

MULBARTON PARISH COUNCIL

Meeting minutes of Mulbarton Parish Council

Monday 17 November 2025 at 7:30 PM, held at The Committee Room, Mulbarton Village Hall

Parish Councillors present: Danny Gaskin, Dennis Wells, Steve Sewell, Mick Sutcliffe, Nikki Belcher-Brown and Adrian White
District Councillors present: Ian Spratt
Also present members of the public

1. To receive apologies for absence

Apologies were received from Louis Kaszczak and District Councillors Jim Webber and Bob McClening.

2. To receive declarations of interest in agenda items

Dennis Wells declared an interest in agenda item 14, Adrian White and Mick Sutcliffe declared an interest in agenda item 13.4

3. To approve the minutes of the Parish Council Meeting held on 20 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

District Councillor, Ian Spratt, gave a summary of their report which was available on the website ahead of the meeting.

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 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

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

The report was available to councillors ahead of the meeting

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

A report was available to councillors ahead of the meeting, which showed invoices raised totalled £545. A cheque had been received for the invoice to Rich's Trust for allotment water.

7.4. To note any income received in Oct

Total income for October was £5,774.57.

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

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

7.6. To consider valuation results from Norfolk Pension Fund and agree response to Funding Strategy Statement

The council **AGREED** not to submit a response.

7.7. To consider 2026/27 draft budget

The chair moved this item until the end of the meeting to allow councillors to discuss matters that may impact the budget required.

7.8. To review the risk register

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

8. The Meadows play area project

8.1. To receive an update

An update was included in the clerk's report. The land agents have confirmed the missing plans have been submitted to South Norfolk Council to support the planning application.

8.2. To ratify additional cost of £150 for plans to support planning application

The council **RATIFIED** the additional cost of £150 for plans.

9. Allotments

9.1. To receive an update on uncultivated plots

One eviction notice has been issued.

9.2. To receive further advice on the treatment of horsetail and to agree next steps

The council **AGREED** no further action. Monitor only

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10. To receive an update on Highways feasibility study around the Common

The Parish Partnership Scheme grant application has been submitted but it does not currently have support from County Councillor Daniel Elmer, which is a requirement. He has been asked to support this application but to date no response has been received.

11. To consider claiming additional land adjacent to Jubilee Gardens

The council **AGREED** to claim the additional land, marked as parcel 3 on the shared plan.

12. To receive an update on Orchard Park signage

No update.

13. Village Hall

13.1. To receive an update from the Village Hall Committee

Further meeting with the Village Hall Management Committee on 10th November. New Chair of Village Hall Management Committee. Positive steps agreed to move the situation forward.

13.2. To agree to move the food van trial from Wednesday to Tuesday evenings

The council **AGREED** to move the days of the proposed food van on the same conditions and that none of the other site groups had a large demand for parking spaces. Specifically excluded are Tuesday evenings when the football club have home matches

13.3. To agree survey(s) to be carried out on the village hall building

The council **AGREED** to appoint Whitworth to carry out a condition survey and 5-year maintenance plan at a total cost of £1,750 +VAT

Adrian White and Mick Sutcliffe declared an interest in agenda item 13.4 and abstained from voting

13.4. To consider repairs to the building including social club fire door, guttering and additional layer above ceiling

No quotes have been received for any of the works. **ACTION:** the clerk to obtain quote for the fire door and guttering.

The council discussed installing an additional waterproof layer above the ceiling and **AGREED** to seek professional advice.

13.5. To discuss the disabled parking spaces and parking signage at the village hall

Th council discussed the parking issues. **ACTION:** the clerk to cost some options including bollards, paint etc.

Dennis Wells declared an interest in church matters, agenda item 14, and left the meeting.

To consider grant application from the church

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The council **AGREED** to grant the church £1000 towards the upkeep of the grounds and to add this to the payment list agreed under agenda item 7.5

Dennis Wells returned to the meeting

14. To agree responses to Supplementary Planning Documents (SPD) consultations

14.1. Design Code SPD

14.2. Sustainable Communities SPD relating to Greater Norwich Local Plan

14.3. Green Infrastructure Strategy SPD relating to Greater Norwich Local Plan

Deferred

15. To consider supporting a request by a resident to introduce parking restrictions on Ryefield Road

The council considered the request and **decided** not to support the request of the resident.

16. To consider annual play area inspections and agree next steps

The council considered the inspections and **AGREED** the village hall climbing frame to be removed urgently. **ACTION:** councillors and volunteers to remove the climbing frame and the clerk to get quotes for other equipment to be repaired/removed.

17. Multi-use games area (MUGA) and skatepark

17.1. To review free access to the MUGA

The council **AGREED** to leave the MUGA. Open.

17.2. To consider suggestions from members of the public on improvements to the MUGA and skatepark

The council considered the suggestions received. **ACTION:** clerk to get quotes to move gate to the social club play area, remove goals and put in a frame for the goals with a basketball net.

18. To consider tree surgeon quotes for Meadows and Stile Close

The council **AGREED** to proceed with the quotes at the Meadows, £600 and Stile Close, £1,166.67 +VAT.

19. To agree the purchase and relocation of a replacement dog bin and on Birchfield Lane

The council **AGREED** remove the current dog bin and place a new dog bin closer to the junction with Birchfield Gardens. **ACTION:** the clerk to purchase Broxap bin at a cost of £220 plus fixings and councillors to install

20. To consider quote(s) for hay cutting of The Common in 2026

The council **AGREED** to appoint Vic Pever, at the same rate as 2025, being £35 per acre to cut and turn/rake plus £4 per bale. Total estimated cost of £774 plus VAT.

21. To agree who will represent the council at meetings with EDF and Swainsthorpe Parish Council to discuss Bloys Solar Farm

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The council **AGREED** Steve Sewell, Louis Kazczak and Nikki Belcher-Brown would represent the council.

7.7 To consider 2026/27 draft budget

Deferred

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

It as suggested that Mulbarton & Swainsthorpe ensure that a legal agreement is in place with EDF to ensure that the funds are received by them.

23. Correspondence (information only)

23.1. Broadland and South Norfolk Business Awards 2026

23.2. South Norfolk Public Spaces Protection Order (Dog Control)

Noted

24. To receive items for the next agenda

Village hall survey, Budget. Quotes for playground equipment.

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

25. To consider lease report from solicitor and agree lease for phone mast next to skatepark

The council **AGREED** the phone mast lease. Authorised Chair & Vice Chair to sign.

Meeting closed at 9.10 pm

Item 7.5 Payments ratified and agreed

Payments to ratify

Total	Description	Supplier
68.28	Office broadband & phone	British Telecommunications plc
3.00	Bank charges	Lloyds Bank
234.00	Meadows play area project	South Norfolk Council
9.30	Bank charges	Unity Trust Bank

314.58 Total to ratify

Payments to approve

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Total	Description	Supplier
1,800.00	Allotment - Swamp maintenance	A11 Maintenance Services
163.22	Allotment - Meadows water	Anglian Water Business (National) Ltd
97.63	Allotment - OPS water	Anglian Water Business (National) Ltd
85.02	Allotment - Swamp water	Anglian Water Business (National) Ltd
85.02	Allotment - Long Lane water	Anglian Water Business (National) Ltd
144.00	Meadows pest control	APC Pest Control
75.00	Village hall repairs	Charge Electrical Services
744.19	Tax & NI	HMRC
480.00	Meadows play area project	Lanpro
2,043.41	Salary	Lorraine Trueman
31.25	Room hire	Mulbarton Village Hall Management Committee
76.80	Training	Norfolk Parish Training & Support
76.80	Training	Norfolk Parish Training & Support
761.79	Pension Contributions	Norfolk Pension Fund
206.29	Grounds maintenance	Norse Eastern Ltd
235.14	Grounds maintenance	Norse Eastern Ltd
42.04	Grounds maintenance	Norse Eastern Ltd
504.00	Audit feed	PKF Littlejohn
2,251.02	Grounds maintenance	Ribbonsdale Nurseries
547.20	Play equipment maintenance	Wickstead
1,000.00	Grant	Mulbarton Church
11,449.82	Total to approve	
11,764.40	TOTAL	