

Mulbarton Parish Council

Clerk's Report

Dec 2025/Jan 2026



Items not on the agenda

In the October meeting, councillors agreed to approach local groups to see if there was any interest in designing and painting a mural inside the Cuckoofield Lane bus shelter, opposite the Co-Op. Four local schools have been contacted, Hethersett Academy, Hewett Academy, Long Stratton High School and Wymondham High School, along with the local Scouting Group. If this is something that you would be keen to get involved in, contact the clerk.

No progress has been made on the signage for Orchard Park.

The new dog bin for the junction of Birchfield Lane and Gardens has been received. Volunteer councillors will install when the weather improves.

To comply with assertion 10 to the AGAR (Annual Governance and Accountability Return) the website has been checked for accessibility using WAVE and the FOI model publication scheme has been added to the website.

All invoices for 2026 have been issued to allotment tenants, along with notification of rent increases due from 1 January 2027.

The Meadows allotment gate post is due to be replaced on 14 January.

Hopkin Homes have been contacted about the land at Jubilee Gardens but still have not responded.

Headway Suffolk have been unable to attend a council meeting so they have withdrawn their request for a grant.

A contractor has contacted for guidance on the village hall car park improvements discussed at the December meeting. No further information is available at this time.

County Councillor Daniel Elmer has given his support for the Parish Partnership Scheme grant for the proposed feasibility study looking at traffic around parts on the Common.

The contractor will install the extra gate and pad to the MUGA once the weather allows. Councillor Nikki Belcher-Brown and the clerk are drafting proposals for new goals and basketball nets on the MUGA. These will be shared soon.

Items on the agenda

Item 3: Resignation of vice-chair Dennis Wells

Councillor Dennis Wells resigned from the council in early January, with immediate effect. He contributed significantly to council tasks, and we appreciate his dedication. Dennis will remain involved as a volunteer. His resignation leaves the vice-chair position vacant, which the council may choose to fill, though it is not required by law.

Item 8.6: IT policy

Last month we reported on the changes to the AGAR (Annual Governance Accountability Return) with the introduction of assertion 10 for 2025/26. It is now a requirement for councils to have an IT policy and SAPPP (Smaller Authorities Proper Practices Panel) have provided a model template which has been used to create the proposed policy for Mulbarton to adopt.

Mulbarton Parish Council

Clerk's Report

Dec 2025/Jan 2026



Item 9.5: Office phone and broadband

The council's current agreement with BT, comes to an end in February. The councillors are being asked to discuss the future requirements, which may include a mobile phone, voicemail service, the desire for a local land line number, etc.

Item 9.6: Office refurbishment

The office is overdue a refurbishment, which is the ideal time to make better use of the space available. Councillors are being asked to discuss how the space should be used to maximise the facility.

Item 10: Meadows play area

At the time of writing, there has been no decision on the planning application, 2025/3341, for the proposed pump track but it is hoped a decision will be reached before the meeting.

As well as the donations from the Go Fund Me page and Hornsea 3 Community Fund, we have also applied for a grant from The National Lottery Community Fund.

If you would like to donate, please scan the QR code below



Item 11: Village Hall Committee update

Dennis Wells was a member of the Village Hall Committee, but his resignation leaves the committee with just 2 members, and with just 2 members the committee cannot meet to make decisions. The council needs to consider if they will appoint new member(s) to the committee or if they disband the committee and the matter is dealt with by full council.

Item 12: Village Hall

The replacement fire door for the Social Club, has been ordered. Once the manufacturer has confirmed a delivery date, the contractor will advise of an installation date.

The condition and maintenance surveys carried out on the village hall building on 10 December have been received. These have been made available to the councillors, along with the Village Hall Management Committee's maintenance list, ahead of the meeting ready for them to discuss and agree any next steps.

Mulbarton Parish Council

Clerk's Report

Dec 2025/Jan 2026



Item 16: Play areas

Last month, the council agreed to remove the large swing set and overhead rotator from the Meadows and the large climbing frame from the Village Hall. Extensive repairs will be carried out on equipment at The Meadows, Common and Village Hall. A contractor has been appointed for most of the work, with councillors agreeing to take on the rest. All work should be completed in February.

The removed equipment from the Meadows will be replaced as part of the current project but there is currently no plan to install new equipment in place of the large climbing frame at the Village Hall.

The latest weekly checks indicate the condition of the play equipment, with some nearing end of life.

Item 20: Litter Pick

The Great British Spring Clean will take place between 13 and 29 March 2026. For more information see <https://www.keeppbritaintidy.org/>

Item 21: 2026-27 finance

Most of the council's income is derived from the precept, which is collected from residents by South Norfolk Council as part of the annual council tax bill. South Norfolk Council have extended the deadline for the parish council to 20 January so a decision must be made at the meeting.
