

MAUTBY PARISH COUNCIL

Incorporating the villages of Mautby, Runham and Thrigby

Jubilee Farm, Fleggburgh Road, Rollesby, Norfolk NR29 5HH

Tel: 01493 253041; Email: mautbyparishcouncil@gmail.com

Chairman: Mr George Gay

Parish Clerk: Mrs Catherine Moore

To Members of the Council,

You are hereby summoned to attend a meeting of Mautby Parish Council on **Wednesday 25th May 2022, on the rise of the Annual Parish Meeting, at Runham Village Hall** for the purpose of transacting the following business:

C Moore Parish Clerk 19th May 2022

1. **Election of Chairman**
2. **Election of Vice Chairman**
3. **To consider apologies for absence**
4. **Public Forum**
 - a. Public
 - b. County / Borough Councillors
5. **Declaration of interest for items on the agenda and applications for dispensation**
6. **To approve the minutes of the meeting held on Wednesday 30th March 2022**
7. **Matters Arising from the Minutes**
 - a. Update on Church Footpath Application
 - b. Update on Bus Shelter Project
 - c. Memorial Plaque for Shirley Weymouth
 - d. Hall Farm Planning Application - update
8. **Finance**
 - a. Year End 2021/22
 - b. Review of Internal Controls and Risk Assessments
 - c. Receive Internal Audit Report and Action Plan
 - d. Approve Annual Governance Annual Return
 - e. Asset Register Review; Insurance Renewal; and Insurance Valuation for Village Hall
 - f. Review of Reserves and consider Election Reserve
 - g. Review Bank Signatories
 - h. Financial update 2022/23; and to note receipts since last meeting
 - i. To consider payment of the following:

i. C Moore	Salary Apr 22 – May 22	£269.50
ii. HMRC	PAYE Apr 22 – May 22	£67.20
iii. C Moore	Expenses Apr 22 – May 22	£80.65
iv. K Wilton	Internal Audit	£45.00
v. Zurich Town and Parish	Insurance Renewal	£682.84
9. **Correspondence**
 - a. ASTCO Textile Recycling Banks
 - b. Norfolk County Council Local List for Validation of Planning Applications Consultation
 - c. General Correspondence
10. **Planning**
 - a. New Applications
06/21/0693/F 12 Thrigby Road, Runham: Proposed replacement of existing garage with new building 6m x 6m x 4m tall; Covered walk way / porch to side elevation with opaque plastic roof; Relocation of heating oil tank and boiler to front of property – revised plans received 10th May 2022.



LOTTERY FUNDED

- b. Decisions
None.
- c. Applications considered between meetings
None.

11. Reports from Councillors and Outside Bodies

- a. Risk Assessments and Defect Reports around the Parish incl. Highways and Street Lights
- b. Village Green
 - i. Work to Overhanging Branches, Runham Village Green – update
- c. Village Hall Committee Report
 - i. Insurance claim for storm damage - update
 - ii. Village Hall Structure Survey - Quotes
 - iii. First Registration with Land Registry - update
- d. Policing and Vandalism
- e. SAM2 Results

12. Other Matters

- a. Prices for tree works arising from inspection report
- b. Registration with the Information Commissioners Office
- c. Draft Co-option Policy

13. Date of Next Meeting – Wednesday 27th July 2022 7.30pm at Runham Village Hall