

Meeting minutes of Mulbarton Parish Council

Monday 15 December 2025 at 7:30 PM, held at The Committee Room, Mulbarton Village Hall

Parish Councillors present: Louis Kaszczak, Dennis Wells, Steve Sewell, Mick Sutcliffe, Adrian White and Nikki Belcher-Brown

District Councillors present: None

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

1. To receive apologies for absence

Apologies were received from Danny Gaskin and District Councillors Ian Spratt, Jim Webber and Bob McClenning sent their apologies.

2. To receive declarations of interest in agenda items

Adrian White and Mick Sutcliffe declared an interest in agenda items 11 and 12, the village hall and social club.

3. To approve the minutes of the Parish Council Meeting held on 17 November 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 report was available on the website ahead of the meeting.

A representative from the Humbleyard Practise gave an update on the progress made at the doctors' surgery. Members of the public gave positive feedback along with some areas that could still be improved.

A member of the public noted that the footpath from the village hall to church had become muddy.

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.

6. Planning applications

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

None

6.2. To note the council's planning application, 2025/3341, for pump track at Meadows play area, Bracon Ash

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Noted

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

None

7. Finance and governance (LT)

7.1. To note the bank reconciliation dated 31 Oct 2025

Noted

7.2. To review actual v budget as at 31 Oct 2025

Noted

7.3. To receive a report on invoices raised in Oct and an update on outstanding invoices

Noted

7.4. To note any income received in Oct

Noted

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

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

7.6. To consider 2026/27 draft budget

The chair moved this item until after agenda item 24.

7.7. To consider the implications of the new AGAR assertion 10, digital and data compliance for 2025-26

A report was available to councillors ahead of the meeting. A brief discussion took place.

8. To receive an update on the Meadows play area project

An update was available in clerk's report. Planning permission has requested from South Norfolk Council, see agenda item 6.2. Some funding has been offered but further funding is still being sought.

9. Allotments

9.1. To consider carrying out repairs to damaged track at Long Lane and Meadows

The council **AGREED** no action.

9.2. To agree repair to Meadows allotment gate post

The council **AGREED** to repair the fence and to accept a quote from CMR Fencing at a cost of £280.

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10. To agree increase in legal fees for Jubilee Gardens ownership

The council **AGREED** to proceed with 2 parcels which are not registered. **ACTION:** clerk to continue contacting Hopkins Homes to see if they will agree to the land transfer.

11. Village Hall Committee (ownership resolution)

11.1. To receive an update from the Village Hall Committee

The Management Committee and Village Hall Committee are meeting regularly and are trying to reach an agreement on heads of terms for a lease and joint statement of intent. The VHC explained that they were seeking an agreed letter of intent to provide clarification on what is happening while the lease is being agreed.

11.2. To receive draft heads of terms and joint statement of intent

Draft versions of both the documents had been shared with councillors (excluding Danny Gaskin, Adrian White and Mick Sutcliffe). Neither of the documents have been agreed with the Village Hall Management Committee.

12. Village Hall

12.1. To receive village hall surveys

The surveys were not available.

12.2. To consider Village Hall Management Committee's maintenance list

The Village Hall Management Committee had not shared this information.

12.3. To consider quote to replace Social Club external fire door

Adrian White and Mick Sutcliffe abstained from voting.

The council **AGREED** to proceed with the quote from Hendo & Co at a cost of £4,285 +VAT, provided there is a minimum 1-year warranty. This agreement was made on the basis that the Parish Council own the building.

12.4. To consider quote to repair guttering at the front of the village hall

The council **AGREED** to defer until the survey has been received.

13. To consider quotes for play equipment repairs/removal at The Meadows, Common and Village Hall

The council **AGREED** to appoint OLP to carry out the repairs at a cost of £20,120.31. It was noted this did not include the repairs to the Meadows climbing frame steps which has previously been agreed.

14. To consider grant application from Headway Suffolk

The council **AGREED** to defer the item and invite Headway Suffolk to a future meeting.

15. To receive a report from Scouts on the firework event

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The Scouts gave a report of the firework event ahead of the meeting. It was mentioned that when large events take place on the site, the event holder will often book the village hall to maximise parking and the pedestrian access could be improved. Scouts estimate the firework event saw 2,500 in attendance.

16. To consider requests from Mulbarton Wanderers CIC to hold events on Orchard Park

16.1. Presentation Day on Saturday 16 May 2026

16.2. Youth 5v5 tournament on Saturday/Sunday 13 & 14 June 2026

Mulbarton Wanderers gave a summary of the events planned. They advised that they had booked the village hall to maximise parking and were speaking to The Scouts to assist with the events. The council **AGREED** to both events taking place and parking on Orchard Park would also be permitted, providing the parking is managed.

17. To discuss parking requirements and improvements to the current car park

The council discussed the current parking facilities that serve the village hall site. **ACTION:** clerk to gain quote(s) for temporary/portable bollards along the pedestrian route from the Common to the emergency access route to Orchard Park and for the marking of parking spaces on the tarmac area, to include disabled spaces at the main entrance and the social club entrance.

18. To consider responding to South Norfolk Council's consultation on the Adoption of Sex Establishment Legislation and Policy

The council **AGREED** not to respond.

19. To consider comments on Swainsthorpe draft Neighbourhood Plan

The council **AGREED** not to respond.

20. To receive an update on Bloy's Farm discussions with EDF and Swainsthorpe Parish Council

Mulbarton has proposed to meet with Swainsthorpe Parish Council on Friday 9 or Monday 26 January. No response has been received to date.

EDF have also been contacted about the operational details of the community fund.

21. To receive an update on the Parish Partnership Scheme grant application for a contribution towards a vehicle survey around the Common

The grant application has been submitted but it required the support of County Councillor Daniel Elmer. His support has not been confirmed.

22. To receive an update on the second access to Mulberry Park

The probationers have begun clearing the access. It is hoped they will continue the work in January, ahead of the bird nesting season. A discussion took place about the use of the second access.

23. To agree grounds maintenance contractors

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The council **AGREED** to appoint Norse for Orchard Park, Highways, Village Hall and Other at a total cost of £10,849.73, Ribbonsdale for The Common at a cost of £6,340 and Walpole for The Meadows and Jubilee Gardens at a cost of £3,155. All agreements are for the period of 1 year.

24. To discuss alternations to the MUGA

The council **AGREED** to accept the quote from A11 Maintenance Services to install at additional gate at the cost of £1,631.10. **ACTION:** the clerk and Nikki Belcher-Brown to draft proposal(s) for new goals and basketball nets.

7. To consider 2026/27 draft budget

The council **AGREED** to defer this item until their January meeting. **ACTION:** the clerk to ask South Norfolk Council for permission to submit precept after their January meeting.

25. To agree 2026 meeting dates

The council **AGREED** to meet on 3rd Monday of every month, and the Annual Parish Meeting will be held on 27 April 2026.

The chair suspended Standing Orders and extended the meeting.

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

A member of the public suggested the play equipment at The Meadows was not suitable for younger children due to a high step.

27. Correspondence (information only)

27.1. Norwich to Tilbury update

27.2. Unity Trust Bank changes to fees and charges

27.3. Notice of Hearings Commencing on 13th January 2026 for the South Norfolk Village Clusters Housing Allocations Plan (VCHAP)

28. To receive items for the next agenda

Location of containers on Orchard Park, 2026/27 budget, access to the MUGA

Meeting closed at 9.33pm

Item 7.5 Payments ratified and agreed

Mulbarton Parish Council

Payments to ratify

Supplier	Description	Net	VAT	Total
British Telecommunications plc	Office broadband & phone	56.9	11.38	68.28
Mulbarton Church	Grant	1,000.00	-	1,000.00
Unity Trust Bank	Bank charges	8.25	-	8.25
Lloyds Bank	Bank charges	3	-	3

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Tesco Mobile	Office broadband & phone	5	-	5
WIX.com	Website	108	21.6	129.6
Argos	Laptop	49.99	10	59.99
Total		1,231.14	42.98	1,274.12

Payments to approve

Supplier	Description	Net	VAT	Total
Cloud Next	Domain	50	10	60
HMRC	Tax & NI	744.19	-	744.19
Lorraine Trueman	Salary	2,043.41	-	2,043.41
MVHMC	Room hire	31.25	-	31.25
Norfolk Parish Training & Support	Training	36	7.2	43.2
Norfolk Pension Fund	Pension Contributions	761.79	-	761.79
Norse Eastern Ltd	Grounds maintenance	35.03	7.01	42.04
Norse Eastern Ltd	Grounds maintenance	195.95	39.19	235.14
Norse Eastern Ltd	Grounds maintenance	171.91	34.38	206.29
Target Trees	Orchard Park maintenance	600	120	720
Target Trees	Tree works	600	120	720
Total		5,269.53	337.78	5,607.31

Total to ratify and approve		6,500.67	380.76	6,881.43
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