

Meeting minutes of Mulbarton Parish Council

Monday 16 February 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 and Mick Sutcliffe

District Councillors present: Ian Spratt and Jim Webber

Also, present Lorraine Trueman (clerk) and 5 members of the public

1. To receive apologies for absence

All councillors were present.

Steve Sewell stated Danny Gaskin had resigned from the council. The council thanked Danny Gaskin for his past contributions.

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

Adrian White and Mick Sutcliffe declared an interest in village hall matters, agenda items 12 and 13.

Steve Sewell declared an interest in Sir Edwin Rich Charity under agenda item 19.

Steve Sewell and Mick Sutcliffe declared an interest in British Telecommunications being considered under agenda item 10.3

3. To agree replacement vice-chair, following the resignation of Dennis Wells in January

The council **AGREED** not to appoint a vice chair and to reconsider this at the annual parish council meeting.

4. To approve the minutes of the Parish Council Meeting held on 14 January 2026

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. A discussion took place about the various funding pots available.

A resident raised concerns about the potholes in the Common car park by the doctor/school. The clerk advised photos had been sent over the South Norfolk Council the previous week. They are considering what action can be taken.

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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The Salvation Army had confirmed that had removed the clothing bank at the village hall and had no plans to replace it.

7. Planning applications

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

2025/3898, 45A Birchfield Lane, External alterations to provide new windows and roof lights.
APPROVED with conditions

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

None

8. Finance and governance

8.1. To note the bank reconciliation dated 31 Jan 2026

Noted

8.2. To review actual v budget as at 31 Jan 2026

Noted

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

Invoices raised in January totalled £507.87, unpaid invoices total £3,010.00.

8.4. To note any income received in Jan

Income totalled £4,073.76

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

The council **RATIFIED** and **AGREED** the payment list at the bottom of these minutes.

8.6. To note the reduction in employer's contribution rate, with effect from 1 April 2026

Noted

9. Meadows play area project

9.1. To receive the planning decision and conditions from South Norfolk Council

Noted

9.2. To consider quote from Lanpro to support with the purchase of BNG off site credits

ACTION: Clerk to check if Langley Park if can complete purchase of BNG credits or proceed with quote of £375 from Lanpro.

9.3. To receive an update on funding applications

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The clerk advised that the National Lottery grant had been declined. Grantscape has extended the deadline on their provisional grant offer to the end of April.

9.4. To agree other funding applications

The council **AGREED** to seek funding from South Norfolk Council's Community Action Fund, Parish News and Norfolk Community Fund (NCC).

9.5. To receive latest financials and consider possible funding gap

The current shortfall is circa £20k but it is hoped most of this will be filled from the above grants. The council discussed how any funding gap could be filled.

10. Parish Council Office

10.1. To receive fire risk assessment and agree any action

ACTION: Adrian White to carry out PAT testing. The council discussed the condensation leading to water dripping through the ceiling. This had not happened since last winter.

10.2. To agree the installation of a smoke detector and replacement emergency light

The council **AGREED** to the works at a cost of £595.

10.3. To appoint broadband and landline provider

The council **AGREED** to proceed with a 3-year deal with Focus, at a cost of £46 per month plus a one-off delivery charge of £6.95

11. Play areas

11.1. To note the repairs carried out at Meadows, village hall and Common

Noted

11.2. To note the completion of the additional MUGA access and agree new signage

The council **AGREED** to proceed with the new signage at a cost of £80 for 2 signs.

Adrian White and Mick Sutcliffe declared an interest in agenda items 12 and 13 and where unable to take part in decision making. This meant the council were not quorate for these 2 agenda items. The chair allowed some discussion, but no decisions were made.

12. Village Hall Committee (ownership resolution)

12.1. To receive an update from the Village Hall Committee

It was noted that a lease to the Village Hall Charity was being progressed.

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

The council discussed pros and cons of the committee. **ACTION:** include this item on the next agenda when Mick Sutcliffe and Nikki Belcher-Brown will consider asking for a dispensation.

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

To be included in the next agenda.

13. Village Hall (maintenance)

13.1. To consider village hall surveys and agree next steps

The council discussed and noted the issues with the roof.

13.2. To consider Village Hall Management Committee's maintenance and health and safety list

The chair and clerk are meeting regularly with one of the trustees to discuss maintenance.

ACTION: clerk to advise village hall charity that the council insure the building.

13.3. To consider the uses of the village hall car park and any delegation of authority

The council discussed food trucks on the car park.

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

The council briefly discussed.

14. To discuss list of ad hoc tasks and agree how to proceed

ACTION:

Remove leaves and weed MUGA (NBB)

Remove and install new dog bin at Birchfield Lane/Garden (SS/DW)

Tidy container (SS, MS, NBB, LT on 18 Feb)

Replace bookcase, new flooring, fix light and repaint phone box (NBB)

Replace rope climber on Common, check container (SS/LT)

Reinstall Meadows cradle swings, 1 in container, 1 to be purchased, check chains (SS/LT)

Dispose of items left by clothing bank at village hall (NBB/MS)

Clean village hall play area signs (NBB)

Check village sign and replace light (SS)

The council **AGREED** to consider the following items in spring

Paint the interior and box in the seating at the Bus shelter opposite Coop

Remove climbing frame at village hall

Clean noticeboards (Common and Coop)

Check condition of council assets (bins, benches, bus shelters, etc), clean/fix where required

Add remaining assets to Parish Online,

Add caps for protruding bolts on Common swings

File holes in the surface near Common swings

Cut off protruding safety surface at the Meadows zipline

Replace the rotting board on ramp at the Meadows zipline

Tighten the head of the rocking rabbit at the Meadows

Add caps for protruding bolt on village hall swings

Replace the bottom step and reattach handrail on the village hall slide steps

Refurbishment of the office

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15. SAM2

15.1. To note changes to procedures as a result of Dennis Wells' resignation

A SAM2 process document had been shared ahead of the meeting. The last SAM2 sign move was carried out by Dennis Wells and the clerk but it was noted that the clerk could not reach all the locks. Dennis will help with future moves, liaising with the clerk.

15.2. To consider latest SAM2 data

Noted

16. To agree changes to the phone mast lease and reappoint members to sign

The clerk confirmed that there were no changes to the lease but there is a requirement that the lease is signed by 2 current members. The council **APPOINTED** Steve Sewell and Mick Sutcliffe.

17. To carry out rent review on Blakey's Bus as per lease agreement

The council **AGREED** to increase the rent as outlined in the contract.

18. To discuss the gritting of the roads in the parish and to consider contacting Norfolk County Council

ACTION: clerk to contact Norfolk County Council and ask them to grit the bus route, The Common, Long Lane, Cuckoofield Lane to the roundabout.

Steve Sewell left the meeting. The council **APPOINTED** Louis Kaszczak to chair the next agenda item.

19. To agree two nominative trustees to be appointed to the Sir Edwin Rich charity

The council **APPOINTED** Steve Sewell and Beverley Leek.

Steve Sewell returned to the meeting and continued chairing the meeting.

20. To consider remedial action at the entrance of The Meadows due to surface damage

The council **AGREED** no action at this time but will monitor the area.

21. To consider disposal of items stored in the container

The council **AGREED** to delegate the disposal of non-capital items to the clerk. Capital items to be agreed by the council.

22. To consider repairs to Common path from Birchfield Lane to Forge Orchard

ACTION: clerk to include with quotes for the path from the village hall to church

23. To consider repairs to Minnow Way verge, opposite Golden Orfe Close

ACTION: clerk to gain quote(s) for additional bollards to the next drive.

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24. To consider request to carry out some maintenance on Long Lane allotment access

The council **AGREED** to allow the request to carry out some repairs to the path. **ACTION:** clerk to create and share a risk assessment with the member of public.

25. To receive an update on Jubilee Gardens and consider legal advice

The council **AGREED** to accept the latest legal advice and to instruct the solicitor to conduct a review of title at a cost of £500 plus disbursements.

26. Correspondence (information only)

- 26.1. Reduced interest rate and increased charged from Unity Trust Bank
- 26.2. Letter to Puddleducks, from Village Hall Management Committee, asking for garden gate to be left unlocked when not in session
- 26.3. Review of the Greater Norwich Local Plan - Call for Sites

The council discussed the locking/unlocking of Puddleducks gate.

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

The public gave appreciation for all the councils work.

28. To receive items for the next agenda

To discuss a priority list, consider locking vehicle gates to the allotments over the winter

Meeting closed at 9.28pm

Item 8.5 Payments ratified and agreed

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Payment list - Feb 2026

Payments to ratify Voucher

No	Date	Supplier	Description	Total
203	06/02/2026	British Telecommunications plc	Office broadband & phone	68.28
197	16/01/2026	Lloyds Bank	Bank charges	3.00
195	16/01/2026	Post Office	Postage	1.70
196	16/01/2026	Tesco	Meeting expenses	11.25
194	31/01/2026	Unity Trust Bank	Bank charges	11.55
Total to ratify				95.78

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Payments to approve

Voucher No	Date	Supplier	Description	Total
211	17/02/2026	4site Consulting Ltd	Office expense	354.00
204	17/02/2026	A11 Maintenance Services	MUGA repairs	1,957.32
210	17/02/2026	APC Pest Control	Meadows pest control	144.00
198	17/02/2026	CMR fencing	Allotment - Meadows maintenance	280.00
213	27/02/2026	HMRC	Tax & NI	744.19
212	27/02/2026	Lorraine Trueman	Salary	2,043.41
199	17/02/2026	Mulbarton Village Hall Management Committee	Room hire	31.25
202	17/02/2026	Norfolk Parish Training & Support	Training	354.00
201	17/02/2026	Norfolk Parish Training & Support	Training	67.20
200	17/02/2026	Norfolk Parish Training & Support	Training	67.20
214	27/02/2026	Norfolk Pension Fund	Pension Contributions	761.79
209	17/02/2026	Norse Eastern Ltd	Grounds maintenance	206.29
208	17/02/2026	Norse Eastern Ltd	Grounds maintenance	235.14
207	17/02/2026	Norse Eastern Ltd	Grounds maintenance	42.04
206	17/02/2026	Online Playgrounds	Play equipment maintenance	2,462.40
205	17/02/2026	Online Playgrounds	Play equipment maintenance	<u>24,144.88</u>
Total to approve				33,895.11
TOTAL				<u>33,990.89</u>