

**MAUTBY PARISH COUNCIL MEETING**  
29 July 2020 at 7 30pm in RUNHAM VILLAGE HALL

MINUTES of the Parish Council meeting held on Wednesday 29 July 2020 at the Runham Village Hall, commencing at 7.30 pm

PRESENT: PCllr Gay - Chairman, PCllr Searle - Vice Chairman, PCllr Bishop, PCllr Bayfield, PCllr Hodgson, PCllr Lamb, PCllr Hewitt, CCllr Thirtle, BCllr Thompson, and the Clerk Mrs Weymouth

The Chairman reminded those present the Parish Council has carried out a risk assessment Councillors and public attending should observe the statutory distancing & precautionary COVID sanitising measures as follows:

**1. Any individuals self shielding.**

Would not be expected to attend and are advised not to do so.

**2. Any individuals exhibiting potential coronavirus symptoms (or who have been in close contact with others showing symptoms)**

Must not to attend.

If symptoms develop during the meeting they are asked to depart promptly.

**3. Minimising potential spread**

Any individuals attending and not known will be asked for their contact details so they may be contacted afterwards should this prove necessary.

Should high levels of virus infection become apparent locally before the meeting, or any other specific concern arise, it may be decided by the Chairman to conduct it remotely using Zoom instead.

Ventilation will be provided by opening of doors and windows.

The entrance door will be open to minimise the need to contact the door handle

**4. Distancing and associated measures**

Councillors and public area chairs and tables will be laid out beforehand so as to maintain distancing (by persons with sanitised hands or wearing disposable gloves).

The space is assessed as being sufficient for normal expected levels of public attendance but should all the distanced spaces become occupied, others will be asked to observe/ listen from outside This to be augmented by persons not directly facing one another if within 2 metres distance.

It is recommended that face coverings are worn (which may be removed if necessary for speaking).

Attendees are asked not to congregate in groups before, during or after the meeting unless distancing or other mitigating measures (e.g. face coverings) are in place.

Any occasional sneezes or coughs should be contained as government recommendations.

Any members of the public wishing to speak may be asked to do so from a specific location determined by the Chairman.

**5. Sanitising**

All are asked to sanitise hands before entering the hall.

Sanitiser will be provided by the PC outside the entrance.

Door handles will be sanitised prior to the meeting.

Soap is available in both toilets and users are asked to wash hands for a minimum 20 seconds as national recommendations.

*It was agreed just in case there is another lockdown to see if the PC could hold a meeting in the VH with zoom set up in the VH so that members of the public could participate – this will be looked into so that a report can be given at the next PC meeting in Sept 2020.*

**1. PUBLIC PARTICIPATION/BOROUGH COUNCILLOR/COUNTY COUNCILLOR & POLICE**

*Meeting opened to allow reports to be given*

*Public participation*

No one in attendance

*Borough Councillor*

BCllr Thompson report

The two towers have been planted with trailing begonia being looked after by John Poulter, in addition to these the village sign has been planted up and being looked after by Bobby Walsh, and I have had great comments how they look.

A further 3000 bulbs are ordered for Runham and Mautby and the hedge has been cut at the playground

In relation to buses on 18 March the Government awarded NCC £917,442 to improve bus services in Norfolk., 14 new routes were allocated including Yarmouth to Norwich, via Filby and Fleggburgh., these were due to start June 1, then Covid 19 came.

I am meeting with the Bus company on 18th August to see where we are.

Two dog bins have been installed by Martin Lamb and myself at Manor Farm House and near the phone box and are well used.

During the lock down we set up a support group ran of an app. We have over 50 volunteers delivering grocery, tablets, and just being at the end of a phone. We have kept the group in tact should we get another wave of covid or any emergency.

In addition to this we have raised £5450 locally for the food bank at the Town Hall, providing fresh fruit and vegetables.

Also during the lockdown I worked with Jean Hodgeson and Miranda Lee at The Town Hall and secured a £10,000 grant for this village Hall. The three other halls also received £10,000 and in addition to this we discovered Stokesby have been paying business rates and currently negotiating a rebate.

The speed awareness teams can start again on 19 August and Police meet on 30/31 July to agree funding for the SAM2 sign. I have my £200 contribution here.

Work continues in Yarmouth on the Marina Centre, Market Place and North Quay, a lot of funding is Lottery, Government grants and Local Enterprise Partnership monies, and are progressing despite the lockdown.

As you are aware I give my council salary of £4739.04 back to the Parishes. Last Year Mutby and Runham received £1338.20 28% of my budget on Bowls Club, Rock Solid Youth Club, Dog Bins, Flowers and bulbs. Donations to the Defib and speed sign.

This Year the Council are giving each Councillor a £1000 to spend in their wards so we have extra to spend.

Ideas for the Parish and village hall to consider are a bus shelter especially for the youngsters who are waiting in all weathers and a bottle bank with glass bringing in £50 at moment. Especially when fund raising is difficult

County Councillor

CCllr Thirtle report:

The recovery and devolution white paper will be published later this year, maybe in September.

Devolution is the transfer of power to a lower level, especially from a centralised government to local and regional control. This could have a significant effect on Parish Council, they could gain more power and influence, they could gain more planning control and greater input into local issues.

It is likely that significant changes will occur in local Borough and District Councils, we currently have seven in Norfolk, one being Great Yarmouth Borough Council, there is a strong view that Unitary Authorities will be the norm, reducing the number to three within Norfolk and combining with Suffolk to become one overarching authority with a Mayor at its head. Government would be less complex and the Mayor would have direct access to Ministers.

Covid-19 has had a major impact on NCC funding and will undoubtedly create budgetary concerns.

Covid-19 has cost NCC currently £64m with central Government funding 75% of additional costs. NCC has actively purchased PPE, should the need arise NCC could act as the supplier of last resort. They purchased 3.2 million masks with an additional 450,000 coming from Central Government, 2.6 Million aprons. 6.5million gloves and a large amount of sanitiser, to protect the residents of Norfolk.

Many establishments that provide care within our communities are reopening, this will provide new challenges and associated costs, NCC has provided a Protection Control Fund of £250,000 which can be accessed to cover the additional cost, if circumstances dictate.

I am an appointed Governor at the James Paget University Hospital, I have been concerned at the preparedness of all organisations should a second Covid-19 spike occur. I am reassured that the JPH is well prepared and has proven itself in the outstanding way in which it has dealt with the pandemic. I have total confidence in their ability to address any future challenges. The JPH is now reverting to normal procedures and operations, with a backlog to address. I have thanked them on behalf of Norfolk residents.

Details of funding arrangements for local schools has been released for 2021. With an increase across the Borough of 3.7%. Filby school 4.8% amounting to £5083 Per pupil.

Flegg High 3.6%, £5043 per pupil, Fleggburgh 2%, £7395 per pupil.

Martham, 6.9%- £4180 per pupil, Rollesby 2% £4143 per pupil.

This is very positive news.

Department of Transport had provided an extra £22m of funds to improve our local road network

which has commenced.

If you have any issues that you feel I can help with don't hesitate in contacting me.

Police

Not in attendance

Their reports have been emailed to PCllrs and are on the website.

## 2. APOLOGIES

PC Potter unable to attend the meeting

PC May unable to attend the meeting

## 3. DECLARATION OF INTERESTS

Declaring an interest

PCllr Hodgson and PCllr Bayfield declared an interest on Agenda 19 VH Committee as the PC representatives on that Committee.

## 4. MINUTES

The Minutes of the PCM held in 29 January 2020 and 6 July 2020 (zoom) had been distributed to Parish Councillors prior to the meeting, it was agreed to take them on bloc.

PCllr Lamb proposed they be accepted as a true record, seconded PCllr Searle, all in agreement - the Minutes were signed.

## 5. MATTERS ARISING FROM JANUARY 2020 MEETING

a. Barn Lane HGV sign attached to the street nameplate

The no through road sign has been attached to the street nameplate.

The NCC T junction sign hasn't been removed – NCC chased –it was left with CCllr Thirtle to chase.

b. Various highway issues

The Xroads sign on the Mautby side approaching the Runham Swim xroad – it has now been fitted.

c. Anglian Water – Sewerage Scheme in Runham

GYBC Housing Section was advised of the scheme and they are hoping to be involved, however as they have their own system it is not classed an area of duty - the BC could with permission connect into the system.

Email from AW 25 March 2020 they intend to provide a public foul sewer for some of the properties in Runham, however if it is found that properties have package treatment plants or cesspools which they have not identified those properties will be removed from the duty area. Their first time sewerage programme is delivered in five year blocks, as determined by their industry regulator OFWAT. The next programme is now fully planned and the next 5 year block of investment will run from April 2025 until March 2030. When they will prepare a business plan for submission to Ofwat for this period Runham will be included in this submission. However they need to prioritise them according to their environmental and amenity value and therefore the exact timing for delivering Runham cannot be determined until we have processed all other applications for this five year period between April 2025 and March 2030. **In 2025 they anticipate being in a position to be able to provide a more definitive start date and they will at that time give an update on the status of the Runham scheme.**

d. Runham Footpath

The NCC Officer are now ready to check the old records at County Hall, however they have not got access to the Archive Centre. At present County Hall will not be re-opening this year. It was left with CCllr Thirtle to see if he can persuade CH to allow their Officers into the Archive Centre.

e. Parish History

PCllr Lamb stated the Group is looking to have a website.

f. Dog bins

The dog bins are working well at the grass triangle by the telephone kiosk roadside at the top of the footpath which runs down from Chapel Road across the march to the mill.

g. Village Hall/Old School House sewerage

1. The Chairman has carried out investigations and the sewerage problems relate to the School House and he has advised the owner.
2. Plant pots – they are deteriorating - during discussions there was a suggestion to remove them and replace them with large flower pots.

#### h. Village Green

1. RA – trees overhanging branches with hedgerow intertwining – the PC contractor with the Chairman have looked at the trees. They are on the adjoining land and the landowner is to speak with the other landowner to see what work can be carried out. The hedge will be cut later in the year once birds have stopped nesting
3. Uneven ground on VG – the PC contractor is cutting the grass shorter which should help to level. Suggestion that some earth could be put in the low areas and a heavy roller could be used to help even out the land, however with drainage pipes running across the VG close to the surface it would be unwise to use heavy machinery.

#### i. Footpaths in the parish

1. NCC cut the roadside and the river bank and they should have been cut around 13 July 2020. Several remain uncut and PCllrs have cut a couple. The footpath with the concrete road is blocked off as the footpath needs cutting – NCC to be notified.

#### j. Runham Church nuisance

Cars parking in the car park – the Police have been informed and where able have contacted the youths parents, however the problem continues and the Police have been notified again. There was a suggestion that if the boundary hedge was cut lower then anyone using the car park would be seen. Another suggestion was the Police should be required to move their signs on the Swim x-roads concrete pad and site them on the car park – Police to be informed.

### **6. RISK ASSESSMENT**

Risk Assessment for July 2020 including bi weekly checks on the Defibrillator at VH & Mautby BT kiosk.

Defibrillator in Runham telephone kiosk

PCllr Bayfield checks emailed and are on file, everything in order

Replacement pads have been fitted.

Defibrillator at Mautby telephone Kiosk

The parishioner carrying out checks has emailed the check lists on a fortnightly basis and everything is in order. It sparkles, so clean with flower around the edge.

### **7. VANDALISM REPORTS FROM PARISH COUNCILLORS**

Nothing reported

### **8. ACCOUNTS FOR APPROVAL & PAYMENT**

Accounts approved for July 2020 at the 9 July 2020 meeting.

Opus June 2020	£14.75
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Opus July 2020	£14.87
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PCllr Searle proposed they be paid, seconded PCllr Bishop, all in agreement.

### **Financial statement to May & June 2020 and the Cash Book**

Emailed to PCllrs prior to the meeting, these were noted.

### **9. TIME SPAN TO KEEP PC ACCOUNTS AND DAY TO DAY RECORDS**

An appointment had been arranged for the PC Clerk to go to NCC Archives, however due to lock down this has been cancelled and it is understood CHall will not be re-opened this year due to the virus.

### **10. PLANNING**

#### PLANNING APPLICATIONS

None

#### PLANNING DECISIONS

06/20/0215/PAD change of use Mautby Workshops to 2 dwelling houses – granted the decision paperwork was forwarded to PCllrs for guidance.

#### PLANNING ITEMS

Filby Parish Council Neighbourhood Plan pre submission consultation with adjoining parishes- it was noted.

## **11. SPEED SIGN**

Due to the Police part funding the signs and the lockdown they have not made a decision into giving any funding.

## **12. NCC PARTERSHIP BID TO BE SUBMITTED BY 4 DEC 2020**

It was agreed to find out the criteria for bids to be submitted.

It was suggested a bus shelter could be one of the items that could be considered and it is to be put on the next meeting Agenda.

## **13. RUNHAM TELEPHONE KIOSK – DEFIB SIGNS**

To have 2 signs to advise the kiosk contains a defibrillator will cost £21.99 each. PCllr Bayfield proposed they should be purchased, seconded PCllr Searle, all in agreement.

## **14. CARE AVAILABLE IN A CRISIS FOR PARISHIONERS**

PCllr Lamb stated after being informed that the parish Poorsland Charity had been helping people and the fact residents were helping their neighbours no further action is required.

## **15. PARISH COUNCIL NOTICE BOARDS**

The PC own the following Notice Boards – Runham VH, Thrigby and Mautby.

PCllr Bayfield thought the paperwork in the VH one needed being replaced and laminated – the condition it needs to have a coat of paint or some other form of treatment, including replacing the glass with toughened glass

. Mr Etheridge is to be contacted to see if he could quote for carrying out the works.

## **16. PARISH COUNCIL WEBSITE**

PCllr Bayfield stated she was having problems with getting items onto the website and suggested there should be two people managing the updating. PCllr Lamb offered to take on that role, so in future anything to go on the website would be forwarded to both of them.

There was a suggestion to update with website – the Chairman offered to speak with someone he knows who has a computer man.

After discussions it was left with PCllr Lamb to obtain costings for an Over Head Projector (OHP). The screen from the computer is a projector to allow minutes etc to be shown on the wall therefore allowing parishioners and PC's to view documents without the need for paper which we mentioned would support the environment and cut the risk of sharing papers.

PCllr Bishop stated obsolete to the families requirements they have a viewing screen - you put the document you want to view onto the equipment and they can be seen on the screen.

## **17. CORRESPONDENCE**

Correspondence to 21/7/2020 emailed to PCllrs prior to the meeting, it was agreed no action is to be taken

Correspondence from 29/1/20 to 21/7/20

### **CORRESPONDENCE**

1. BA BRIEFING Feb, March, April, May, June & July 2020
2. Norwich Western Link local access consultation
3. Broads Society July newsletter
4. EA two preliminary meetings and draft exam timetable

## **16. REPORTS FROM PARISH COUNCILLORS**

Highways – water leak in Barn Lane – E&S had looked into the matter.

Broads Authority – nothing reported

Street lighting – nothing reported

## **19. VILLAGE HALL COMMITTEE REPORT**

PCllr Hodgson and PCllr Bayfield declared an interest as PC representatives on that Committee.

PCllr Hodgson thanked BCllr Thompson for his help in getting the grant of £10k from GYBC.

With the hall being closed there was nothing to report on.

## **20. FINAL WORD FROM MEMBERS OF THE PUBLIC**

No one in attendance.

Date for the next meeting Wednesday 30 September 2020 at 7 30pm

With no further business the meeting closed at 9 10pm

