

Meeting minutes of Mulbarton Parish Council

Monday 20 July 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, Geoff Hales and Ali Pettitt

District Councillors present: None

Also, present Lorraine Trueman (clerk) and 13. members of the public

1. To receive apologies for absence

Apologies were received from Mick Sutcliffe and District Councillors Ian Spratt, Jim Webber and Bob McClenning.

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

None declared

3. To approve the minutes of the Parish Council Meeting held on 15 June 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

A resident raised concerns about the peacocks around the village. The clerk advised that South Norfolk Council would deal with this type of complaint.

James thanked the council for nominating him for the young achievers' award and asked for Trevor Holden to be invited to the pump track opening ceremony. The clerk will send out an invitation once a date has been confirmed.

MALGA gave thanks to the village for their support for the Open Gardens Day and thanked the school for allowing them to use their facilities. The event raised over £5,000 for EACH, with the BBQ at Hanover Gardens raising an additional £1,107.

A member of MALGA raised concerns about the Swamp allotment and will put together a paper for next month's meeting.

A member of the public asked about Long Lane plot 1 being used for parking. The plot is currently let.

The District Councillors report was available on the website ahead of the meeting.

5. To report progress on items not on the agenda (information only)

MULBARTON PARISH COUNCIL

The clerk's report was available on the website ahead of the meeting.

6. Play areas

6.1. Meadows Project

6.1.1. To receive an update on the project

Geoff Hales and the clerk gave an update on the project.

6.1.2. To consider hiring fencing to protect grass area after contractors have completed and to consider turfing area instead of seeding

The council discussed and considered the impact of the current hosepipe ban. If turfing is to be delayed and the area passes the RoSPA inspection, the council will open the pump track ahead of the turfing. The area will be fenced off later when the turf is laid. **ACTION:** clerk to gain additional quote for turf. If the fencing is required continuously the council will hire from Four One Four.

6.1.3. To consider a change to the design and materials of the swing set and seesaw

The council **AGREED** to accept the change in swing set and seesaw, with the seesaw being yellow.

6.1.4. To agree location of seesaw and picnic tables

The council **AGREED** the location of the seesaw and picnic tables, with the picnic tables near the centre of the park and the seesaw to the southwest.

6.1.5. To discuss hosting an opening ceremony and agree next steps

The council discussed allowing the pump track to be used before the opening ceremony. The council **AGREED** to defer setting a date for the ceremony.

6.2. All play areas

6.2.1. To consider quote to repair damaged play equipment at Meadows

The council **AGREED** to proceed with the quote from NGF Play at a cost of £916.

6.2.2. To consider annual play area inspections

The council **AGREED** no action.

6.2.3. To discuss open access and damage to the MUGA

The council **AGREED** to lock the gate at the end near the skatepark. **ACTION:** add signage to direct people to other entrance.

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

The council **AGREED** to defer the item.

7. To receive an update on possible youth provision and agree next steps

MULBARTON PARISH COUNCIL

The council provisionally **AGREED** to proceed with YMCA, using their outreach support. **ACTION:** liaise with South Norfolk Council over their grant. Nikki Belcher-Brown and Steve Sewell to visit a local YMCA youth club.

8. To consider a request from Scout Group to hold firework event at Orchard Park on Sat 7 Nov.

The council noted that Mulbarton Wanderers had a league game at 3pm on Saturday 7 November. The council **AGREED** to grant permission and ask that the Scout Group and Football Club to work together to ensure both events go ahead smoothly.

9. To receive an update from Mulbarton Wanderers

An update from Mulbarton Wanderers was given.

10. Common

10.1. To consider quotes for footpath maintenance

The council **AGREED** to defer this item. **ACTION:** Geoff Hales to carry out a condition survey.

10.2. To receive an update on the vehicle feasibility study

An update was given.

11. Village hall site

11.1. To receive draft minutes from the Village Hall Committee and agree budget for Committee

The council received the draft minutes and **AGREED** to a budget of £10,000 for the Committee

11.2. To note room hire fees

Noted.

11.3. To agree to renew/remove council signs at village hall entrance

The council **AGREED** that the football club would remove both no dogs and slow children.

ACTION: purchase new sign to highlight children on site.

11.4. To consider ownership of the septic tank/pumping station, ongoing use and maintenance

The council discussed and **AGREED** they would own and maintain, and a lease agreement would be put in place.

11.5. To consider maintenance projects identified by Village Hall Management Committee

Correspondence between the management committee and the clerk where share ahead of the meeting. The council discussed and **AGREED** to get a quote to repair the broken glass in the rear fire door.

MULBARTON PARISH COUNCIL

11.6. To consider appointing a trustee on to the Village Hall Charity

The council **AGREED** not to appoint a trustee.

12. To discuss grass verge cutting in the parish

The clerk explained that 3 areas on Gudgeon Way were being cut in error this year. The council **AGREED** to keep cutting the 3 areas on Gudgeon Way and add 3 areas from Sterlet Grove to the 2027/28 grounds maintenance schedule.

13. To agree installation of water supply and sink into council office

The council **AGREED** to appoint Heat Unique at a cost of £1,850 for the plumbing work and Sparkes Services at a cost of £1,655.25 for electrical work.

14. To agree the grant application to Norfolk County Council's bus shelter grant scheme 2026-27 for renovation to the bus shelter on Cuckoofield Lane, opposite the bus shelter

The council **AGREED** to proceed with the grant application, with a total cost of the project of £1,123.95, which included a new bin.

15. To consider a grant application from St Mary Magdalene church

The council and church discussed the grant application. The council felt they were missing some of the supporting documentation. The church advised the latest accounts had recently been signed off and there was an estimate for the picket fence for £5,000 from a previous application that was still valid. The clerk advised that she had not checked previous applications for supporting documentation. The council **AGREED** to defer the item until more documentation had been provided by the church.

16. To consider taking part in the 1 million trees for Norfolk with 4 trees as part of the Hethel Roundabout and Link Road

The council **AGREED** to accept the 4 silver birch trees that would be available in November and to plant these in the Meadows.

17. To agree the response to Freedom of Information request for a review

The council **AGREED** the response.

18. Planning

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

2026/1048, Old Tractor Shed Old Hall Farm Track The Common, Detached double garage with pitched roof and solar panels. APPROVED with conditions

2025/3716, Dairy Farmhouse Norwich Road, Erection of single storey outbuilding within residential curtilage. WITHDRAWN

2026/1422, The Rectory The Common, T1 - Cedar - ht 14.6m - To crown raise to 5m over the driveway. No objections.

MULBARTON PARISH COUNCIL

2026/0428, Wingfield House Norwich Road, Change of use from residential to office use.
APPROVED with conditions

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

2026/1240, Land To The South Of Charem The Rosery, Erection of self-build detached bungalow and attached garage. No comment.

18.3. To consider a response to Swainsthorpe Neighbourhood Plan

No response.

18.4. To consider appointing councillor(s) to met with EDF to discuss possible solar farm on land between A140 and Stoke Holy Cross

The council **AGREED** to appoint Steve Sewell, Nikki Belcher-Brown and Louis Kaszczak.

19. Finance & Governance

19.1. To note the bank reconciliation dated 30 June 2026

Noted

19.2. To review actual v budget as at 30 June 2026 and full year forecast

No comments

19.3. To receive a report on income received in June and unpaid invoices

Reviewed

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

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

19.5. To review the risk register, financial section

No changes.

19.6. To note an objection to the 2025/26 accounts

Noted

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

A member of the public spoke about the proposed youth provision would be better starting later, from 6pm.

A member of the public asked about the public footpath from Stile Close. The clerk shared Norfolk County Council's interactive map.

MULBARTON PARISH COUNCIL

The football club asked about reinstating the football pitch on the Common.

The council **AGREED** to suspend standing orders and extended the meeting.

21. Correspondence (information only)

- 21.1. Publication of parish councillors' home address and register of interests
- 21.2. Humbleyard Practice newsletter
- 21.3. Norwich to Tilbury update
- 21.4. Changes to VAT Capital Goods Scheme (CGS)
- 21.5. Greater Norwich Local Plan 2045 – Notice of intention to commence plan making

Noted

22. To receive items for the next agenda

Review all dog bins and agree locations, replacement bench for village hall play area, 2027/28 budget, date for pump track opening ceremony.

To pass a resolution under the public admission to meetings act 1960 to exclude members of the public and press for the following confidential items

All members of the public left the meeting.

23. To review the clerk's annual appraisal and discuss administration hours

The council noted the clerk's annual appraisal and discussed administration hours.

Meeting closed at 9.47pm

Item 19.4 Payments ratified and agreed

Mulbarton Parish Council

Payment list - July 2026

Payments to ratify

Supplier	Description	Total
Wellers Law Group	Legal fees	1,140.00
Wellers Law Group	Legal fees	650.40
Broxap Ltd	Street furniture	449.94
Unity Trust Bank	Bank charges	0.40
Unity Trust Bank	Bank charges	9.70
Focus Group	Office broadband & phone	255.38
Focus Group	Office broadband & phone	243.38
Anglian Water Business (National) Ltd	Allotment - Swamp water	100.97
Anglian Water Business (National) Ltd	Allotment - Meadows water	225.05

July 2026

MULBARTON PARISH COUNCIL

Target Trees	Tree works	-
Four One Four Ltd	Meadows play area project	37,128.00
Anglian Water Business (National) Ltd	Allotment - OPS water	<u>124.46</u>
Total to ratify		<u>39,840.92</u>
Payments to approve		
Supplier	Description	Total
CMR fencing	Allotment - Meadows maintenance	390.00
Core Fire and Security Systems Ltd	Office expense	889.05
DJ Ireland Groundworks & Paving Services	Allotment - Long Lane maintenance	144.00
DJ Ireland Groundworks & Paving Services	Street furniture	1,504.80
Heat Unique Ltd	Allotment - Long Lane maintenance	144.00
HMRC	Tax & NI	738.39
Lorraine Trueman	Salary	2,049.21
Mark Challis	Play equipment maintenance	815.00
Mulbarton Village Hall Management Committee	Room hire	49.50
Mulbarton Village Hall Management Committee	Room hire	31.25
Mulbarton Village Hall Management Committee	Room hire	43.75
Norfolk Pension Fund	Pension Contributions	682.99
Norse Eastern Ltd	Grounds maintenance	1,084.98
Online Playgrounds	Play equipment maintenance	64.80
Ribbonsdale Nurseries	Grounds maintenance	905.71
RoSPA	Play equipment maintenance	546.00
Simnor Co UK	Office expense	30.00
Walpole Mowing Ltd	Grounds maintenance	350.55
Zurich	Revaluation of VH	<u>250.00</u>
Total to approve		<u>10,713.98</u>
TOTAL		<u>50,554.90</u>