

MULBARTON PARISH COUNCIL

Minutes of the Parish Council Meeting held at

7.3pm on Monday 3rd August 2015

Councillors present:-

Peter Leigh – Chairman
Victoria GoffBeverley Leek
Richard Tucker

Steve Sewell

John Joyce

First Public Session.**1.1 Police Report.**

PCSO Sore reported that since the last meeting and midnight 2nd August there had been one reported crime after Police were called to a disturbance at a house party in Rectory Lane. During the same period of time there were no calls to the Police for noise, nuisance or antisocial behaviour. In answer to a question about graffiti, PCSO Sore confirmed there had been no more in the area and at present he had no more details to report about potential offenders.

1.2 District and County Councillors' Report.

Cllr Foulger reported that Cllr Leigh and he had attended a meeting at the School to meet with all involved in the planned construction. He stated that he would let Cllr Leigh explain further later during the meeting.

Cllr Legg reported that he had arranged a meeting with the area representative from Saffron Housing to discuss their properties in the village and in particular those on Cuckoofield Lane.

There were no questions from the public or Parish Councillors for Cllrs Foulger and Legg.

1.3 Public Session

Mr Graham Bunting introduced himself as a volunteer community first responder. He explained that he and Elizabeth Martin are community first responders covering the Mulbarton area; they are on call, when available, and are instructed to attend by the Ambulance Service if there is a life critical call and they can get to the casualty quicker than an ambulance. Mr Bunting wished to raise awareness of their role in the community as they are looking for more volunteers to be trained so that 24 hour cover could be provided, and to ask the Parish Council for some financial support so that he and Ms Martin could purchase ambulance service logo work wear as all they are issued with is a high vis jacket and the equipment.

Cllr Leigh asked for Mr Bunting to put some costings together so that the Council could formally discuss at their next meeting. He also stated that MPC have five noticeboards in the village that Mr Bunting could use to promote the service.

Representation was made by the Lakenham /Hewett Rugby Club to advise that plans were progressing well for their recruitment event on the Common and that any changes were being

communicated to Cllr Legg. Cllr Leigh asked that the Parish Council also be kept in the loop with regards to the event.

2.0 To close the meeting to public participation.

Cllr Leigh closed the meeting to public participation and formally started the Parish Council meeting.

3.0 To receive and consider apologies for absence

All councillors were in attendance.

4.0 To receive declaration of interest on items on the agenda.

No Cllr upon review of the agenda felt it necessary to make a declaration of interest.

5.0 To confirm and sign the minutes of the Parish Council Meeting 6th July 2015.

The minutes of the meeting held on 6th July 2015 were unanimously agreed as a true record of the meeting and duly signed after proposal by Cllr Leek and seconding by Cllr Sewell.

6.0 Finance -To receive financial report and approve invoices for payment as per schedule.

A proposed schedule of payments was handed out for approval in addition to copies of the latest financial summary. Following proposal by Cllr Joyce and seconding by Cllr Tucker all payments were duly passed. A copy of payments is attached to these minutes.

6.1 Approval of contractor for supply of office ceiling tiles.

Cllr Leigh reported that the Parish office had been painted by a volunteer as part of their school community work. Following discussion of options available, Cllr Leek proposed that three packs of Armstrong tatra board tiles be bought to replace those currently in the Office; this was seconded by Cllr Leigh and unanimously agreed by all Councillors.

6.2 Approval of costs for kissing gate at Church.

Cllr Leigh reported that following last month's meeting he had been researching options and cost for the supply and installation of a kissing gate at the Church as a replacement for the existing stile. Cllr Leigh explained that the most cost effective approach would be to buy the parts and then pay for its installation. The whole project could be completed for £350. Cllr Leigh proposed that £350 budget be made available for the project, tenders would be sort for installation, and this was seconded by Cllr Leek and unanimously agreed by all Councillors.

6.3 Approval of costs for MPC website.

Cllr Leigh reported that a local contractor had been found that could complete the updates needed and to trained the Clerk and Cllrs to maintain the site in order to get the MPC website live within the

next few weeks. Following discussion Cllr Joyce seconded Cllr Leigh proposal that Wilson's Computing Ltd be awarded the work. This was unanimously agreed by all Councillors.

7.0 To agree work scope for recommendations on play area safety inspection report.

Cllr Leigh reported that he had researched and found a solution to the reported concerns/recommendations about finger entrapments at the skate park. He stated that the gaps could be filled with special filler that is then sealed. The cost of this would be approximately £100.

Cllr Leigh reported that he would put together a detailed costing/work scope together to cover the whole works required by the report for the next meeting.

7.2 To agree work scope and budget for painting of skate park.

Cllr Leigh reported that he would put together a costing for this project ready for the next meeting. He stated that the paint wasn't too expensive; it was labour charges that would increase costs. The work would need to be completed late September or early October whilst conditions were still warm enough.

Cllr Goff raised a concern about the matting that is under the cableway at the Meadows as it had potential to be a trip hazard. Cllr Leigh reported that this hadn't been raised on the inspection report but it could be added to the work scope that was being produced to rectify issues raised on the play area safety inspection report.

8.0 Proposal to erect a Village Christmas tree.

Cllr Leigh reported that PCSO Sore was happy for a tree to be positioned on top of the Beat Box with a power supply run from there. Following discussions regarding the most suitable location, taking into account security, health & safety of cables and electrical supply, Cllr Sewell reported that he would further investigate options, costs and regulations for the next meeting.

9.0 To review and update planning applications.

2015/1480 – sub division of the garden of Toad Hall, Norwich Road – removal/variation of condition. Variation of condition 2 – construction of rear conservatory in green UPVC to match window.

2015/1676 – 37 Catmere Herne – removal of wall and erection of fence.

Cllr Sewell will review these applications and formulate a response on behalf of the Council.

10.0 Correspondence requiring consideration.

Email from NCC Highways' – Apologies from the department for the finger post arms not being replace due the arms being supplied from their supplier having the wrong sized legends and incorrect fittings.

Email from Mr Drakeford - *Sir/Madam, I have Information that the Parish Council has sold Trust land to the developers building housing on land south of the Rosery. As this land belongs to all the village and not to the Parish Council. I find it hard to believe that people who we put in place would do such a underhand thing, with out permission of the village as a whole.*

Cllr Leigh reported to the Council that the Clerk had respond to this email this afternoon and the author had emailed again and apologised for his mistake and that he had been told the information in good faith and would be putting the matter right.

Email from NCC re change of speed limits along Cuckoofield Lane and Long Lane. Following discussion all Councillors were in agreement not to object to this proposal.

Email from Lightsource – The updated transport statement was not available in time for the meeting, though Jessica’s email did confirm that proposed HGV movements through Mulbarton will be reduced and movements along Brick Kiln Lane increased. She also confirmed that it has not been possible to increase the community benefit offer. Following discussion, the Council decided unanimously to accept the community benefit offer currently being offered although they were disappointed that it hadn’t increased.

Email from Mr Malcolm Court – Mr Court’s email explained the ABCD project that he was involved in and the hope that they could get something running in the village to connect organisations, clubs and other amenities and as part of this project they would like to update the current welcome booklet. He proposed a small editorial committee of himself, Mrs Marina Carter and Mrs Jill Wright. Their request to the Parish Council was for MPC to cover any financial costs. Following discussion all Councillors agreed in principle to the idea but would need more detail including a business and sustainability plan before agreeing to any financial support. It was also felt that some recognition of this contribution should be made as neither the existing book, the Parish News or the village website acknowledge MPC’s financial support.

Email from Mrs Marina Carter – forwarded attachment regarding “Silver Sunday” and grants that are available from SNC. Following discussion the Council concluded that it was not in a position to organise an event within the time frame, 1st – 10th October.

11.0 Sub-committee/liaison officer reports.

Cllr Leigh reported that as alluded to earlier by Cllr Foulger, he had attended a site meeting at the school to discuss in detail the planned refurbishment, a meeting that had been arranged as a result of not enough detail being in the public domain. Cllr Leigh reported that the Contracts manager for Gill’s had ailed a lot of fears; the southern entrance would be used for access and there will restrictions on construction deliveries with drivers required to park up two miles away and then phone the site to get permission to proceed. The Contractor advised that although the initial proposal is that there will be five day working realistically they will be working Saturdays. Cllr Leigh reported that a planned programme of activities is still being waited for and the Contractor has nominated the site manager as a point of contact during the construction for any day to day queries. It is anticipated the works will take six months.

Cllr Tucker reported that he and Cllr Joyce had attended the MVHMC meeting last week. He reported that they had been welcomed and there had been a friendly exchange of views and all need to accept that running a village hall is a complex business. Cllr Tucker reported that he is planning to meet again with the VHMC Chairman. He also reported that MVHMC had just signed a

new three year electricity deal, grants were being applied for to upgrade the toilets and the locks were due to be changed as previous key holders had not returned keys. Cllr Tucker went on to explain that the number of trustees is small and although there are plenty of people at the meetings it is only the trustees that can vote; the need for more trustees will hopefully be addressed at the AGM in September, MVHMC has trustee liability insurance. Cllrs Tucker and Joyce proposed to offer their continued support and help at this stage. It was acknowledged that the financial position appears ok though it is difficult to be definitive as there is some lack of transparency of transactions. It was concluded that there was still a lot to do and both Councillors would take it one step at a time to move things forward within the covenant It was unanimously agreed by all councillors to allow Cllrs Tucker and Joyce to continue the progress they had made in re-establishing good links with MVHMC.

Cllr Leigh reported that he has a Common's steering committee meeting tomorrow with SNC; it has been calculated that in the last three years MPC has spent over £20,000 on the Common land maintenance. The rat infestation at the pond is being dealt with by SNC, signs are up advising locals. With regards to rabbits, SNC have reported that they are not going to take any action, possibly due to potential for adverse publicity and have stated that the football club have their own duty of care to their players to inspect the pitches, particularly on the Common which they do not make any financial contribution to.

Cllr Joyce stated that the Common was still showing signs of wear and tear from the Park Run and would get worse during the winter months. Cllr Leigh stated that the re-routing of the run had still not happened and that he would raise the matter at the meeting as it didn't appear that SNC was monitoring the damage as original agreed.

Cllr Sewell asked if there was any further information regarding the low water levels in the ponds and reports of ducks attacking fish. Cllr Leigh reported that there had been no more reports and that as the ponds are feed by drainage from the highways and rainfall only they would suffer in the summer months and that although the Council had dug the Village pond two years ago no other work has been completed to maintain the depth.

Cllr Joyce reported that the Neighbourhood Plan was with the examiner and although she had nearly completed the draft report she had asked for some additional information from the Plan Team. Cllr Joyce reported that a factually checked version should be available mid-August, with the final report in September. The Neighbourhood Plan Team will share these reports with all councillors when available but it should be noted that at this stage the documents will be confidential.

Cllr Leek reported that the allotments were thriving with the tenants holding regular BBQ's at the sites and where promoting a good community spirit. Cllr Leek reported that she is monitoring one allotment plot where the tenant may be in breach of their allotment agreement.

Cllr Leek reported that the additional three picnic tables, partly paid for with a grant and a contribution from the Parish Council, have been installed at the Meadows and the order for the roundabout has been placed.

12.0 To receive any items for inclusion in the next agenda.

- Financial support for Community First Responders uniforms.
- Village Christmas tree – H&S, electrical provision, cost and lights.
- Refurbishment of switch gear for flood lights on Mulberry Park.

To adjourn the meeting for the 2nd public session.

Mr Bunting stated that he was new to the village and having listed to this evening proceedings felt that the Parish Council were not selling themselves enough to the community as it appeared there were lots of things being supported and he was pleased to hear about the Meadows as he had a young family.

There being no further business the meeting closed at 9.06pm

The next meeting will take place on Monday 7th September 2015 at 7.30pm.

Payments for July 2015

| Cheque Number | Recipient | Details | Net total | Vat | Amount £'s |
|---------------|-------------------|-------------------------------|----------------|---------------|----------------|
| 151321 | Small Fish | Consultancy Fees Invoice 0574 | 90.00 | 18.00 | 108.00 |
| 151322 | 9 to 5 Supplies | Printer fuser unit | 66.36 | 13.27 | 79.63 |
| 151323 | Norse Eastern Ltd | Grounds maintenance | 832.22 | 166.44 | 998.66 |
| 151324 | P Leigh | Expenses | 6.51 | 0.70 | 7.21 |
| 151325 | B Leek | Expenses | 98.15 | 7.62 | 105.77 |
| 151326 | A Phillips | Expenses | 29.62 | 3.33 | 32.95 |
| 151327 | A Phillips | Salary | 543.39 | | 543.39 |
| 151328 | HMRC | PAYE | 137.87 | | 137.87 |
| 151329 | DJ Ireland | Table bases x3 | 825.00 | 165.00 | 990.00 |
| 151330 | Glasdon UK Ltd | Picnic tables x3 | 1368.48 | 273.69 | 1642.17 |
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| | | Total for month: | 3997.60 | 648.05 | 4645.65 |