

**Minutes of the Meeting of Mautby Parish Council held on  
Wednesday 17<sup>th</sup> May 2023 at 7.30pm at Stokesby Community Centre**

**Present:** Martin Lamb (Outgoing Chairman for first item only)  
Amanda Bayfield  
Vivyan Bishop  
Mark Bullent (Chairman from item 2)  
Dean Hewitt  
Jean Hodgson  
Catherine Moore, Parish Clerk

**Also present:** Borough Councillor Adrian Thompson, and 2 members of the public.

**1. Election of Chairman**

Mark Bullent was elected as Chairman, proposed by Vivyan Bishop, seconded by Amanda Bayfield, all in favour. The Declaration of Acceptance of Office was signed.

**2. Election of Vice Chairman**

Amanda Bayfield was elected as Chairman, proposed by Jean Hodgson, seconded by Vivyan Bishop, all in favour.

**3. Co-option of Parish Councillors**

There were no nominations for co-option.

**4. Register of Interests**

Councillors were reminded that the Registers of Interest needed to be returned by 6<sup>th</sup> June 2023. **ACTION: ALL**

**5. General Power of Competence**

It was confirmed that the Council had been more than two thirds elected; and that the Clerk held the CiLCA qualification, therefore the Council **agreed** to adopt the General Power of Competence, proposed by Jean Hodgson, seconded by Amanda Bayfield, all in favour.

**6. Apologies for Absence**

There were no apologies for absence.

**7. Public Forum**

a) Public

A member of the public requested that the footpath from Mautby Church to the Mautby Lodge was very long, the Clerk was asked to report this to Norfolk County Council. **ACTION: Clerk**

b) County Councillor

Not present.

c) Borough Councillor

Adrian Thompson reported that some parishes had not had enough councillors stand, and it was good to see the Council had returned enough councillors to continue. Adrian thanked everyone for turning out to the election, especially with the move of the Polling Station for Runham. The Borough Council was now hung, with the two Independents holding the balance of power. It was expected that the Mayorship would alternate between Labour and Conservative, and some Committees

would be chaired by Labour councillors, while it was expected that the Leader would be Conservative.

Broadband speed and phone signals had come out as a big issue in the area, and it was hoped that Vodafone would be coming out to look at the problem, especially with the closure of 3G soon.

Neighbourhood Watch was being set up in the area, which would also reduce insurance premiums.

The bus shelter project was still under discussion, and it was noted that a price was being obtained from Dixons who had built Martham's bus shelter.

## 8. Declaration of Interest for items on the agenda

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

## 9. Minutes of the meeting held on Wednesday 29<sup>th</sup> March 2023

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

## 10. Matters Arising

### a) Hall Farm Planning Update

Adrian Thompson reported that County Farms is looking to apply for a Certificate of Lawful Use and withdraw the existing application, however it was thought that this could not be done because it had not been in place for four years. This would be discussed with the new Cabinet Member with County Farms in the portfolio, together with the Borough Council.

## 11. Accounts for Approval and Payment

### a) Financial Update 2023/24

The financial update was presented, noting that the Council had £39,322.71 in the bank at 30<sup>th</sup> April 2023. Of this, £32,424 was in earmarked reserves. The precept had been received, as well as the PWLB loan.

### b) Year End Finances 2023/24

The year end finances were **noted**.

### c) Internal Audit Report

The internal audit report was considered, and it was noted that the wrong document had been uploaded to the website in relation to the exercise of electors rights.

### d) Annual Governance Annual Return

The Annual Governance Annual Return was considered, and Councillors were advised to tick 'No' to statement 4 on the Annual Governance Statement, as the Electors Rights had not been correctly advertised. It was **agreed** to approve the AGAR, proposed by Jean Hodgson, seconded by Vivyan Bishop, all in favour.

**ACTION: Clerk**

### e) Insurance Renewal

The Council was in a Long Term Agreement with Zurich and the renewal would be £843.89, which was **agreed**, proposed by Vivyan Bishop, seconded by Mark Bullent, all in favour.

f) Subscriptions

The invitation to subscribe with Norfolk ALC was considered, along with an invitation to subscribe to Norfolk PTS. It was **agreed** not to subscribe.

g) Payments

It was **agreed** to pay the following, proposed by Amanda Bayfield, seconded by Jean Hodgson, all in favour:-

C Moore	Salary Ap & May 2023	£290.30
HMRC	PAYE Apr & May 2023	£72.40
C Moore	Expenses Apr & May 2023	£4.05
K Wilton	Internal Audit	£50.00
ID Asbestos	Asbestos Survey	£594.00
Parkinson Partnership	VAT Advice	£600.00

**12. Correspondence**

a) General Correspondence

None.

**13. Planning**

a) New Applications

None.

b) Decisions

None.

c) Applications Considered Between Meetings

06/23/0276/F Upper Wood Farm, Browns Lane, Mautby: Proposed formation of 1no additional hardstanding area (261 square metres) including for standing / keeping of cattle.

**NO OBJECTIONS**

**14. Reports from Councillors and Outside Bodies**

a) Defibrillator, Runham

A price had been received from the charity, this would be forwarded to the insurance company. Amanda would send the clarification to the Clerk. **ACTION: AB / Clerk**

The bench at the village sign was rotten and needed removing. Amanda Bayfield would have a look at it to remove it.

**ACTION: AB**

A replacement bench would be considered if it could not be repaired.

Mark Bullent asked whether someone did checks in the village, this was done by Martin Lamb previously. It was **agreed** to put this on the next agenda when hopefully there would be two more councillors.

**ACTION: Clerk**

b) Village Hall Committee Report

Amanda Bayfield noted that the Village Hall remained closed and that a Coronation event had not been possible.

The Clerk reported that the loan had been agreed and drawn down, all monies were in the Parish Council account, and the contractors had been appointed. The asbestos removal was booked for 12<sup>th</sup> June 2023 and the works were booked to begin on 26<sup>th</sup> June 2023, subject to completion of the asbestos removal.

The VAT advice from the consultant was noted, and a discussion had taken place with the Village Hall Committee regarding a formal lease. Further communication had been received from the Village Hall Committee and the conditions were discussed. The insurance condition was the problem, and it was noted that there was no insurable relationship for the Parish Council to take on the Village Hall's public liability insurance. It was **agreed** that the Clerk would write back to the Village Hall Committee confirming that they would remain responsible for their own insurance. **ACTION: Clerk**

Amanda Bayfield reported that Adnams had given a grant for items to the value of £1,000 for the kitchen area.

Amanda Bayfield noted that a list of local businesses had been collated, and the letter was circulated noting that sponsorship packages could only be to the value of £4,999 otherwise the Council would have to register for VAT. It was **agreed** to proceed with this, and noted that any plaques etc would come from the sponsorship, proposed by Jean Hodgson, seconded by Vivyan Bishop, 2 in favour, 1 against, 2 abstentions, motion carried. **ACTION: AB**

Mark Bullent reported that he had seen the neighbour who had asked to be informed of when the work would be starting, and was happy for the builders to access her property. A meeting would be arranged the week before works were due to commence to walk and talk through the works. **ACTION: Clerk**

It was **agreed** to delegate paying the contractor for the Village Hall works, in consultation with the Chairman and Vice Chairman, proposed by Amanda Bayfield, seconded by Mark Bullent, all in favour.

c) Village Green  
Lifting of the village sign would be removed from the agenda. **ACTION: Clerk**

d) Policing and Vandalism  
It was noted that there was a campervan parked in the church car park overnight recently, but had now moved on.  
The mill on the marshes had had the windows smashed, the owner was aware. There had been problems with anti-social behaviour from young people in the village. It was felt that a police presence in the village would be appreciated.

e) SAM2 Results  
Dean Hewitt reported that the sign had been at the Runham Church. Around 20% of vehicle movements were speeding in that area.

## 15. Other Matters

a) Review Risk Assessments and Statement of Internal Control  
It was **agreed** to adopt the documents as presented, proposed by Mark Bullent, seconded by Jean Hodgson, all in favour. **ACTION: Clerk**

b) Bus Shelter Project  
The Clerk reported that the costs for the bus shelter project had increased to £11,874, and that she had negotiated an additional £1,000 of Parish Partnership funding.

**16. Reports from Councillors (for information only)**

None.

**17. Date of Next Meeting**

Wednesday 2<sup>nd</sup> August 2023 7.30pm, Stokesby Community Centre. **ACTION: Clerk**

The meeting closed at 9.10pm.

**CHAIRMAN**