favour of a provision. The council were in favour of finding out more information with Nikki Belcher-Brown to champion the idea.

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

The clerk's report was available on the website ahead of the meeting.
Last Thursday the council were made aware of some damage to play equipment at the Meadows, this has been reported to the police.

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6. Meadows Play areas

6.1. To receive an update on the project

South Norfolk Council has approved the biodiversity net gain off site credits as per planning ref 2026/0682.

Council insurers have provided advice as requested. This was shared with councillors ahead of the meeting.

6.2. To review additional documentation from Four One Four

ACTION: clerk to ask 414 for cost to keep fencing around grass area to allow the grass to take and to ask for quote to turf all areas, instead of seeding part. Geoff Hales to quote independent quotes. Clerk to advise 414 they cannot block the footpath. Clerk and Geoff Hales to attend weekly site meetings.

6.3. To agree signage for area

The council **AGREED** to proposed signage subject to the logos being approved by the relevant organisations.

6.4. To discuss hosting an opening ceremony

The council discussed a bike display, burger van, James Cartlidge to open the track, District Councillors to be invited along. No date was proposed but it was suggested this would take place in August or September.

6.5. To agree next steps

ACTION: clerk to ask if bike display could use the pump track

7. Mulberry Park

7.1. To note correspondence relating to emergency exits

Noted

7.2. To consider granting permission for changing and welfare facilities

The council **AGREED** in principle, the football club to provide some more details about the legal agreement required.

7.3. To agree privacy netting be installed along the full length of the boundary fencing adjacent to the village hall car park

The council **AGREED** to the proposed privacy netting.

7.4. To agree installation of new WC block

The council **AGREED** to the WC block

8. To consider request from Mulbarton Wanderers CIC to remove cricket squares in north-east corner of Orchard Park to allow for different rotation of football pitches

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The council **AGREED** to the removal of the cricket squares with Mulbarton Wanderers taking on the cost.

9. Allotments

9.1. To receive an update on water leaks

The leak at Meadows has been repaired.

9.2. To review policy, tenancy agreement and rules and regulations

The council **AGREED** to amend the wording in the Rules and Regulations to include “small garden waste fires that are constructed only from allotment waste are permitted.”

10. Village hall

10.1. To consider a request from Puddleducks to allow a food truck in the village hall car park on Saturday 11 July 1 to 3pm

The council **AGREED** to the food truck.

10.2. To receive letter from Mulbarton Village Hall Committee (charity)

Letter and clerk's response were noted.

10.3. To consider signage and markings in the car park

Following a complaint about speeding vehicles in the car park, the council **AGREED** not to add any further signage.

10.4. To consider creating a Village Hall Committee, appoint members and agree terms of reference

The council **AGREED** to create a committee, appointed Louis Kaszczak, Ali Pettitt, Steve Sewell and Geoff Hales and **AGREED** the terms of reference.

11. To consider installation of water supply and sink into council office

The council **AGREED** to defer this item.

12. To note Freedom of Information request and response

The council noted the request, clerk's response and the subsequent request for the council to review the response.

The council **APPOINTED** Ali Pettitt and Louis Kaszczak to carry out the review.

13. To agree purchase of dog bin for Birchfield Lane and Birchfield Garden junction

The council **AGREED** to purchase a dog bin plus fixing kit at a cost of £261.95, excluding delivery.

14. To consider Norfolk County Council's bus shelter grant scheme 2026-27

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The council **AGREED** to apply for grant to box in the seat and paint the inside of the brick bus shelter on Cuckoofield Lane, opposite the Co-op.

15. To discuss youth provision and support available from South Norfolk Council

This item was discussed after item 5.

16. Planning

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

2026/0552, 86 Bromedale Avenue, Lawful development certificate for the proposed installation of a rear velux window to an existing attached residential garage. APPROVED

2026/0648, 45A Birchfield Lane, External alterations to provide new windows and roof lights. APPROVED

16.2. To consider any new planning applications

2026/1491, 1 Hall Farm Cottages Norwich Road, Erection of Single-storey extension to front and side of dwelling, replacing existing front extension, change to external facing materials of dwelling, proposed detached open carport, replacement vehicular and pedestrian gates to front boundary. No comments.

16.3. To consider the application by National Grid Electricity Transmission for an Order Granting Development Consent for the Norwich to Tilbury Project

No comments.

17. Finance & Governance

17.1. To note the bank reconciliation dated 31 May 2026

Noted

17.2. To review actual v budget as at 31 May 2026

Noted

17.3. To receive a report on income received in May and unpaid invoices

Noted

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

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

17.5. To appoint an internal auditor for 2026-27

A second quote had been provided. The council **AGREED** to appoint Robin Goreham at a cost of £80.

17.6. To consider opening additional savings account(s)

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The council **AGREED** to open an account with Skipton Building Society.

17.7. To review the risk register, management and compliance section

The council **AGREED** no changes

17.8. To agree quote to revalue council land/assets

The council **AGREED** to defer this item.

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

None.

19. Correspondence (information only)

19.1. Village hall review of hire charges 2026

19.2. Norfolk Local Access Forum - strategic outlook 2026-27

19.3. Orsted Spring 2026 Community Benefit Fund newsletter

Noted

20. To receive items for the next agenda

Bin review on Orchard Park, grass cutting on Minnow Way, Gudgeon Way, Rosary Close

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

All members of the public and councillors Adrian White, Mick Sutcliffe and Nikki Belcher-Brown left the meeting.

21. Village Hall ownership

21.1. To discuss ownership of the village hall and draft heads of terms for lease

21.2. To consider Village Hall Management Committee's comments on heads of terms

21.3. To agree next steps

The council discussed and **AGREED** to ask the charity for a meeting.

Meeting closed at 9.48pm

Item 17.4 Payments ratified and agreed

Payment list - June 2026

Payments to approve

Date	Supplier	Description	Net	VAT	Total
16/06/2026	Ribbonsdale Nurseries	Grounds maintenance	905.71	-	905.71
16/06/2026	Norfolk Parish Training & Support	Training	52.00	10.40	62.40
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16/06/2026	Norfolk Parish Training & Support	Training	52.00	10.40	62.40
03/06/2026	National Allotment Society	Subscriptions	70.00	14.00	84.00
04/06/2026	Norse Eastern Ltd	Grounds maintenance	904.15	180.83	1,084.98
15/06/2026	Walpole Mowing Ltd	Grounds maintenance	350.55	-	350.55
30/06/2026	Lorraine Trueman	Salary	2,049.21	-	2,049.21
30/06/2026	HMRC	Tax & NI	738.39	-	738.39
30/06/2026	Norfolk Pension Fund	Pension Contributions	682.99	-	682.99
16/06/2026	Mulbarton Social Club	Village hall defib	162.66	-	162.66
11/06/2026	Heat Unique Ltd	Allotment - Meadows maintenance	120.00	24.00	144.00
16/06/2026	Focus Group	Office broadband & phone	20.00	4.00	- 24.00
16/06/2026	Focus Group	Office broadband & phone	20.00	4.00	24.00
Total to approve				6,087.66	239.63

Payments to ratify

Date	Supplier	Description	Net	VAT	Total
31/05/2026	Unity Trust Bank	Bank charges	11.35	-	11.35
08/05/2026	Anglian Water Business (National) Ltd	Allotment - Long Lane water	87.91	-	87.91
05/06/2026	Lloyds Bank	Bank charges	3.00	-	3.00
06/06/2026	British Telecommunications plc	Office broadband & phone	62.84	12.57	75.41
04/06/2026	Apple	Mobile Phone	490.83	98.17	589.00
04/06/2026	CPA Horticulture	Play equipment maintenance	297.32	59.46	356.78
04/06/2026	Experian	Meadows play area project	24.99	5.00	29.99
04/06/2026	Mozillion	Mobile Phone	5.83	1.17	7.00
13/05/2026	Tesco	Stationery	14.08	2.82	16.90
Total to ratify			998.15	179.19	1,177.34
TOTAL			7,085.81	418.82	7,504.63