

**Minutes of the Meeting of Mautby Parish Council held on
Wednesday 26th May 2021 at 7.30pm at Runham Village Hall**

Present: George Gay (Chairman)
Vivyan Bishop
Amanda Bayfield
Dean Hewitt
Jean Hodgson
Martin Lamb
Hilary Searle
Shirley Weymouth, Parish Clerk

Also present: 2 members of the public.

1. Election of Chairman

George Gay was unanimously elected as Chairman.

2. Election of Vice Chairman

Hilary Searle was unanimously elected as Vice Chairman.

3. Apologies for Absence

Apologies for absence were received from Borough Councillor Adrian Thompson and County Councillor Andy Grant.

4. Declaration of Interest for items on the agenda

Jean Hodgson and Amanda Bayfield declared interests in item 14 – Village Hall Committee – as Parish Council representatives on that Committee.

5. Minutes of the meeting held on 31st March 2021

The minutes of the meeting were **agreed** and signed by the Chairman.

6. Minutes of the meeting held on 5th May 2021

The minutes of the meeting were **agreed** and signed by the Chairman.

7. Appointment to Committees / Groups / Roles in the Parish

The following appointments were **agreed**:

- Village Hall Committee – Jean Hodgson and Amanda Bayfield
- Risk Assessments on PC Assets – Martin Lamb
- Pooresland Charity – Hilary Searle and Vivyan Bishop
- Runham Defibrillator – Amanda Bayfield
- Mautby Defibrillator – Mr Flatman (resident volunteer)

8. Matters Arising

a) Anglian Water Sewerage Scheme in Runham

It was noted that there would not be any contact with the Parish Council on this until 2025, when a more definitive start date would hopefully be provided.

b) Runham Footpath

No further update available.

c) Parish History

A report had been given at the Annual Parish Meeting.

- d) Barn Lane – Road Surface
Norfolk County Council had advised that they could only carry out works on adopted highway, and had given details for companies locally who could carry out works.
- e) Website
A repayment had been made to Mr Pasco-McGregor in 2016, however there was no further information available.
- f) Surface Water from the area adjacent to the Council Houses
It was noted that the water and sewerage companies were deny responsibility, the Chairman suggested that water was running off from higher ground in the copse.

9. Planning

- a) New Applications
None

10. Risk Assessments

The checklists for the defibrillator at Runham had been submitted to the Clerk. The pads had expired in June 2020 and replacements were on order with EEAS. The defibrillator at Mautby had been checked and the paperwork submitted to the Clerk.

Uneven ground on the Village Green – this would be looked at when weather and availability allowed.

The horse chestnut on the roadside was dangerous and would not recover, a local tree contractor kindly agreed to remove this free of charge.

11. Vandalism Reports from Parish Councillors

Nothing reported.

12. Accounts for Approval and Payment

- a) Payments

It was **agreed** to pay the following:-

S Weymouth	Salary April & May 2021	£111.80*
HMRC	PAYE April & May 2021	£59.20*
Opus	Village Hall Electric – Feb – April 2021	£66.37
AV Partsmaster	Projector and Screen	£970.23
David Balls	Internal Audit	£30.00

**Note by C Moore following meeting: The calculations presented did not reflect the tax code being used, running the payroll has produced the following corrected figures which will be paid to Mrs Weymouth's executors:*

S Weymouth	Salary April & May 2021	£124.80*
HMRC	PAYE April & May 2021	£45.20**

***No payment required, account with HMRC is £68 in credit.*

- b) Financial Statement Year Ending 31 March 2021
The financial statement had been circulated to Councillors prior to the meeting.
- c) Cashbook Year Ending 31 March 2021
The cashbook had been circulated to Councillors prior to the meeting and was signed off.

- d) Internal Audit Report
The Internal Auditor was happy with the way the Parish Council's accounts were being produced and had no comments. The report would be published on the Council's website.
- e) Approve Annual Governance Annual Return
The Annual Governance Statement and Annual Accounting Statement had been circulated to Councillors prior to the meeting. It was **agreed** to sign off the two documents and copies would be put onto the website.
- f) Notice of Exercise of Electors Rights
The statutory Notice would be displayed on the Runham notice board and on the website.
- g) Precept 2021/22
Great Yarmouth Borough Council had agreed that the Parish Council figures would be £6,110 for the year, and 50% of the precept had been received in April 2021.

13. Correspondence

- a) General Correspondence
Correspondence had been circulated to Councillors and there was no action required.

14. Village Hall Committee Report

Jean Hodgson reported that the Committee had agreed to pay 50% of the cost of the projector.

15. Public Forum

- a) Public
None.
- b) County Councillor
No report – not present.
- c) District Councillor
No report – not present.

The meeting closed at 8.40pm.

CHAIRMAN