Meeting minutes of Mulbarton Parish Council

Monday 16 March 2026 at 7:30 PM, held at The Committee Room, Mulbarton Village Hall

Parish Councillors present: Louis Kaszczak, Steve Sewell, Adrian White and Nikki Belcher-Brown
District Councillors present: Ian Spratt
Also, present Lorraine Trueman (clerk) and 6 members of the public

1. **To receive apologies for absence**

Apologies from Mick Sutcliffe and District Councillor Jim Webber

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

Adrian White and Nikki Belcher-Brown declared an interest in agenda item 13 and were granted dispensations until the council are quorate on the matter.

3. **To approve the minutes of the Parish Council Meeting held on 16 February 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. In Bloom applications close 19 April. Food collection has further delay, residents will be informed 6 weeks prior to their start date, 2 weeks before start date equipment will be provided.

A resident raised concern about verge erosion on Lower Common and the conditions of the footpaths around the Common. The council is currently seeking quotes for footpath work.

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

2025/3961, Dairy Farmhouse Norwich Road, Side and rear extension, and garden room. APPROVED

2026/0005, Edgefield The Rosery, Proposed single-storey front and rear extensions, and conversion of an attached garage to habitable accommodation with associated internal alterations. APPROVED

6.2. To consider any new planning applications

None

7. Finance and governance

7.1. To note the bank reconciliation dated 28 Feb 2026

Noted

7.2. To review actual v budget as at 28 Feb 2026

The figures were available ahead of the meeting. No questions were raised.

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

Invoices raised in February totalled £411.94, outstanding invoices totalling £2,880.

7.4. To note any income received in Feb

February income totalled £1,009.92

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

The council **AGREED** the payments as listed at the bottom of these minutes.

7.6. To agree earmarked reserves

The council **AGREED** to increase play equipment reserve by £15,000 and community hub project reserve by £10,000 and to remove the grounds maintenance and grants reserves.

7.7. To agree the removal of Danny Gaskin and to appoint councillor(s) on to the bank mandate

The council **AGREED** to remove Danny Gaskin and add to Adrian White the bank mandate.

7.8. To consider implications of Martyn's Law/Terrorism Act 2025 on council assets

The council considered the documentation from The Home Office which was available on the website. **ACTION:** clerk to share documents will all relevant tenants

7.9. To agree to set up direct debits for Focus Group and Anglian Water

The council **AGREED** to set up direct debits for the office phoneline and broadband and the allotment water supplies.

8. To discuss council priorities

The clerk had provided a list of current and budgeted tasks. The council discussed priorities and if a Parish Warden was required.

9. To receive an update on Meadows play area project and agree next steps

The BNG off site credits had been purchased from Langley Abbey and an application to South Norfolk Council has been made for the relevant planning conditions to be discharged.
A grant had been received from Norfolk County Council's Community Fund and Mulbarton's Parish News. The council gave thanks to the Parish News for their generous support.
The clerk had applied for an additional grant from Simpsons Malt and a decision from South Norfolk Council on their Community Action Fund is due later this month.
ACTION: clerk to gain quote(s) to switch the pedestrian and vehicular gates and the installation of an additional access to the play area.

10. Parish Council Office

10.1. To discuss the council office refurbishment

ACTION: clerk to gain quote for a sink to be installed in the office.

10.2. To agree disposal of office desktop computer

The council **AGREED** to dispose of the office desktop computer.

10.3. To agree purchase of replacement and disposal of current printer

The council **AGREED** to dispose of the printer and replace with Xerox C325 at a cost of £286.58

10.4. To agree purchase of new mobile phone

The council **AGREED** to proceed with a refurbished Apple iPhone 16 on a 24-month contract with Mozillion at a monthly cost of £29.92.

11. Play areas

11.1. To note date for annual MUGA clean

The MUGA will be cleaned on 1-2 April and will be closed during this time.

11.2. To ratify the purchase of replacement cradle swing for Meadows

The council **RATIFIED** the purchase of the replacement cradle swing at a cost of £207.

11.3. To agree purchase and installation of rope climber for Common

The council deferred this item to allow for additional quote(s).

12. To receive an update on the assigned ad hoc tasks and agree how to proceed with unassigned and uncompleted tasks

All gave an update on assigned tasks. **ACTION:** next agenda to include an item to consider outsourcing some of the tasks.

13. Village Hall

13.1. To consider appointing councillor(s) onto the committee or disbanding the committee

The council **AGREED** to disband the Village Hall Committee.

13.2. To consider the remit of the committee, if not disbanded

Committee disbanded

13.3. To consider a request for the car park to be used by a food van on 22 March

The council asked for the view of the public. There were 2 concerns raised, 1) parking, as there will be other events happening at the same time that will also be using the car park, 2) rubbish as a result of the trucks. After some discussion the council **AGREED** to grant permission on this occasion for 2 trucks to use the car park.

14. To receive an update on the gritting of the roads in the parish

The clerk had written to Norfolk County Council but had no response. Norfolk County Council's Winter Service Policy was shared with councillors ahead of the meeting.

15. To review the entrance of The Meadows due to surface damage

The council **AGREED** no action required.

16. To receive an update on the maintenance of Long Lane allotment track by a volunteer

The volunteer had not made any progress, but another plot holder had made some repairs.

17. To consider nominations for South Norfolk Community Awards

The council **AGREED** to nominate the youth who raised money for Meadows play area and took part in council meetings.

18. To consider locking vehicle gates to the allotments over the winters

The council discussed. **ACTION**: MALGA to discuss at their next meeting.

19. To discuss a memorial bench on the Common

The council considered the request and suggested they would prefer a natural looking and low maintenance bench. They raised no objections to placing the bench in the area close to the village sign.

20. To agree details of litter pick on 21 March

The council **AGREED** areas could include all sections of the Common, Orchard Park, village hall, The Rosery and Rectory Lane but will depend on the number of volunteers. **ACTION:** the clerk to purchase refreshments.
The next litter pick could include ad hoc repairs/maintenance.

21. To consider hosting a meeting about the food waste bins to be implemented in 2026

A request had been received from a resident about hosting a meeting about the food waste bin. The council **AGREED** not to include this within a parish council meeting as time does not allow but they would help facilitate a meeting.

22. To discuss the Annual Parish Meeting, 27 April

The council **AGREED** not to hold the meeting but will publish group reports on the website as normal.

23. To agree the acceptance of the Parish Partnership Scheme grant for a feasibility study to be carried out at the Common.

The council **AGREED** to accept the grant and to begin the process for the feasibility study.

24. To consider applying for South Norfolk in Bloom fund

The council **AGREED** to not to proceed due to lack of time.

25. To receive an update on Jubilee Gardens ownership and agree next steps

The council received the latest legal advice and **AGREED** to follow the advice given.

26. To receive an update from Mulbarton Wanderers on alterations to Mulberry Park

An update had been received ahead of the meeting and Mulbarton Wanderers gave a summary.

27. Correspondence (information only)

27.1. Orsted update

27.2. Letter from Ben Goldsborough regarding grant funding for Armed Forces Day

Noted

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

All discussed MUGA use.

A member of the public mentioned the reliability of the bus service.

29. To receive items for the next agenda

Outsourcing ad hoc tasks.

Meeting closed at 9.18pm

MULBARTON PARISH COUNCIL

Item 7.5 Payments ratified and agreed

Mulbarton Parish Council			
Payment list - March 2026			
Payments to ratify			
Supplier	**Net**	**VAT**	**Total**
AKS Skip Hire Services Ltd	315.00	63.00	378.00
Amazon	22.80	4.99	27.79
British Telecommunications plc	57.91	11.58	69.49
Edmundson Electrical	30.00	6.00	36.00
Langley Abbey Estates Ltd	1,245.00	249.00	1,494.00
Lloyds Bank	3.00	-	3.00
Lloyds Bank	3.00	-	3.00
Tesco Mobile	5.00	-	5.00
Tesco Mobile	10.00	-	10.00
Unity Trust Bank	11.55	-	11.55
Total to ratify	**1,703.26**	**334.57**	**2,037.83**
Payments to approve			
Supplier	**Net**	**VAT**	**Total**
Fisher German LLP	1,000.00	200.00	1,200.00
HMRC	744.19	-	744.19
Lorraine Trueman	2,043.41	-	2,043.41
Mike Amiss Signs	80.00	-	80.00
Mulbarton Village Hall Management Committee	31.25	-	31.25
Norfolk Parish Training & Support	575.00	115.00	690.00
Norfolk Pension Fund	761.79	-	761.79
Norse Eastern Ltd	9.13	1.83	10.96
Norse Eastern Ltd	35.03	7.01	42.04
Norse Eastern Ltd	186.82	37.36	224.18
Norse Eastern Ltd	171.91	34.38	206.29
Online Playgrounds	207.00	41.40	248.40
Total to approve	**5,845.53**	**436.98**	**6,282.51**
TOTAL	**7,548.79**	**771.55**	**8,320.34**