

**Minutes of the Meeting of Mautby Parish Council held on
Wednesday 24th July 2024 at 7.30pm at Runham Village Hall**

Present: Mark Bullent (Chairperson)
Amanda Bayfield
Vivyan Bishop
Sarah Flatman
Jean Hodgson
Catherine Moore, Parish Clerk

Also present: Borough Councillor Adrian Thompson and 6 members of the public.

1. Apologies for Absence

Apologies for absence were received from Ruth Easter.

2. Co-option of Parish Councillors

Sarah Flatman was welcomed to the Parish Council. There had been no applications for co-option.

3. Public Forum

a) Public

The Chair noted that the section for public speaking was at that item of business, and that public speaking was not permitted during the meeting unless invited by the Chairman.

A member of the public noted that the Blanks Farm ditches had been dug out, and it remained to be seen how effective this was. A concern was expressed about the Market Lane junction which was dangerous with overgrown verges. It was noted that the verge cutting was being undertaken.

A question was asked about the speed limit at Filby Heath, Adrian Thompson confirmed that this had been previously requested and refused as it did not meet the criteria.

It was noted that the warning triangle from Filby was worn and needed reinstating. The Clerk would look at this with Adrian Thompson. **ACTION: Clerk / AT**

b) County Councillor

Not present.

c) Borough Councillor

Adrian Thompson reported that the bus stop works were now complete, with the tactile paving in place. The flagpole had been put up, a new base had been ordered and this would be repositioned. The Neighbourhood Watch meeting had been successful, and individuals could sign up to this. New signs were available for the villages which would be mounted on lamppost bands.

Adrian had given the bulb brochure to Ruth and was waiting for a decision to be made. Some had been cut down recently so early flowering ones were preferred. The lampposts were still in hand, GYBC had been asked to check all lamp standards in Runham.

The Neighbourhood Watch information would be uploaded to the website.

ACTION: Clerk

4. Declaration of Interest for items on the agenda

Jean Hodgson and Amanda Bayfield declared an interest in the Village Hall as a member of the Village Hall Committee.

5. Minutes of the meeting held on Wednesday 22nd May 2024

The minutes of the meeting were **agreed** and signed by the Chairperson, proposed by Amanda Bayfield, seconded by Jean Hodgson, all in favour.

6. Matters Arising

a) Replacement of rotten lampposts

Covered in public participation.

b) Repair of Potholes

It was noted that there had been progress with the potholes. Four particularly large ones had been identified for reporting. **ACTION: Clerk**

There was a pothole at Barn Lane that still needed to be reported.

ACTION: Clerk / AB

c) B-Line

It was noted that this would be an awareness raising exercise rather than anything that could be proactively done. Ruth Easter would be contacting the grass cutting contractor about practicalities of installing a big hotel on the village green.

ACTION: RE

d) Drainage Works at Blanks Close

Covered in public participation.

e) Overgrown Hedge / Verge, Thrigby Road

This had now been cut.

7. Accounts for Approval and Payment

a) Financial Update 2025/26

The financial update was presented, noting that the Council had £15,595.46 in the bank at 19th July 2024. Of this, £11,140.86 was in earmarked reserves, which included £2,240.86 in the Village Hall Repairs fund. Receipts since the last meeting were:

- £44.25 - Lloyds Interest

b) Payments

It was **agreed** to pay the following, proposed by Mark Bullent, seconded by Amanda Bayfield, all in favour:-

C Moore	Salary June & July 2024	£327.50
HMRC	PAYE June & July 2024	£82.00
ICO	Subscription	£35.00
A Bayfield	Timber and Screws	£74.53
C Moore	Website Renewal (3 years)	£259.20

c) Payments made between meetings

LH Contractors	Village Hall Drainage Works (Deposit)	£1,000.00
LH Contractors	Village Hall Drainage Works (Balance)	£5,326.00

8. Correspondence and Consultations

a) Overgrown Path to Runham Mill

An email was received regarding the overgrown footpath to Runham Mill, the Clerk was asked to report this to Norfolk County Council.

ACTION: Clerk

b) Parish Partnership Scheme 2025/26

It was noted that the Parish Partnership Scheme was open for applications for the 2025/26 funding round, which would close in early December 2024. All councillors were asked to bring any projects to the September meeting, noting that the Parish Council would fund 50%.

c) General Correspondence

None.

9. Planning

a) New Applications

06/24/0458/HH 12 Thrigby Road, Mautby: Retrospective application for double garage to replace existing.

It was **agreed** to submit no objections, proposed by Vivyan Bishop, seconded by Amanda Bayfield, all in favour.

ACTION: Clerk

b) Applications Considered Between Meetings

06/24/0193/CU Thyme Cottage, 4 Mautby Lane, Mautby: Application for retrospective planning permission: To subdivide and change the use of a two storey dwelling house into a single residential dwelling at ground floor and a separate 2-3 bedroom holiday let accommodation unit at first floor.

NO COMMENTS

c) Decisions

None.

10. Reports from Councillors and Outside Bodies

a) General Village Maintenance

None.

b) Village Hall Committee Report

Amanda Bayfield reported that it had been a busy couple of months. Quiz Night was a success, with around £545 profit, with around 60 people in attendance. Another would be held on 8th October 2024. Lunch Club continued, numbers had dropped but there was around 12 - 15 people per session. Numbers were likely to pick up during the winter. Bingo would be happening on Friday night. A birthday party was booked, as well as a wake. Keep Fit had returned, so the Hall was being used again. The Committee had found a new Treasurer from outside the village who was doing a great job. A smart meter was booked for August, and the Committee was looking a new electricity provider.

The work to the drainage and soakaways had been completed. A French drain had been suggested for the back door as it wasn't possible to put anything into this area.

Electric costs were a concern as winter came, and the heating situation needed to be addressed. The Committee continued to look at grants available. Solar or air source heat pumps were really needed. It was **agreed** that a quote would be put together ready for any grant applications.

ACTION: MB

An electric coin meter had been considered, this wasn't a preferred option but could be necessary.

A newsletter had been sent out, the intention was to send this quarterly.

There was £2,240.86 remaining in the Village Hall Repairs earmarked reserve.

The ongoing maintenance schedule needed to be drafted. **ACTION: AB / MB / JH**
It was noted that the HSE had a good checklist available for community halls. A meeting between the Village Hall Committee and Parish Council would be set up to do the schedule.

c) Village Green

The Filby mole catcher still needed to be contacted, Mark would contact to set up a site meeting and quote. **ACTION: Clerk / MB**

d) Policing and Vandalism

It was noted that there had been an issue on Barn Lane with anti-social behaviour involving young people on mopeds recently. They did move on so this wasn't reported.

It was noted that Gary May was retiring at the end of August, and it was hoped that the new local officer would introduce themselves in due course.

e) SAM2 Results

The results from the SAM2 were being published on the website.

11. **Other Matters**

a) Policies

The following policies were updated and **agreed**, proposed by Sarah Flatman, seconded by Mark Bullent, all in favour. **ACTION: Clerk**

- Complaints Policy
- Equalities Policy
- File Retention Policy
- Press and Media Policy
- Risk Assessments
- Health and Safety Policy
- Internal Controls

b) Standing Orders and Financial Regulations

A revised set of Standing Orders and Financial Regulations, aimed at smaller councils and with more Plain English text, was **agreed**, proposed by Amanda Bayfield, seconded by Jean Hodgson, all in favour. **ACTION: Clerk**

c) Flagpole at Runham Village Hall / Village Green

The flagpole had gone up but the neighbour had asked for it to be moved. The base would be capped off, and it would be moved with a new base. The base area needed to be tidied. A new location would be considered when the meeting with the Village Hall Committee took place.

d) Burial Ground Concurrent Functions

It was confirmed that Mautby PCC paid out £1,050.00 for grounds maintenance, receiving a concurrent function grant of £1,096.00. It was noted that changes could be made to how the churchyards would be cut, and that potentially putting the cutting on the precept could result in an additional £15 per Band D household. It was

requested to Adrian Thompson that Great Yarmouth Borough Council make an earlier decision than they did last year.

12. Reports from Councillors (for information only)

Jean Hodgson reported that the gravel path works had been completed and looked very good, and asked for a thank you letter to be sent. **ACTION: Clerk**

It was noted that the phone box needed repainted, Sarah's husband would complete this as well as refurbishing the notice board at Mautby. **ACTION: SF**

It was **agreed** that a sheet of steel would be put into the Runham notice board so that it would be magnetic, the Clerk would arrange this. **ACTION: Clerk**

13. Date of Next Meeting

Wednesday 25th September 2024 7.30pm, Runham Village Hall.

The meeting closed at 8.45pm.

CHAIRMAN

DRAFT