

**Minutes of the Meeting of Mautby Parish Council held on
Wednesday 30th March 2022 at 7.30pm at Runham Village Hall**

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

Also present: Borough Councillor Adrian Thompson and 7 members of the public.

1. Apologies for Absence

There were no apologies for absence.

2. Public Forum

a) Public

No comments.

b) County Councillor

Not present.

c) Borough Councillor

Borough Councillor Adrian Thompson reported that County Farms had been invited to attend a site meeting regarding their planning application but did not attend, however representatives of the PC met on site to discuss the application with Adrian. 5 trees would be available to Mautby Parish Council for planting for the Jubilee. These would be large trees with a good root, and it was suggested that one tree could be planted on Runham Green to replace the one that was being removed. 50% funding up to a value of £5,000 had been received from Norfolk County Council for the bus shelter.

The Parish Council would be receiving a letter from the Borough Council asking for details on spending of the concurrent functions grant.

3. Declaration of Interest for items on the agenda

Jean Hodgson and Amanda Bayfield declared an interest in the Village Hall as Trustees.

Dean Hewitt declared an interest in item 8a as he was a relative of an objector.

4. Minutes of the meeting held on Wednesday 26th January 2022

The minutes of the meeting were considered. Item 9c was amended to remove the words "Money was available for a beacon lighting event on the Thursday evening." With this amendment the minutes were **agreed** and signed by the Chairman, proposed by Jean Hodgson, seconded by Vivyan Bishop, all in favour.

5. Matters Arising

a) Church Footpath Application Update

The Clerk reported that research had started on the Council's application.

b) Bus Shelter Project

The Clerk noted that the 50% funding, together with £450 pledges from the Borough and County Councillors, was a good start for the project. Three quotes had been received, with the best for the entire project coming in at £7,239.88 meaning that £3,169.94 of further funding was needed. The Clerk was asked to approach DS Carpentry for a quote.

ACTION: Clerk

The Clerk would begin looking at funding applications for the remaining sum.

ACTION: Clerk

c) Memorial Plaque for Shirley Weymouth

The Clerk reported that she had established that Shirley started with the Council in July 1999, and would order the plaque ready for the May meeting.

ACTION: Clerk

6. Accounts for Approval and Payment

a) Financial Update 2021/22

The financial update was presented, noting that the Council had £8,126.11 in the bank at 28th February 2022. The insurance claim would be chased up.

ACTION: Clerk

b) Payments

It was **agreed** to pay the following, proposed by Martin Lamb, seconded by Vivyan Bishop, all in favour:-

C Moore	Salary Feb & Mar 2022 incl uplift	£288.17
HMRC	PAYE Feb & Mar 2022	£72.00
C Moore	Expenses Feb & Mar 2022	£4.05
DS Carpentry	Village Hall Repairs	£400.00

7. Correspondence

a) Membership of Norfolk ALC

The letter from Norfolk ALC was considered and it was **agreed** not to join.

b) General Correspondence

None.

8. Planning

a) New Applications

06/22/0113/F Hall Farm, North Barn, Hall Road, Mautby: Full planning application to regularise site works (creating 1 x agricultural workers dwelling).

The Chairman opened the meeting to allow members of the public to speak.

The issues with the site were highlighted again by a member of the public. The occupants of the site also voiced their concerns. The Parish Council had visited the site and seen the proximity of the proposed dwelling to the wood yard, and the state of the processing and storage shed.

The meeting was closed to public speaking.

It was **agreed** to object to the application on the following basis: **ACTION: Clerk**

- The driveway to the property should be moved for safety reasons, as it was not a safe access to the dwelling.
- Ecology, bat and noise impact assessments should be submitted.
- The application was contrary to the Local Plan which required the conversion of agricultural buildings to add value to the area, which this did not.

- The proposed dwelling was next to the woodyard building which was scheduled to be removed. That building was used for the processing and storage of wood and was not safe due to cracks in the concrete. The proximity of this building to the proposed dwelling and garden was a safety concern.
- The works should not be permitted in order to regularise illegal works and non-compliance with the original planning application.

b) Decisions

BA/2021/0400/FUL Mautby Marsh Farm, River Cottage, Marsh Farm (Track),
Mautby: Detached residential annex.

APPROVED

c) Applications Considered Between Meetings

None.

9. Reports from Councillors and Outside Bodies

a) Risk Assessments and Defect Reports

The manhole cover in the road outside the Village Hall had exposed sharp corners as the tarmac had worn away. The Clerk was asked to report this to Norfolk County Council.

ACTION: Clerk

b) Village Green

The works to the overhanging branches on the village green were waiting for the trees to come into leaf.

c) Village Hall Committee Report

- **Insurance Claim** – the Clerk reported that the claim for £400 was with the insurers and would be chased up. **ACTION: Clerk**
- **Insurance Valuation** – the Clerk reported that the insurers had advised that an insurance valuation was required to ensure that the cost of rebuild in the event of a catastrophic loss of the building was fully covered. It was **agreed** to approve up to £200 to get the valuation, using the same company as another local Parish Council had recently used. **ACTION: Clerk**
- **First Registration** – the Clerk noted that the Village Hall was not registered with the Land Registry. It was noted that the Hall was bought from Norfolk County Council by a local person, who then transferred it to the Parish Council. The Clerk would look through the Village Hall files to establish a timeline and evidence so that a first registration application could be made. **ACTION: Clerk**
Councillors were asked to look through any evidence and papers they may hold.
- **Village Hall Roof** – Jean Hodgson reported that she had received two quotes for works required to make the roof safe and water tight, which would be around £6,000. It was not clear whether the Parish Council or the Village Hall Committee was responsible for the building structure. It was **agreed** that a full structural survey was required on the building, with a view to potential full renovation which could be grant funded. The Clerk was asked to price for a full structural survey, and to look for any documents relating to responsibilities while looking for the first registration documents. **ACTION: Clerk**

d) Policing and Vandalism

It was noted that there had been issues with trespassing on fields opposite the church in Runham.

e) SAM2 Results

Dean Hewitt reported the results from the SAM2 at Runham Church. The SAM was at Stokesby, and would next be located at the Runham Council Houses.

10. Other Matters

a) Tree Inspection Report

The Clerk reported that she had approached five contractors regarding the tree works, one had provided a quote, one had declined to quote due to workload, and three had not replied.

A member of the public expressed their disappointment that they were not asked to carry out the works without going to tender, as they lived in the village and did a lot for the parish, and also said that the Council should be getting three quotes. The Clerk confirmed that the Council was required to try to get three quotes, and on this occasion had approached five contractors with only one response. She noted that the member of the public's assertion that they should be automatically given the work did not match up with their assertion that the Council should get three quotes, which was exactly what she had attempted to do.

The Clerk was asked to check whether the Target Trees quote included stump grinding, and to try to get another two quotes.

ACTION: Clerk

b) Defibrillator Training

Amanda Bayfield reported that a member of the public from the village was willing to do an awareness session. It was felt that a full defibrillator training session would be more beneficial, and Amanda was asked to contact the East of England Ambulance Trust about this.

ACTION: AB

c) WiFi for Council Meetings

It was **agreed** to monitor the need for a WiFi connection, and potentially add a sum to the Clerk's expenses if she had to use Hotspot.

11. Any Further Business (for information only)

The member of the public who had spoken in item 10a apologised for his outburst, which was accepted.

It was noted that this would be George Gay's last meeting as Chairman, and he was thanked for the time that he had put into this, as well as doing an excellent job.

12. Date of Next Meeting

Wednesday 25th May 2022 7pm Annual Parish Meeting; 7.30pm Annual Parish Council Meeting, Runham Village Hall

The meeting closed at 8.50pm.

CHAIRMAN