

**Minutes of the Meeting of Mautby Parish Council held on
Wednesday 29th November 2023 at 7.30pm at Runham Village Hall**

Present: Mark Bullent (Chairman)
Vivyan Bishop
Ruth Easter (from item 3)
Jean Hodgson
Catherine Moore, Parish Clerk

Also present: Borough Councillor Adrian Thompson and 9 members of the public.

1. Apologies for Absence

Apologies for absence were received from Amanda Bayfield.

2. Co-option of Parish Councillors

Ruth Easter was co-opted to the Parish Council, proposed by Mark Bullent, seconded by Jean Hodgson, all in favour. The declaration of acceptance of office was signed and Ruth Easter joined the meeting. **ACTION: Clerk**

3. Public Forum

a) County Councillor

Not present.

b) Public

A member of the public noted the information sent regarding flooding at Blanks Close, noting that the problem was blockages in ditches. Properties had been close to flooding, and a local person had cut grops into the bank, and a temporary ditch had been dug. There were problems with water rushing down the road. The ditch was taking water from the highway, and the Clerk was asked to report this to Highways as a starting point, and to speak to the farmer as some water was from the fields. **ACTION: Clerk**

Another member of the public report that there was a problem with flooding on the road and in driveways and gardens, and the banks needed building up. The member of the public was asked to email the details and the Clerk would look at this. **ACTION: Clerk**

The speed of traffic was a concern, it was noted that it was highly unlikely that the speed limit would be lowered but it was suggested that the 'Quiet Lane' signs could be put up. **ACTION: Clerk**

The footpath from Mautby Church to Mautby Lodge needed cutting and was badly banked, the Clerk was asked to report to Highways Footpaths. **ACTION: Clerk**

c) Borough Councillor

Adrian Thompson suggested that Quiet Lanes and Horse signs could be installed, and would welcome these on the shared roads with Filby. The question of reducing the speed limit could be a joint request from Filby and Mautby Parish Councils. Adrian kindly donated the plaque dedicated to Patsy Locke.

It was noted that Great Yarmouth Borough Council was looking to set a balanced budget and that the concurrent functions grant was likely to be removed for open spaces. The Parish Council had put in place mitigating earmarked reserves for this. The draft Local Plan was being finalised and would be published early in the new year. Caister-on-Sea was being hit hard with additional housing.

A certificate of lawful use had been issued for Hall Farm, and Adrian was in touch with the neighbour about his concerns.

4. Declaration of Interest for items on the agenda

Jean Hodgson declared an interest in the Village Hall as a member of the Village Hall Committee.

5. Minutes of the meeting held on Wednesday 11th October 2023

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

6. Matters Arising

a) Hall Farm Planning Update

It was noted that the 3 bed dwelling had received a certificate of lawful use.

b) Bus Shelter Plaques

The Clerk read out draft wording for the acknowledgement of funding plaque which was **agreed**. The Clerk was asked to order this in acrylic laminate at a cost of approx. £70, proposed by Mark Bullent, seconded by Ruth Easter, all in favour.

ACTION: Clerk

7. Accounts for Approval and Payment

a) Financial Update 2023/24

The financial update was presented, noting that the Council had £16,915.91 in the bank at 31st October 2023. Of this, £24,715.40 was in earmarked reserves, with a VAT reclaim for the Village Hall due of £13,547.90. Receipts since the last meeting were:

- £8,215.50 – Precept and Concurrent Functions
- Lloyds Interest - £59.32

b) Appointment of Internal Auditor

It was **agreed** to appoint Kerrie Wilton at a cost of £100, proposed by Vivyan Bishop, seconded by Jean Hodgson, all in favour.

c) Payments

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

C Moore	Salary Oct & Nov 2023	£290.30
HMRC	PAYE Oct & Nov 2023	£72.40
C Moore	Expenses Oct & Nov 2023	£4.05
Maple Tree Services	Grounds Maintenance 2023	£1,950.00
Mautby PCC	Reimbursement for Wreath	£20.00
The Poppy Appeal	Wreaths – Runham & Thrigby	£40.00
Heart2Heart	Replacement Defibrillator	£850.00

The following payments had been authorised between meetings under the Clerk's delegated authority:

Cowills Builders Limited Village Hall Staged Payment (delegated) £22,994.28

8. Correspondence

a) Potential Removal of Concurrent Function Grant

It was noted that Great Yarmouth Borough Council were considering removal of the Open Spaces concurrent function grant, which would mean that the Parish Council

would have to add this cost to the precept. It was expected that the Burial Ground grant would go next year, which would have a bigger impact on the budget.

b) Review of Bus Services

The Clerk had circulated a consultation from Norfolk County Council regarding local bus services ahead of re-procurement of these services with effect from Easter 2024. Councillors were asked to forward any comments they may have. **ACTION: All**

c) Flooding at Blanks Close, Mautby

An email had been received from a member of the public expressing concern on this matter. This had been covered in public participation.

d) Email with Various Issues

- Full Fibre Broadband – it was confirmed that fibre had been installed but it was not clear how far it extended from the cabinet. The question related to superfast broadband to the premises. It was noted that other villages were receiving much higher speeds. The Council was asked whether they had approached BT or Better Broadband for Norfolk, the Clerk was asked to make enquiries. **ACTION: Clerk**
- Footpath from Chapel Road to Marshes – Mark noted that he had spoken to the landowner who was happy for shingle to be put down. It was noted that this work would cost money and have ongoing maintenance, and could have liability implications for the Parish Council if they installed it. It was noted that preparatory groundworks would be required. The Clerk was asked to write to the landowner about this. **ACTION: Clerk**
- Flooding in Low Lying Areas – there were concerns that there were low lying areas in the parish and rising sea levels were of a concern. This would be a matter for the Environment Agency, and it was noted that there were working pumping stations which controlled the water levels. Maintenance of ditches and drains were the important factor with these.
- Pedestrian Safety Bowling Green to Council Houses – it was noted that there were some areas where there was no pedestrian refuges, however it was felt that there was nothing that could be done.
- Highways Issues – it was noted that the water running down the road past the Council Houses was field run off, residents were clearing the drains to make sure it was getting away. A spongy road had been reported but this could not be found by Norfolk County Council. Ruth Easter offered to monitor highways issues and report them to the Clerk to report to Norfolk County Council.

ACTION: RE / Clerk

e) General Correspondence

None.

9. Planning

a) New Applications

06/23/0546/F Upper Wood Farm, Browns Lane, Mautby: Demolition of existing barn; Proposed construction of larger replacement agricultural building for cattle livestock and milking parlour, installation of concrete hardstanding and reed bed water treatment system.

It was **agreed** to make no comments.

ACTION: Clerk

- b) Decisions
None.
- c) Applications Considered Between Meetings
None.

10. Reports from Councillors and Outside Bodies

- a) General Village Maintenance
Ruth Easter would cover this in future meetings.
- b) Defibrillator, Runham
This would be delivered once payment had been made.
- c) Village Hall Committee Report
Jean Hodgson gave the Village Hall Committee's report, noting the following key points:
 - A newsletter had been sent out around the village for information.
 - An Open House was being hosted at the Village Hall on Sunday 3rd December.

The lease was signed by all parties and would be sent back to the solicitor.

ACTION: Clerk

It was noted that a VAT claim of £12,244.92 for Village Hall works was due to be made, this would be actioned once the lease was signed and completed. It was noted that as this was a substantial claim over the normal limits, the claim could be delayed and challenged, or could trigger a VAT inspection.

It was **agreed** to add £1,766 of budgeted funds for loan repayments that were not required, to the Earmarked Reserve, proposed by Mark Bullent, seconded by Vivyan Bishop, all in favour.

ACTION: Clerk

With this additional fund the Clerk had calculated that once the VAT claim was received there would be £14,765.40 available in the Earmarked Reserve.

The Clerk circulated prices for the additional proposed works. It was **agreed** to spend around £6,000 on further works proposed by Jean Hodgson, seconded by Vivyan Bishop, all in favour.

The ongoing maintenance schedule would be compiled once works were completed.

- d) Village Green
The bus stop raised kerbing needed to be installed, Adrian Thompson would chase this.
ACTION: AT
- e) Policing and Vandalism
Nothing to report.
- f) SAM2 Results
Nothing to report.

11. Other Matters

- a) Salary Review Request
A request was received from the Clerk to review her salary from SCP17 to SCP20 with effect from 1s April 2024, which would bring her in line with her other councils. It

was **agreed** to confirm this, proposed by Mark Bullent, seconded by Ruth Easter, all in favour.

b) Draft Budget 2024/25

The Clerk presented the draft budget, noting that the tax base had not yet been received so a decision could not be made on the final precept. The draft budget was **noted** and would be agreed at the next meeting.

c) Meeting Dates 2024

The meeting dates for 2024 were **agreed**.

d) Remembrance Wreaths

For clarity, it was **agreed** that Remembrance wreaths would be purchased for Thrigby and Mautby through the Parish Council; and one for Runham from the Parish Council. Three wreaths would be ordered by the Parish Clerk, one for each church.

12. Reports from Councillors (for information only)

The Clerk was asked to chase up Andy Grant regarding marking out parking spaces near the triangle.

ACTION: Clerk

13. Date of Next Meeting

Wednesday 31st January 2024 7.30pm, Runham Village Hall.

The meeting closed at 9.15pm.

CHAIRMAN