Meeting minutes of Mulbarton Parish Council

Monday 17 August 2026 at 7:30 PM, held at The Committee Room, Mulbarton Village Hall

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

1. **To receive apologies for absence**

Apologies were received from Geoff Hales.

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 20 July 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 Councillor report was available on the website ahead of the meeting.
The food waste launch date has been delayed until week beginning 9 November.
Details of 4 call for sites under the Greater Norwich Local Plan 2045 have been published.

A member of the public commented on how good the pump track was and asked if the council could consider installing a bike repair station. **ACTION:** clerk to investigate this

Cllr Nikki Belcher-Brown gave an update on the phone box renovation.

A member of the public raised some concerns about the lack of grass cutting on the parcels of land near Gowing Road and Cowslip Close. **ACTION:** clerk to investigate this.

A member of the public raised concerns about the Swamp allotment site. It was hoped this could be added to the September agenda once MALGA has agreed a way forward. **ACTION:** councillors will meet on site to see the issues.

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. The plumber will be carrying out the installation to the council office on 27 and 28 August, as agreed at the last meeting and the village hall climbing frame has been repaired.

6. Play areas

6.1. Meadows Project

6.1.1. To receive an update on the project

The pump track has been completed and has passed the RoSPA inspection. The track is being well used by children and adults. It was noted that the fencing is still stored on site.
No date has yet been given for the installation of the swing set and seesaw.

6.1.2. To agree date for opening ceremony and discuss arrangements

The council **AGREED** 17 October for the opening ceremony and discussed inviting RPM Bike Display, a food truck, District Councillors, Trevor Holden, Norwich News and James Cartlidge to officially open the track. **ACTION:** Louis Kazczak to measure the area for the bike display

6.2. MUGA (Multi Use Games Area)

6.2.1. To consider the target users and discuss possible MUGA improvements

The council and members of the public discussed. A member of the public suggested the site could be used for paddle and managed by Mulbarton Wanderers CIC.
The council **AGREED** to setup a working group to investigate the options for the MUGA and skate park. Members of the working group are Cllrs Louis Kaszczak, Mick Sutcliffe, Nikki Belcher-Brown, Steve Sewell and youth member James Cartlidge.

6.2.2. To consider quotes for goals and basketball hoops to be added to the MUGA

The council **AGREED** not to proceed.

6.3. To agree purchase of replacement bench for village hall play area

The council **AGREED** to purchase a bench from NBB Recycled Furniture same size in brown,

6.4. To agree repair works to village hall swing base

The council **AGREED** to proceed with the repairs at a cost of £371.

7. Common

7.1. To consider a survey of footpaths

The surveys were not available.

7.2. To consider quotes for footpath repairs

The council **AGREED** to appoint David Ireland at a cost of £11,708

8. Village hall

8.1. To receive draft minutes from the Village Hall Committee

Noted

8.2. To consider granting the Village Hall Management Committee permission to proceed with a quote to repair damaged fire door at the rear

The council **AGREED** to grant the management committee to proceed with the repair and **AGREED** the council would pay Norwich Glass Company, £238.42 plus VAT, directly.

8.3. To consider damage to rear fire door and quotes to repair

The repair was agreed under 8.2 above.

9. To consider areas that may be covered and the aim of installing CCTV

The council discussed installing CCTV outside the village hall, including the car park, MUGA, skate park and path to Orchard Park to reduce vandalism and to make people feel safer.
The council **AGREED** to set up a working group of councillors Steve Sewell, Mick Sutcliffe, Geoff Hales and Louis Kaszczak.

10. To review council owned bins and consider any new locations

The council proposed new dog bins were installed near the 2 play areas on Oakley Park and 1 at the entrance of Orchard Park but not near the benches. **ACTION:** the clerk to check who owns the land outside the play areas on Oakley Park and include the costs in 2027/28 budget.
The council **AGREED** to allocate the £50 from South Norfolk Council for litter picking towards the cost.

11. Grounds maintenance

The council **AGREED** to defer item 11

11.1. To agree grounds maintenance specifications
11.2. To agree period of time quotes to cover, minimum 1 year
11.3. To agree prescribed date for quotes to be submitted by

12. To consider a quote for tree surveys at The Meadows, Orchard Park, Long Lane allotments and Stile Close

The council **AGREED** to proceed with the quote from Target Trees.

13. To discuss budget requirements for 2027/28

The council discussed requirements for 2027/28, these included youth provision, CCTV, office IT, MUGA/skate park improvements, VHC budget to be carried forward, update/review of neighbourhood plan, any changes to play areas, any additional allotment spend, development of VH site and bins from item 10.

14. To consider cover during clerk's annual leave in September

The council **AGREED** the September would only contain urgent items. **ACTION**: clerk to publish the agenda before leave and Ali Pettitt will write the minutes.

15. Planning

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

None

15.2. To consider any new planning applications

None

16. Finance & Governance

16.1. To note the bank reconciliation dated 31 July 2026

Noted

16.2. To review actual v budget as at 31 July 2026

Noted

16.3. To receive a report on income received in July and unpaid invoices

Noted

16.4. 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.

16.5. To review the risk register, general section

The council **AGREED** no change.

16.6. To consider desktop reinstatement cost assessment report for the village hall

The council considered the valuation and **AGREED** to this value for insurance purposes

16.7. To review the Code of Conduct

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

16.8. To review Lone Workers Policy

The council **AGREED** the policy was to be amended to reflect actual process.

16.9. To review Model Publication Scheme

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

16.10. To review Training Policy

The council **AGREED** to adopt the proposed new policy.

16.11. To review Complaints Policy

The council **AGREED** to adopt the proposed new policy.

16.12. To consider Vexatious Policy

The council **AGREED** to adopt the proposed vexatious policy.

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

A member of the public queried the grass cutting of the land on the junction of Cuckoofield Lane and Birchfield Lane. This is cut by the parish council's contractor as part of the verge delegation.

There was no update on the Common feasibility study. **ACTION:** clerk to chase.

The hedge on the western side of Long Lane, opposite Oakley Park, is cut by Norfolk County Council. Any problems with the overgrown hedge should be reported using their online portal.

A member of the public thanked the council for all their hard work.

18. Correspondence (information only)
18.1. AGAR digital portal
18.2. Norwich to Tilbury August update

Noted

19. To receive items for the next agenda

Insurance

Meeting closed at 9.10pm

Item 16.4 Payments ratified and agreed

Mulbarton Parish Council
Payment list Aug 2026

Payments to ratify

Supplier	Description	Total
Screwfix	Grounds maintenance	89.99
Post Office	Postage	1.80
Mozillion	Mobile Phone	7.00
Co-op	Stationery	4.25
Travis Perkins	Play equipment maintenance	105.24
Lloyds Bank	Bank charges	3.00
Unity Trust Bank	Bank charges	9.85
Focus Group	Office broadband & phone	141.60
Microsoft	Subscriptions	84.99

Mozillion	Mobile Phone	-
Safety Signs and Notices Ltd	Village Hall grounds maintenance	83.39
Argos	Street furniture maintenance	72.00
Post Office	Postage	1.55
Lloyds Bank	Bank charges	3.00
Mozillion	Mobile Phone	7.00
Anglian Water Business (National) Ltd	Allotment - Long Lane water	293.66
		908.32

Payments to approve

Supplier	**Description**	**Total**
APC Pest Control	Meadows pest control	144.00
Four One Four	Pump track	31,675.20
G&G Fencing	Allotment - Meadows maintenance	1,416.00
HMRC	Tax & NI	738.39
Lorraine Trueman	Salary	2,049.21
Mulbarton Village Hall Management Committee	Room hire	31.25
NGF Play Ltd	Play equipment maintenance	1,660.92
Norfolk Parish Training & Support	Training	62.40
Norfolk Parish Training & Support	Training	28.80
Norfolk Pension Fund	Pension Contributions	682.99
Norse Eastern Ltd	Grounds maintenance	1,084.96
Ribbonsdale Nurseries	Grounds maintenance	905.71
Walpole Mowing Ltd	Grounds maintenance	350.55
		40,830.38
		41,738.70