

# MULBARTON PARISH COUNCIL

## Meeting minutes of Mulbarton Parish Council

Monday 20 October 2025 at 7:30 PM, held at The Committee Room, Mulbarton Village Hall

Parish Councillors present: Louis Kaszczak, Dennis Wells, Steve Sewell and Mick Sutcliffe  
District Councillors present: Ian Spratt and Jim Webber  
Also, present Lorraine Trueman (clerk) and members of the public

### 1. To receive apologies for absence

Apologies were received from Danny Gaskin.

### 2. To receive declarations of interest in agenda items

Mick Sutcliffe declared an interest in the Social Club door, agenda item 22.3

### 3. To approve the minutes of the Parish Council Meeting held on 8 October 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

The District Councillors gave a summary of their report which is available on the website. This included the members ward grant, an update on devolution and local government reform, biodiversity plan, Tasway solar farm, Norwich to Tilbury and Thickthorn junction.

Graham Bunting, chair for Mulbarton Wanderers CIC, spoke about the CIC and the involvement in the community. His report will be available on the website.

### 5. To consider co-option applications

Two applications were received and both candidates introduced themselves. The council **AGREED** to co-opt Adrian White and Nikki Belcher-Brown, with both agreeing to sign the declaration of acceptance of office later.

### 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. The annual play area inspections will take place on Wednesday.

### 7. Planning applications

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

2025/2184, South Barn 15 Rectory Lane, proposed solar panels to be installed on roof. Replace roof with red pantiles and replace windows and doors with aluminium framed elements.

**APPROVED**

# MULBARTON PARISH COUNCIL

2025/2185, South Barn 15 Rectory Lane, proposed solar panels to be installed on roof. Replace roof with red pantiles and replace windows and doors with aluminium framed elements.

**APPROVED**

2025/2347, 5 Lakes Avenue, Lawful development certificate for a rear elevation dormer extension and the installation of a single roof light in the front elevation

**APPROVED**

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

None

## 8. Finance and governance (LT)

### 8.1. To note the bank reconciliation dated 30 Sept 2025

Noted

### 8.2. To review actual v budget as at 30 Sept 2025 and Q2 full year forecast

Noted

### 8.3. To receive a report on invoices raised in Aug/Sep and an update on outstanding invoices

Invoices raised in Aug/Sep total £2,111.18 and unpaid invoices total £2,880.00

### 8.4. To note any income received in Aug/Sept

Income received totalled £71,920.65

### 8.5. To ratify purchase of laptop for clerk

The council **RATIFIED** the purchase of a laptop at a total cost of £845.38.

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

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

### 8.7. To agree to add 3 dog bins to asset register, remove village sign light

The council **AGREED** to add 3 dog bins to the asset register and to remove the village sign light, valued at £300.

### 8.8. To consider 2026/27 draft budget

The council considered the budget. It was noted that there was no budget for village hall maintenance. **ACTION:** clerk to ask village hall management committee for more information and to include in the next draft.

## 9. To receive an update on the Meadows play area project

# MULBARTON PARISH COUNCIL

A summary update was available in the clerk's report. The planning application will be submitted once the land agent has received a block plan from the preferred supplier.

## 10. To receive an update on the allotments

### 10.1. To receive an update on uncultivated plots

There are currently 3 plots which are not being cultivated and will receive eviction notices.

### 10.2. To consider quote to widen the track at Swamp

The council **AGREED** to accept the quote from A11 Maintenance Services at a cost of £1,500.

**ACTION:** clerk to ask tenants to remove manure left on the track.

### 10.3. To receive details from MALGA on proposed treatment at Meadows allotment

MALGA had provided some details, and these had been shared with councillors ahead of the meeting. MALGA had concluded that previously suggested solutions would be impractical.

MALGA gave a further update. **ACTION:** the clerk to seek further advice.

## 11. Common

### 11.1. To receive an update on Highways feasibility around the Common

The clerk and Dennis Wells gave an update.

### 11.2. To receive an update from the Common Steering Group

Steve Sewell gave an update.

## 12. To consider neighborhood plan review

The government has withdrawn funding for neighbourhood planning and parish council resources are not currently available.

## 13. To receive an update on the repair to the bus shelter opposite Co-Op and agree on painting the interior

The bus shelter roof has been repaired but the interior needs painting. The council **AGREED** to approach local groups to see if any of them would be interested in painting a mural. **ACTION:** clerk to contact local groups and to arrange for the seating to be adjusted to stop rubbish being left underneath.

## 14. To consider unlocking the multi-use games area (MUGA) at the village hall

The council **AGREED** to leave the area unlocked and report back at the next meeting.

## 15. To consider quotes to repair/replace steps on climbing frame at Meadows

The council **AGREED** to accept the quote from OLP at £2,052.

## 16. To consider moving or removing the dog bin on Birchfield Lane

# MULBARTON PARISH COUNCIL

The council discussed. **ACTION:** the clerk to gain quote for a replacement bin and to seek permission to move the bin towards the junction.

## 17. To agree legal fees for land at Jubilee Gardens

The council **AGREED** to proceed with legal support at a cost of £950, plus VAT and disbursements and £130 Land Registry application fee.

## 18. To agree grounds maintenance requirements for 2026

The templates were shared with councillors ahead of the meeting. The council **AGREED** to the schedules. **ACTION:** clerk to gain quotes and ask potential contractors to consider offering a multi-year agreement.

## 19. Orchard Park

### 19.1. To consider the usage of the park

The council discussed the usage of the park. The football club confirmed they have their own insurance in place when using the area. It was thought the park was used by the public.

### 19.2. To consider signage for Orchard Park

Mulbarton Wanderers CIC spoke about the need for signage. The council discussed and **AGREED** signs would be beneficial but wish to approve the sign design and location(s).

### 19.3. To consider quote for work on trees

The council **AGREED** to proceed with the quote from Target Trees at £1,970. **ACTION:** clerk to advise Mulbarton Wanderers CIC when the work will take place.

## 20. To consider removing the clothing banks at the village hall site

The council discussed. **ACTION:** clerk to check bank more regularly.

## 21. To discuss the advertising board placed on the bus shelter by The Worlds End

South Norfolk Council advised the advertising board requires advertisement consent. The council **AGREED** to remove the sign. **ACTION:** clerk to contact the company advertising.

## 22. Village Hall

### 22.1. To receive an update from the Village Hall Committee

Louis Kaszczak gave an update.

### 22.2. To consider a request from the Management Committee to allow food van(s) on the village hall car park on Wednesday evenings

The council **AGREED** to allow a trial for 3 months on Wednesday evenings, provided the food van does not conflict with the social club food offering and the local takeaways.

### 22.3. To consider quotes to repair/replace the external fire door to the Social Club

# MULBARTON PARISH COUNCIL

The council **AGREED** to defer this item as the quotes were not ready. Mick Sutcliffe did not take part in the vote.

## **22.4. To consider email(s) regarding gas test and boiler service**

The council noted the emails and thanked Mick Sutcliffe for arranging the boiler services and gas certificates.

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

World's End was registered as a Community Asset in 2024.

## **24. Correspondence (information only)**

- 24.1. Management of unauthorized encampments on parish land**
- 24.2. Local Government Reform from Norfolk County Council**
- 24.3. Firework display documentation from Scouts**
- 24.4. Norwich to Tilbury update**
- 24.5. Norfolk Constabulary Operation Radium**
- 24.6. Ørsted's Community Benefit Funds – Autumn 2025**
- 24.7. Hornsea 3 Progress Report**

## **25. To receive items for the next agenda**

None.

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

All members of the public left the meeting.

Adrian White and Nikki Belcher-Brown signed the declaration of acceptance of office.

## **26. To agree lease for phone mast next to skatepark**

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

Meeting closed at 9.23pm

# MULBARTON PARISH COUNCIL

## Item 8.6 Payments ratified and agreed

### Payments to ratify

| Total            | Description                       | Supplier                          |
|------------------|-----------------------------------|-----------------------------------|
| 8.79             | Play equipment maintenance        | Amazon                            |
| 22.50            | Play equipment maintenance        | Cornilleau                        |
| 3.00             | Bank charges                      | Lloyds Bank                       |
| 2,335.20         | Dog bin - annual charge           | South Norfolk Council             |
| 194.40           | Subscriptions                     | Parish Online                     |
| 3,783.51         | Insurance                         | Zurich Municipal                  |
| 220.00           | Tree works                        | Target Trees                      |
| 68.28            | Office broadband & phone          | British Telecommunications plc    |
| 8.70             | Bank charges                      | Unity Trust Bank                  |
| 928.80           | Grounds maintenance               | VG and EM Pever                   |
| 57.60            | Training                          | Norfolk Parish Training & Support |
| 2,500.00         | Allotment - Long Lane maintenance | Target Trees                      |
| 235.14           | Grounds maintenance               | Norse Eastern Ltd                 |
| 42.04            | Grounds maintenance               | Norse Eastern Ltd                 |
| 206.29           | Grounds maintenance               | Norse Eastern Ltd                 |
| 2,251.02         | Grounds maintenance               | Ribbonsdale Nurseries             |
| 2,100.00         | Street furniture                  | A11 Maintenance Services          |
| 720.00           | Allotment - Long Lane maintenance | Target Trees                      |
| 2,043.41         | Salary                            | Lorraine Trueman                  |
| 744.19           | Tax & NI                          | HMRC                              |
| 761.79           | Pension Contributions             | Norfolk Pension Fund              |
| 10.00            | Office broadband & phone          | Tesco Mobile                      |
| 3.00             | Bank charges                      | Lloyds Bank                       |
| 9.90             | Bank charges                      | Unity Trust Bank                  |
| 68.28            | Office broadband & phone          | British Telecommunications plc    |
| 845.38           | Laptop                            | Currys                            |
| <b>20,171.22</b> | <b>Total to ratify</b>            |                                   |

### Payments to approve

| Total            | Description               | Supplier                              |
|------------------|---------------------------|---------------------------------------|
| 59.98            | Website                   | Cloud Next                            |
| 1,296.00         | Subscriptions             | Starboard Systems t/a Scribe Accounts |
| 2,251.02         | Grounds maintenance       | Ribbonsdale Nurseries                 |
| 42.04            | Grounds maintenance       | Norse Eastern Ltd                     |
| 235.14           | Grounds maintenance       | Norse Eastern Ltd                     |
| 206.29           | Grounds maintenance       | Norse Eastern Ltd                     |
| 984.00           | Meadows play area project | Lanpro                                |
| 2,043.41         | Salary                    | Lorraine Trueman                      |
| 744.19           | Tax & NI                  | HMRC                                  |
| 761.79           | Pension Contributions     | Norfolk Pension Fund                  |
| <b>8,623.86</b>  | <b>Total to approve</b>   |                                       |
| <b>28,795.08</b> | <b>TOTAL PAYMENTS</b>     |                                       |