

MULBARTON PARISH COUNCIL

Minutes of the Parish Council Meeting held at

7.30pm on Monday 7th December 2015

Councillors present:-

Peter Leigh Bev Leek Richard Tucker John Joyce Steve Sewell

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

PSCO Sore reported that between 2 November and midnight 6 December there had been three reported crimes: two reports of criminal damage to motor vehicles and one report of a hate/racial incident. During the same period there had been no calls regarding noise, nuisance or anti-social behaviour.

In response to a question from the Chairman regarding media reports about Police budgets, PCSO responded that although Suffolk PCSO's had been put at risk the financial situation in Norfolk is different although for the foreseeable future when PCSO's leave they will not be replaced. PCSO Sore reassured the audience that he was committed to staying in his role.

Following discussion it was confirmed that PCSO Sore had placed no parking cones on the corner of Rectory Lane and Rectory Avenue to highlight the corner. In response to a discussion regarding Hopkins Homes' contractors parking on Long Lane PCSO Sore recommend that if councillors or residents felt there was a particular problem then they should the Police to intervene; he did stress that they do police by consent and would try and find a happy medium to such situations. PCSO Sore confirmed that the issue of drug taking on the village hall premises had been raised and was being dealt with by another department to his.

There were no questions from the public for PCSO Sore.

1.2 District and County Councillors' Report.

County Councillor Foulger reported that at the last EDT (Environment, Developments and Transport) meeting it was decided by a majority vote that waste from Norfolk would be sent to the continent for the next four years for burning. He explained that any landfill waste would be sorted to remove metal and then baled before sending to Holland and Germany. The ports to be used as yet have not been confirmed. Cllr Foulger also reported that he has been informed today that that the final land consensus for the NDR would be until the spring and involved site clearance and archaeological checks. There were no questions from the Parish Councillors or members of the public.

District Councillor Legg reported that he had been in communications with Tim Horspole concerning the complaints about mud and lorries from the Long Lane development; conditions had been

imposed within the planning permission that covered washing and parking. He reported that the main problem appeared to be the fact that the site doesn't open until 8am. He reassured the meeting that he would continue to champion the village and residents cause and concerns in this matter. Cllr Legg reported that Norfolk County Council, were currently consulting on their Re-imaging Norfolk- Strategic and Financial Planning 2016-17 and looking at what funding could be cut from where.

Cllr Leigh reported to Cllr Legg that the village pond still needed to be sorted and there had been allegedly discussions between SNC, Norwich Fringe Project and some residents about renovating the pond; Cllr Leigh noted that neither the Parish Council or the Commons Steering Committee had been involved, or invited to these discussions. Cllr Leigh reported that the biggest problem at present with the pond area is the rodent population.

There were no further questions from the Councillors or members of the public.

1.3 Public Session

On behalf of the Mulbarton First Responders Group, Graham Bunting wished to formally thank the Parish Council for the donation that had been used to provide uniform for him and Lizzie, a breakdown of costs had been provided to the Clerk. Mr Bunting went on to also thank Cllrs Legg and Foulger for helping to provide a Sat Nav and informed the meeting that the Hethersett Lions were going to provide a full kit for their new member, Steve, who then introduced himself. Ms Martin explained that they have been trained to deliver defib training and would be looking at offering this training next year to local residences for a nominal cost. It was also reported that one of their new members had managed to secure funding from Marsh for all local First Responders Groups. The group asked that all residences be encouraged to have their house name and or number clearly visible from the road. Cllr Legg pointed out that under a 1842 law all numbers should be displayed.

Cllr Leigh thanked Mr Aldous for arranging a meeting with the manager of the Co-op to resolve the problem caused by their waste being stored in the deliver yard. Both felt the meeting had been positive and a number of options had been discussed that the manager would be submitting to his head office this week.

Mr Court reported to the Chairman that he had found some paperwork relating to Orchard Park and its designation as a multi-purpose area and that he would forward the documents at some stage.

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.

Apologies received from Cllr Goff.

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

No councillor 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 2nd November 2015.

The minutes of the meeting held on 2nd November 2015 were unanimously agreed as a true record of the meeting and duly signed after proposal by Cllr Leek and seconding by Cllr Joyce.

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 Leek and seconding by Cllr Sewell all payments were duly passed. A copy of payments is attached to these minutes.

6.1 Formal approval of Financial Risk Assessment.

Cllr Joyce reported that he had revised the Financial Risk Assessment following last month's meeting and the discussion that took place. Cllr Joyce proposed that this version be accepted by the Parish Council; following seconding by Cllr Tucker this was unanimously agreed.

6.2 Formal approval of budget for 2016/17.

Cllr Joyce reported that prior to formally setting the precept at the January meeting, tonight Cllrs need to understand the financial position of MPC, and to look at the budget figures for the next financial year and consider if they are broadly right and consider if anything has been missed or additional expenditure they would like included.

Cllr Leigh reported that the guidelines for contingency is 50% of a year's precept and that he would be looking at getting costings for floodlights and the tennis court/five a side area shortly so the expenditure would be in this financial year.

It was discussed that the Football Club's rent has not been reviewed for several years and that the £500 received from them is just for Mulberry Park, the cost of grass cutting the pitches on the Common and Orchard Park is borne by MPC. The Cricket Club in addition to rent pay for the additional grass cuts that Norse complete during their season. It was confirmed that the Scouts rent was reviewed and raised last year. Cllrs felt that whilst encouraging groups there need to be a balance between taxpayers and users, and not subsidising those that live outside the village.

Cllr Joyce asked Cllrs to revisit the budget figures that had been circulated and inform him if they wanted anything additional included prior to setting the precept next meeting.

6.3 Audit Procurement 2017/18.

Cllr Leigh reported that from 2017/18 audit procedures for smaller authorities will continue as before but that the procurement process will change from 2017. The Local Audit and Accountability Act 2014 requires that from 2017, smaller authorities will appoint auditors through a 'sector led body' or opt out of such arrangements and appoint auditors locally. Cllr Leigh proposed that MPC agrees to the automatic inclusion for the 'sector led body' to procure audit services; this was seconded by Cllr Joyce and unanimously agreed.

7.0 Request from Mulbarton Wanders for FC Beer Festival May 2016.

Following discussion it was unanimously agreed that MPC in principle to support the request however the Councillors felt it was necessary to ensure that MPC was indemnified against any loss, damage or injury. It was concluded that the Clerk would correspond with the Football Club, after gaining Councillors approval, to ensure that the Club was compliant with regards to their legal responsibilities and indemnify the MPC against any risk and to keep MPC apprised of their plans.

8.0 Formal approval of updated Data Protection Policy.

Following discussion it was unanimously agreed that the updated Data Protection Policy be accepted and published on the website. It was felt that more details were needed about registering with the Information Commissioner before a decision was reached.

9.0 Formal approval of Bus Café lease and legal costs.

Cllr Leigh reported that the following consultation with the Solicitor, they had agreed to do all the work on the lease which would result in a quicker turn round of the document and ensure that MPC was legally covered; although the cost would be higher than originally budgeted for. Cllr Leigh proposed that the additional cost of £250 be authorised by the Council so the document could be procured, this was seconded by Cllr Leek and unanimously agreed.

10.0 Formal approval for statutory inspection of Mulberry Park floodlights switch gear.

Cllr Leigh proposed that MPC pays for an inspection of the floodlights, which will then highlight any further work that will be needed and budgeted for; this was seconded by Cllr Joyce and unanimously agreed.

11.0 To consider any planning applications.

2015/2677 Huntingfield Cottage, Norwich Road, NR14 8JR – Proposed two storey rear extension and alterations.

Cllr Sewell will review the application and facilitate any necessary response.

12.0 Correspondence requiring consideration.

- Email from Norfolk Fire & Rescue Service – the Norfolk Fire and Rescue Services Draft Integrated Risk Management Plan is out for consultation until midnight on January 2016. The 83 page document can be found at www.norfolk.gov.uk
- Email from local resident – thanks for neighbourhood plan, keeping the village free of street lights and emphasis on trees. Request that MPC consider garden space when reviewing planning applications, grit bin in vicinity of Catmere Herne and replacement of old dog bins.
“You are all much appreciated, though it may not feel like it! Thanks for doing a thankless task”

- Norfolk County Council letter, Re-imagining Norfolk – Strategic and Financial Planning 2016-17 – invite to Parish Councils to attend two planned meetings to meet with representatives of NCC to hear some of the options under consideration as part of the process of identifying new ways to deliver services and writing the budget for the three years from 2016 to 2019.
- Email from Chris Watts, Design Officer at SNC – reply about Hopkins Homes and the Long Lane development. Copy of the Traffic Management Plan has been supplied and will be put on the MPC website along with Mr Watts contact details that he is happy for members of the public to use to report non-compliance by the developer.
- Email from SNC – South Norfolk Council Budget Consultations 2016/17. Responses welcome from residents and local businesses. Link to online survey available from SNC website.
- Email from Tim Horspole, Director of Growth and Localism – reply to local resident about the surgery car park surface and lack of blue badge parking.
- Keymer Cavendish Ltd – invitation to open day on 17 December 2015, 15:00 – 19:00 to introduce the proposed anaerobic digestion plant at Goff Petroleum, Stanfield Road, NR18 9QY.
- Wilson Computing – letter confirming that Mr Wilson will be retiring and will be handing over his client list to Scott Attreed.
- Norse – confirmation that 2016 charges will remain at the 2015 level.
- Mrs J Wright – offering assistance with updating the electronic version of the Welcome Booklet.

13.0 Sub-committee/liaison officer reports.

Cllr Tucker reported, in respect of the MVHMC, that he had no updates to inform the Parish Council about.

Cllr Leigh reported that work on the oak tree at Primrose Close will be done this Wednesday if weather permits or the following week but the contractor will complete by Christmas. Cllr Leigh has met with a contractor to discuss a work scope for the tennis court area, more details to be presented at the next meeting. With regards to the bus shelter repairs, only one contractor has replied to date, Cllr Leigh and Leek will continue to pursue.

Cllr Leigh reported that there will be a Common Steering Group meeting early next year, if any Cllr wishes to raise any issues or comments could they let him know.

Cllr Joyce reported that the Mulbarton neighbourhood Plan had been printed and distributed; thanks to all those who helped to deliver particularly those that were not part of the MNP team – Mr Barker, Mrs Leigh, MALGA members and Mr Monks. Cllr Joyce reminded those present that the referendum was on Thursday and encouraged all to remind and encourage their neighbours to turn up and vote.

Cllr Leigh reported that the water had now been turned off at both allotment sites. Contact details that Anglian Water was holding have now been updated and a site visit has confirmed that sewage charges will not be applicable as the supply is not to a dwelling.

14.0 To receive any items for inclusion on the next agenda.

- Precept setting

- Costings for tennis court area.
- Bus shelter costings.

To adjourn the meeting for the 2nd public session.

In response to a question from the public, Cllr Leigh confirmed that there was a period of notice within the café bus lease.

Cllr Legg confirmed that the Traffic Management Plan mentioned earlier would be applicable for the duration of the Long Lane development which could be years.

A request was made by the resident representative on the Common Steering Group for volunteers to help clear up the brambles and litter from around the ponds, wellies and ideally waders needed.

Cllr Leigh confirmed that the money spent on the café lease would be recouped quickly as the rent had been set as at a commercial rate.

Mr Court confirmed that the Scouts paid £50 per year for the area covered by their lease, the area had been fenced in for security and the Scouts pay for all maintenance costs of the area. If any other village organisation wishes to use the area for events then the Scouts would be happy to discuss options.

It was raised that the pathway between the village and Grays Nursery had been cleared although it was sadly noted that the gentleman who had regularly been using it on a mobility scooter had passed away.

It was commented that perhaps the money from the Solar Farm could be used to upgrade the floodlights that were discussed earlier. Cllr Leigh in response to a question about the phone mast money confirmed that it was treated as income and not for a specific purpose.

There being no further business the meeting closed at 9.15pm after the Chairman wished all a merry Christmas.

The next meeting will take place on Monday 4th January 2016 at 7.30pm.

Payments for November 2015

Cheque Number	Recipient	Details	Net total	Vat	Amount £'s
151361	Hatch Brenner	Payment on account for Consultation Fees	100.00	**	100.00
151362	Small Fish	Consultancy Fees Invoice 0610	30.00	6.00	36.00
151363	NPS Group	Design & Map Production for MNP.	100.00	20.00	120.00
151364	Mulbarton Parish News	Winter Issues 2015/16	79.31		79.31
151365	P. Riches	Grounds Maintenance	590.00		590.00
151366	Glasdon	Litter Bin for skate park area	131.37	26.27	157.64
151367	K Gooch	Common hay cutting	260.00		260.00
151368	P. Leigh	Expenses – walks notice board	11.18	1.44	12.62
151369	A.Phillips	Expenses - stationery	14.81	2.97	17.78
131370	A.Phillips	Salary	543.59		543.59
131371	HMRC	PAYE	137.87		137.87
131372	Norse Eastern Ltd	Neighbourhood Plan Printing	1149.00		1149.00
		Total for month:	3147.13	56.68	3203.81

**VAT will be claimable when invoiced.