

**Minutes of the Meeting of Mautby Parish Council held on
Wednesday 22nd May 2024 at 7.30pm at Runham Village Hall**

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

Also present: Borough Councillor Adrian Thompson and 3 members of the public.

1. Election of Chairperson

Mark Bullent was elected as Chairperson, proposed by Amanda Bayfield, seconded by Jean Hodgson, all in favour. The Declaration of Acceptance of Office was signed.

2. Election of Vice Chairperson

Amanda Bayfield was elected as Vice Chairperson, proposed by Mark Bullent, seconded by Jean Hodgson, all in favour.

3. Apologies for Absence

There were no apologies for absence.

4. Co-option of Parish Councillors

It was **agreed** to co-opt Sarah Flatman, proposed by Mark Bullent, seconded by Jean Hodgson, all in favour. The Declaration of Acceptance of Office would be signed at a later date. **ACTION: Clerk**

5. Public Forum

a) Public

A member of the public noted that the ditch at Blanks Close had not yet been improved, the Clerk had understood that this was completed. The member of the public was asked to write to the Clerk with further information. **ACTION: Clerk**

A member of the public noted that there had been an accident at the bottom of Thrigby Road and that the visibility splay was overgrown. The Clerk was asked to report the visibility splay to Norfolk County Council as the hedge was overgrown.

ACTION: Clerk

It was noted that the Air Ambulance had attended the parish twice recently, and suggested that a donation could be made towards the end of the financial year.

b) County Councillor

Not present.

c) Borough Councillor

Adrian Thompson reported that there would be an extra No. 7 bus running in the afternoons, and on 1st June there would be a Saturday service starting. A flyer would be circulated to the village asking whether a link bus would be used to link with the No. 7 following the removal of the No. 30 being replaced with a dial-a-ride service. Around 200 people per day were using the No. 7 service.

Each parish had been bought a D-Day flag, Mautby's was a Mautby Church. The Council was asked whether they wanted a fully funded flagpole, this would be on the next agenda. **ACTION: Clerk**

A meeting had been set up in Filby on 19th June at 1pm to discuss the relaunch of Neighbourhood Watch, the Council was asked to send a representative to this if they could. Mark Bullent agreed to attend the meeting. **ACTION: MB**

6. 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.

7. Minutes of the meeting held on Wednesday 27th March 2024

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

8. Matters Arising

a) Replacement of rotten lampposts

Adrian Thompson would take down the lamppost numbers after the meeting and chase these up. **ACTION: AT**

b) Repair of Potholes

It was noted that not all of the potholes had been filled. The Clerk was asked to check what the status of these was, including the Barn Lane section. **ACTION: Clerk**

c) B-Line

The Clerk was asked to resend the email putting Ruth Easter in touch with the B-Line person. **ACTION: Clerk**

9. Accounts for Approval and Payment

a) Financial Update 2024/25

The financial update was presented, noting that the Council had £26,552.87 in the bank at 30th April 2024. Of this, £17,199.45 was in earmarked reserves, which included £8,299.45 in the Village Hall Repairs fund. Receipts since the last meeting were:

- £44.17 - Lloyds Interest
- £240.12 – VAT Reclaim
- £7,894.50 – Precept and Concurrent Function Grant

b) Insurance Renewal

It was **agreed** to renew the insurance with Zurich at a cost of £1,018.18. The small increase to the village hall contents would be notified once this was completed. **ACTION: Clerk**

c) Year End Finances 2023/24

The year end accounts were **noted**.

d) Receive Internal Audit Report

The internal audit report was received and **noted**.

e) Approve Annual Governance Annual Return

The Annual Governance Statement and Annual Accounting Statement were **agreed**, proposed by Amanda Bayfield, seconded by Vivyan Bishop, all in favour.

The Clerk noted that the Council had exceeded the exemption thresholds and would therefore be subject to external audit. **ACTION: Clerk**

f) Payments

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

C Moore	Salary April & May 2024	£327.70
HMRC	PAYE April & May 2024	£81.80
C Moore	Expenses April & May 2024	£0.69
Kerrie Wilton	Internal Audit Fee	£100.00
Zurich Town and Parish	Insurance	£1,018.18

Ruth Easter noted that the Concurrent Function grant for the burial ground needed a discussion with the PCC, the Clerk was asked to make initial contact with the PCCs and ask for details of what they spent the grant on. **ACTION: Clerk**

10. Correspondence

a) General Correspondence

None.

11. Planning

a) New Applications

None.

b) Applications Considered Between Meetings

None.

c) Decisions

None.

12. Reports from Councillors and Outside Bodies

a) General Village Maintenance

Ruth Easter asked where the Council was with the suggested stones on the footpath. The landowner was happy with this, and it needed to be done when it was drier. Some gravel could be supplied by the landowner. It was **agreed** that this would not be a Parish Council project but that a working party of volunteers could do this work if they chose to do so, but this would not be under the umbrella or insurance of the Parish Council, and no liability would be accepted for the work or any claims arising.

b) Village Hall Committee Report

Amanda Bayfield reported that lunch clubs had been well received and had raised a small amount of funds, and people had really enjoyed the event. The community litter pick had been successful and had picked a lot of litter. Another litter pick could be organised later in the year. Bookings had been taken for events such as a wake, a wedding, and elections.

The Village Hall Committee still needed volunteers including for events and general committee duties. Unfortunately there wouldn't be a Fete due to a lack of volunteers.

A quote had been given to fully sort out the drainage at a cost of £6,326. It was **agreed** to ask for a formal quote which would be accepted without getting further quotes as the builder was known and reputable which was felt to be important, proposed by Mark Bullent, seconded by Jean Hodgson, all in favour.

ACTION: AB / Clerk

The heating was discussed, it was felt that a grant was required if the heating was going to be replaced. Mark Bullent had met with the builders and discussed the heating issue, which was not fit for purpose. They had offered to send the electrician to get the heaters set up to be on all the time, however the Committee could not afford to have them on all the time. They had offered to send the calculations but these had not yet been received. Mark would try to make contact with them again.

ACTION: MB

The Committee was considering installing a coin meter for the electric and would review the electric tariff, and look into grants for solar panels.

The ongoing maintenance schedule needed to be drafted. **ACTION: AB / MB / JH**

c) Village Green

The Filby mole catcher would be contacted, Adrian Thompson reported that he charged around £20/mole.

ACTION: Clerk

Ruth Easter asked what peoples views were on 'No Mow May', it was noted that this could become a problem in terms of visibility on the highway triangles at junctions. It was felt that this needed a co-ordinated approach with plenty of notice. It was **agreed** that Ruth Easter would take photos and get feedback at the end of May.

The bulbs had been planted around the bus shelter but were mowed, it was noted that early flowering bulbs would be better. A second litter pick could be tied in with bulb planting.

d) Policing and Vandalism

None.

e) SAM2 Results

Mark Bullent reported that he had put the sign up and was liaising with the Filby representative regarding getting it set up correctly and downloading the results. It was suggested that the results could be published on the website once they set up had been completed.

13. Other Matters

a) Mains Sewerage to Parish

The Clerk had circulated an update to councillors on email. It was noted that this was still in the system but not imminent, and the information would be put onto the website.

ACTION: Clerk

b) Training Policy

The draft Training Policy was **agreed**.

ACTION: Clerk

14. Reports from Councillors (for information only)

The Clerk was asked to set up a login for the Village Hall so that they could keep their page up to date, this was **agreed**. The Clerk was asked to send it to the Village Hall main email address.

ACTION: Clerk

Amanda reported that Fibre to the Property broadband could be in the village as soon as six months time. It was noted that there were trees resting on the phone lines.

Ruth Easter noted that the County Council was not willing to engage about parking bays on the village green, this would only be available for electric charging points.

Ruth Easter suggested that stickers could be purchased to put onto their general waste bins saying that they were happy to take bagged dog waste, this had been successful elsewhere.

Mark Bullent and Ruth Easter had attended a meeting about the GYBC Draft Local Plan. There was no anticipated development within the parish, however it was expected that the village could become a rat run from the new Caister developments. It was noted that the CIL contributions would increase if the Parish had a Neighbourhood Plan, and Ruth discussed whether this would be worth doing in Mautby. A formal Neighbourhood Plan would carry planning weight. It was likely that the only form of development might be exceptions sites.

15. Date of Next Meeting

Wednesday 24th July 2024 7.30pm, Runham Village Hall.

The meeting closed at 9.15pm.

CHAIRMAN