Meeting minutes of Mulbarton Parish Council

Monday 19 October 2026 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 and Geoff Hales
District Councillors present: None
Also, present Lorraine Trueman (clerk) and 9 members of the public

1. **To receive apologies for absence**

Apologies we received from District Councillors Jim Webber, Ian Sprat and Bob McClenning, and Parish Councillor Ali Pettit.

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

None

3. **To approve the minutes of the Parish Council Meeting held on 17 August 2026**

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**

The District Councillors report was available on the website ahead of the meeting.

A member of the public spoke about the status of Orchard Park in relation to the planning application 2026/2755.

A member of the public spoke about parking at Bromedale Avenue.

A member of the public spoke about growing vegetables for charitable purposes.

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. Thanks were given to Nikki Belcher-Brown for the refurbishment of the phone box.

6. **Meadows play area project**
   6.1. To review project and to note successes and improvements

ROSPA reports and correspondence from residents was shared with councillors ahead of the meeting. The council discussed.

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6.2. To agree seeding and/or turfing around the pump track

The council **AGREED** to proceed with GDC at a cost £4,708.

6.3. To ratify and agree additional cost for Meadows play area hedge cutting

The council **RATIFIED** and **AGREED** to the additional cost of £300 per cut, 2 cuts p.a.

6.4. To consider an additional bin near the pump track

The council **AGREED** not to proceed with an additional bin.

6.5. To agree installation of bike repair station, funding, model, location and maintenance

The council **AGREED** to accept the funding of £6,000 from ATO Better and to purchase a stainless-steel bike repair stand and pump at a cost of £2,935 from Turvec. The repair stand is to be in the Meadows play area, near the pump track. The council will ask Mark Challis to maintain the station.

6.6. To note cancelled opening ceremony and agree new date

The council noted the cancellation of the opening ceremony and **AGREED** not to hold an opening ceremony.

7. Parking

7.1. To consider a request to ask people not to park in front of gates at Meadows

The council discussed and **AGREED** to put a sign up.

7.2. To consider contacting Norfolk County Council regarding parking on Bromedale Avenue

A member of the public spoke about the issues. Photos were shared with councillors ahead of the meeting. The council discussed and **AGREED** to contact Norfolk County Council about installing double yellow lines from Cuckoofield Lane to Pightle Close and at the Co-op end of Bromedale Avenue.

8. To agree a quote to replace spider web and to service zipline at Meadows

The council **AGREED** to proceed with the quote from Online Playgrounds at a cost of £1,933.75

9. To receive update from Multi Use Games Area/skatepark working group and agree next steps

The council **AGREED** to defer.

10. Youth Provision

10.1. To review survey results

The results of the survey were available to councillors ahead of the meeting.

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10.2. To agree the grant acceptance form from South Norfolk Council

The council **AGREED** to accept the grant offer from South Norfolk Council and to set an annual budget of £13,500 for youth provision.

10.3. To agree to proceed with YMCA and agree day, time, location, age range and cost

The council **AGREED** to proceed with YMCA at a cost of £9,500 for the first year, term time only, and the club will be for 12- to 18-year-olds, run from 6 to 8pm. YMCA require 15 mins set up and pack down time.
There is no storage available at the village hall for the youth club equipment, in the short term the council **AGREED** the container on Orchard Park could be used.
In April 2027, the council will consider the club taking place in the new facility planned for Mulberry Park.
YMCA will be able to start the club in December/January and the council **AGREED** to use the Jubilee and Committee Room at the village hall at a cost of £15 per hour. **ACTION:** clerk to check Thursday availability with Puddleducks. The council **AGREED** to hold the club on a Thursday, if there was space in the village hall, or on a Friday as a second option.

11. Village Hall complex

11.1. To consider a request for the football club host Mulbarton Festival on Orchard Park

The council **AGREED** in principle to the request.

11.2. To discuss a possible grant for pitch improvements on Orchard Park

The council discussed.

11.3. To discuss parking at village hall complex and consider improvements

The council and members of the public discussed the problems and possible solutions in detail. A hirer of the village hall raised concern that sometimes they could not park when hiring the village hall and that there was no prior notice given by the Management Committee. They had asked the Committee if they could reserve some spaces but were told that the car park operated on a first come first served basis.
The village hall is managed by the Village Hall Management Committee, while the car park is the responsibility of the parish council and is used by the Village Hall, Scouts, Football Club and users of the surrounding facilities.
Councillors understood the frustrations caused by a lack of parking at busy times but were unable to reach a quick solution. It is hoped this will be addressed when the feasibility study is considered.

11.4. To agree the terms of the new pumping station for Scouts and football club

The football club explained the pumping station will be replaced and will be in the same location, on parish council land. This will be fully funded by the football club and passed to the parish council to take ownership and maintenance responsibilities. The pumping station is currently using the scouts' electricity but this will be moved over to a separate metre and/or supply.

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The council **AGREED** maintenance costs would be split between scouts and the football club, with the split to be agree between the 2 parties; they would not charge any administration fees; there would be no payments required in advance and there would be no penalty for late payment.

12. To receive an update from CCTV working group

The council discussed.

13. Office refurbishment

13.1. To receive an update and to ratify spend since the last meeting

The council received an update and **RATIFED** spend of £5,455.

13.2. To agree on spending to complete the project

The council **AGREED** a further spend of £3,800 to complete the refurbishment.

14. To note tree survey and agree work to be carried out

The council noted the survey and **AGREED** to proceed with the quote from Plantscape at a cost of £2,360.

15. To consider draft plans from Common Feasibility study and agree any comments

The council discussed the draft plans and **AGREED** to accept the recommendations. **ACTION:** clerk to ask for cost to proceed with recommendations.

16. To consider application to the Parish Partnership Scheme for highway improvements

The council **AGREED** to consider the scheme for the Common feasibility recommendations discussed in agenda item 15.

17. Grounds maintenance

17.1. To agree grounds maintenance specifications and preferred contract length

The council **AGREED** the grounds maintenance specifications that was available to them ahead of the meeting and to seek quotes for cover a 3-year period.

17.2. To agree prescribed date for quotes to be submitted by

Not discussed.

18. To ratify 2026-27 insurance

The council **RATIFIED** the insurance with CAS Insurance Services at a cost of £3,306.57.

19. To receive Norfolk Parish Training and Support update seminar slides

Noted

20. To discuss budget requirements for 2027/28

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A draft budget was available to councillors ahead of the meeting.

21. To agree meeting dates for 2027

The council **AGREED** to hold monthly council meetings on the 3rd Monday of the month, except for the December meeting which will be held on Monday 13 December. The Annual Parish Council Meeting will be on 17 May and the Annual Parish Meeting on 24 May.

22. Planning

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

2026/0797, Dairy Farmhouse Norwich Road, Variation of condition 2 - create enclosed lobby within existing side porch and adjustments to front fenestration and rear extension, from existing application 2025/3961, Approval with Conditions

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. Approval with Conditions

2026/1695, 86 Bromedale Avenue, Part change of use of garage to hair studio, Approval with Conditions

2026/2055, Worlds End, Proposed Replacement Covered Beer Garden and Alterations to Existing Function Room, Approval with Conditions

2026/2056, Worlds End, Proposed Replacement Covered Beer Garden and Alterations to Existing Function Room, Approval with Conditions

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

2026/2879, Peacehaven, The Rosery, Proposed construction of first-floor space to existing bungalow, including replacement of existing roof with new 45 degree roof including 3 x velux roof lights, dormer and juliet balcony to the rear, plus construction of single storey flat roof rear extension and construction of new garage along eastern boundary. **NO COMMENT**

2026/2755, Mulberry Park The Common, Installation of community space and welfare facilities with roof mounted photovoltaic panels, toilet block, pagodas and associated hardstanding in order to meet Football Association ground grading requirements and provide space for new and existing clubs and community groups. The council **AGREED** to make the following comment; as the owners of Mulberry Park, the parish council wish to support this application.

22.3. To consider response to South Norfolk Village Clusters Housing Allocations Plan

The council **AGREED** no response.

The council **AGREED** to suspend Standing Orders and extended the meeting for 15 minutes.

23. Finance & Governance

23.1. To note the bank reconciliation dated 30 Sept 2026

Noted

23.2. To review actual v budget as at 30 Sept 2026 and full year forecast

Noted

23.3. To receive a report on income received in Aug & Sept and unpaid invoices

Noted

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

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

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

The council **AGREED** no changes were required.

23.6. To receive interim external auditor report for 2025/26

Noted

23.7. To receive an update on the challenge to 2025/26 accounts

Noted

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

The Scouts asked for a copy of the council's insurance for Orchard Park, gave information about the firework documentation and spoke about the impact of Martyn's Law.

25. Correspondence (information only)

25.1. Email regarding skatepark

Noted

26. To receive items for the next agenda

None

Meeting closed at 9.38pm

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MULBARTON PARISH COUNCIL

Item 23.4 Payments ratified and agreed

Mulbarton Parish Council
Payment list - Oct 2026

Payments to ratify

Supplier	Description	Total
Amazon	Padlocks	95.04
Anglian Water Business (National) Ltd	Allotment - Swamp water	87.08
Anglian Water Business (National) Ltd	Allotment - Meadows water	256.28
Anglian Water Business (National) Ltd	Allotment - OPS water	260.05
B&Q	Street furniture maintenance	15.46
CMR fencing	Meadows play area project	450.00
Focus Group	Office broadband & phone	(51.76)
Focus Group	Office broadband & phone	55.20
Focus Group	Office broadband & phone	106.96
Four One Four Ltd	Meadows play area project	31,675.20
Heat Unique Ltd	Office Refurb	2,220.00
HMRC	Tax & NI	956.94
I do wasps pest control	Grounds maintenance	40.00
Lloyds Bank	Bank charges	3.00
Lorraine Trueman	Salary	2,399.37
Mozillion	Mobile Phone	0.00
Mozillion	Mobile Phone	7.00
NBB Recycled Furniture	Village Hall repairs	682.80
NGF Play Ltd	Play equipment maintenance	2,381.15
Norfolk Pension Fund	Pension Contributions	819.27
Norse Eastern Ltd	Grounds maintenance	1,084.98
Parish Online	Subscriptions	194.40
Post Office	Postage	0.00
Post Office	Postage	3.30
Ribbonsdale Nurseries	Grounds maintenance	75.00
Ribbonsdale Nurseries	Grounds maintenance	905.71
Target Trees	Tree works	700.00
Unity Trust Bank	Bank charges	10.00
Unity Trust Bank	Bank charges	0.40
Unity Trust Bank	Bank charges	11.05
VG and EM Pewer	Grounds maintenance	928.20
Walpole Mowing Ltd	Grounds maintenance	350.55
Total to ratify		**46,722.63**

Payments to approve

Supplier	Description	Total
CAS Insurance Services	Insurance	3,306.57
Cloud Next	Website	60.00
Cloud Next	Website	59.98
DJ Ireland Groundworks & Paving Services	Common footpaths	14,049.60
Four One Four Ltd	Meadows play area project	18,940.80
HMRC	Tax & NI	774.68
Lorraine Trueman	Salary	2,107.71

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Mark Challis	Play equipment maintenance	371.00
Mark Challis	Dog bin installation	196.00
Mark Challis	Village Hall repairs	0.00
Mark Challis	Install Common bench	95.00
Mulbarton Village Hall Management Committee	Room hire	31.25
NGF Play Ltd	The Meadows maintenance	1,069.20
Norfolk Pension Fund	Pension contributions	705.70
Norse Eastern Ltd	Grounds maintenance	1,084.96
Ribbonsdale Nurseries	Grounds maintenance	905.71
Ribbonsdale Nurseries	Grounds maintenance	25.00
Robert Holmes	Office Refurb	1,120.00
South Norfolk Council	Dog bin - annual charge	2,494.80
South Norfolk Council	Dog bin - annual charge	(2,494.80)
South Norfolk Council	Dog bin - annual charge	2,494.80
Sparkes Services	Office Refurb	1,949.89
Starboard Systems t/a Scribe Accounts	Subscriptions	1,425.60
Walpole Mowing Ltd	Grounds maintenance	350.55
Total to approve		**51,124.00**
TOTAL		**97,846.63**

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