

MAUTBY PARISH COUNCIL

Incorporating the villages of Mautby, Runham and Thrigby

Tel: 07979109019; Email: mautbyparishcouncil@gmail.com

Chair: Mr Mark Bullent

Parish Clerk: Mrs Sara Burns

To Members of the Council,

You are hereby summoned to attend a meeting of Mautby Parish Council on **Tuesday 20th May 2025 at 7.30pm at Runham Village Hall** for the purpose of transacting the following business:

S. Burns Parish Clerk 14th May 2025

1. Election of Chairman
2. Election of Vice Chairman
3. To consider apologies for absence
4. Declaration of interest for items on the agenda and applications for dispensation
5. Public Forum
 - a. Public
 - b. County / Borough Councillors
6. To approve the minutes of the meeting held on Wednesday 26th March 2025
7. To consider applications for co-option of Parish Councillor (1 vacancy)
8. Finance
 - a.
 - i) To note end of year finances 2024/25
 - ii) To certificate of exemption from external audit for 24/25
 - iii) To receive and note internal audit report
 - iv) To approve the Annual Governance Statement for 24/25
 - v) To approve the Accounting Statements for 24/25
 - b. To note the financial update 2025/26, bank reconciliation and receipts since last meeting
 - c. To consider and agree insurance renewal 2025 (due 1st June), Zurich, £845.38
 - d. To consider payment of the following:

i. Sara-Louise Burns	Salary April & May 2025	£318.67
ii. HMRC	PAYE April & May 2025	£77.17
iii. Lessingham PC	(NPTS Induction for Clerk 50%)	£40
iv. S Burns	Admin Expenses	£30.49
v. Mrs K Wilton	Internal Audit	£100.00
9. Correspondence and Consultations
 - a. Spending of Developer Contributions (Section 106/Section 111) on Open Space Improvements
 - b. Norfolk and Suffolk Local Nature Recovery Strategies: Consultation
 - c. New Funding Initiative to Support Bus Shelter Installations Across Norfolk
10. Planning
 - a. New Applications
06/24/0598/HH - Mill Hill House Mautby Lane Mautby NR29 3EB - Erection of new outbuilding for storage of on-site machinery and associated workshop.
 - b. Applications considered between meetings
None
 - c. Decisions
Non
 - d. Other for information

BA/2025/0062/AGR

The Workshop

Manor Farm

Manor Farm Track

Prior approval for extension to existing steel portal frame farm building.

Prior approval not required – date 04.04.2025

11. Reports from Councillors and Outside Bodies

- a. Risk Assessments and Defect Reports around the Parish incl. Highways and Street Lights
 - i. Repair of Potholes
- b. Village Hall Committee Report
 - i. Ownership and maintenance responsibility of solar panels
 - ii. To consider prices for any remaining works and note funds remaining
- c. Village Green
 - i. To consider prices for tree inspections.
Estimate from Target Trees
- d. Policing and Vandalism
- e. SAM2 Results and repair following removal by GYBC

12. Items for inclusion on the next agenda / Other Matters

13. Reports from Councillors (for information only)

14. Date of Next Meeting: Wednesday 30th July 2025 7.30pm at Runham Village Hall