

**Minutes of the Meeting of Mautby Parish Council held on
Wednesday 28th July 2021 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: County Councillor Andy Grant, Borough Councillor Adrian Thompson and 1 member of the public.

Before the meeting, the Chairman asked those attending to stand for a moments silence in memory of Shirley Weymouth, who passed away shortly after the last meeting.

1. Apologies for Absence

None.

2. Public Forum

a) Public
None.

b) County Councillor

Andy Grant was welcomed to his first meeting as the new County Councillor. He noted that he had previously represented a different division, and was looking forward to working with his new area. He was the Cabinet Member for Waste and Environment, and asked the Council to get in touch if there were any problems that needed attending to. Andy confirmed that he had grant money available for highways and environmental projects, through his members budget, and noted that free trees were available if the parish was interested.

c) Borough Councillor

Borough Councillor Adrian Thompson reported that all Covid grants had now been paid out, with the Village Hall receiving the final £8,000 grant. Meetings were taking place regarding transport strategy and bus services. The SAM2 was working well within the parish. A 'green canopy' project was underway, to plant 70 trees in parishes. This was part of the Jubilee celebrations. The Mayor of Great Yarmouth had resigned following a breach of Covid self isolation rules. Adrian was the Deputy Mayor and had been covering. It was hoped that a new Mayor would be appointed shortly. The refurbishment of Great Yarmouth marketplace was progressing well.

3. Declaration of Interest for items on the agenda

Jean Hodgson and Amanda Bayfield declared interests in item 11c – Village Hall Committee – as Parish Council representatives on that Committee.

4. Review of Standing Orders and Financial Regulations

The Standing Orders and Financial Regulations were **agreed**, proposed by Hilary Searle, seconded by Jean Hodgson, all in favour.

A question was raised regarding how planning applications received between meetings would be handled in future. The Clerk noted that a Planning Policy would be coming to the next meeting for approval, which would give councillors an opportunity to agree the process. **ACTION: Clerk**

It was felt that most planning applications should be heard in public. The Clerk noted that normally when an application was received between meetings, she would circulate it to all councillors for comment, and if the Chairman felt an additional meeting should be called, this was normally at his discretion, in consultation with other councillors. It was felt that this was an appropriate process, and this would be documented in the Planning Policy.

5. Minutes of the meeting held on 26th May 2021

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

6. Matters Arising

a) Runham Church Footpath

The Clerk was asked whether there was an update on registering the footpath as a right of way. The Clerk noted that all previous emails had been lost because the former clerk used her own private email address, so it was not possible to look back on these matters. Martin Lamb provided the Clerk with further information and a forwarded email trail. The Clerk was asked to follow this up. **ACTION: Clerk**

b) Defibrillator Pads

It was confirmed that the defib pads had been replaced and were in date.

7. General Power of Competence

As the Council met the criteria by having six out of seven councillors elected, plus a CiLCA qualified Clerk, it was **agreed** to adopt the General Power of Competence, proposed by Amanda Bayfield, seconded by Martin Lamb, all in favour.

8. Accounts for Approval and Payment

a) Financial Update 2021/22

The financial update was presented, noting that the Council had £9,720.05 in the bank, with £6,000 general reserve.

b) Payments

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

C Moore	Salary June & July 2021	£209.62
HMRC	PAYE June & July 2021	£49.60
Zurich Municipal	Insurance*	£653.20
Norton Peskett	Salary due to S Weymouth Estate	£124.80

**Cheque raised 30.06.2021 as renewal was due 31.05.2021*

*** Cheque replaced original cheque written to S Weymouth*

9. Correspondence

a) Norfolk County Council Parish Partnership Scheme

Councillors were asked to send any ideas for 50/50 funding to the Clerk. **ACTION: All**

b) General Correspondence

None.

10. Planning

a) New Applications

None

11. Reports from Councillors and Outside Bodies

a) Risk Assessments and Defect Reports

The path to West Caister had been attended to by County Farms. The overhanging trees on the village green had been taken down and the tree surgeon had suggested a flail cut. The Clerk was asked to see whether Maple Tree Services could undertake a written inspection, and a quote to cut the boundary trees. **ACTION: Clerk**

It was noted that the mirror on Market Lane to Filby Heath was distorted and showing a clear road ahead, which was not the case. It was confirmed that no Highways mirrors had been installed in the last 15 years, and the Clerk was asked to report this to Highways for removal. **ACTION: Clerk**

b) Village Green

The depressions in the surface needed to be rolled out, Dean Hewitt offered to take a look with some suitable equipment.

c) Village Hall Committee Report

The Village Hall Committee AGM was on 8th July and a new Chair had been elected. Groups were returning to the Hall. Adrian Thompson was thanked for his help with the extra grant.

An outside tap to help with watering planters was feasible, and the best location to tap into existing pipework was being looked at. The Committee was also trying to get contractors to quote for other improvements. A Jubilee celebration was being considered, and a beacon / bonfire was suggested. This would be discussed at a future meeting.

It was **agreed** that the Village Hall would take back the electricity direct debit payments, as the Parish Council was not permitted to reclaim the VAT when being reimbursed by the Committee because it was a stand alone committee. **ACTION: JH**

d) Policing and Vandalism

Nothing to report.

12. Other Matters

a) SAM2 Sign

Dean Hewitt circulated the speed results from the SAM2 and gave the highlights. He noted that the SAM2 was now in Stokesby, with a plan for the next few locations in Stokesby and Runham. Those who lived near it had welcomed it. It was suggested that the SAM2 could be put out in Barn Lane during the sugar beet campaign. It was felt that the device was successfully slowing people down.

b) Road Verge Cutting; and Footpaths

Dean Hewitt noted that he had seen reports regarding verge cutting taking place once per year, and felt that with the current two cuts per year, there were safety issues. Residents and farmers were cutting verges near their own properties and land to alleviate the problem. He suggested that a group of parishes could petition for more cuts.

In response, County Councillor Andy Grant noted that the Council had adopted a 'right verge, right place' approach to re-wilding, with wide verges being left wild, and small rural verges being cut. He believed that the current contract was for two cuts,

and noted that there could be an option for parishes to fund an extra cut. Andy agreed to find out more and feed back to the Council. ACTION: AG

c) Review of Policy Documents

The following policy documents were **agreed** as presented:

- Complaints Policy
- Data Protection Policy
- Equal Opportunities Policy
- File Retention Policy
- Filming at Meetings Policy
- Freedom of Information Guide
- Health and Safety Policy
- Press and Media Policy
- Privacy Notice

d) Review of Risk Assessments

The risk assessment was **agreed** as presented.

e) Parish Council / Village Website

The Clerk gave a presentation on different styles of website available, together with the costs from different hosting providers. A number of different websites were considered as examples of what could be used.

Feedback from a member of public was given as to what could be done with the existing website. It was felt that the existing hosting platform was not particularly user friendly or dynamic.

It was **agreed** to purchase a new web domain as close to the old domain as possible, and to move the web hosting to a new site with Wix. Councillors wished to retain the village information in the website, with user friendly navigation and not too many 'top level' headings, and wanted a fresh, clean and modern website. The Clerk was authorised a budget of up to 16 additional hours (approx. £200) to create a new website.

ACTION: Clerk

13. Any Further Business (for information only)

It was noted that there would be a quiz and treasure hunt in Filby over the coming weeks, the information for this would be uploaded to the website and social media. It was felt that some sort of memorial for Shirley Weymouth would be appropriate. A flagpole with the village sign as a flag was suggested, and it was noted that planning permission may be required for this. Alternatively a seat with a plaque was suggested. It was noted that the Harry Brown seat was rotting and needed replacing. It was **agreed** that Amanda Bayfield would get prices and bring this to the next meeting.

ACTION: AB

The meeting closed at 9.15pm.

CHAIRMAN