

MAUTBY PARISH COUNCIL

Incorporating the villages of Mautby, Runham and Thrigby

Tel: 07979109019; Email: mautbyparishcouncil@gmail.com Web: www.runhamthrigbyandmautby.com

Chair: Mr Mark Bullent

Parish Clerk: Mrs Sara Burns

To Members of the Council,

You are hereby summoned to attend a meeting of Mautby Parish Council on **Wednesday 26th November 2025 at 7.30pm at Runham Village Hall** for the purpose of the transacting following business:

S. Burns Parish Clerk 19th November 2025

1. To Consider apologies for absence

2. Declaration of interest for items on the agenda and applications for dispensation

3. To Approve the minutes of the meeting held on Wednesday 3rd September 2025

4. Public Forum

- a. Public
- b. County / Borough Councillors
- c. Police

5. Clerk Report

- a. Mole treatment complete and paid.
- b. New clerk email address now in use, will be monitoring both email addresses.

6. Finance

- a. To note the financial update 2025/26, bank reconciliation and receipts since last meeting
- b. To consider payment of the following:
 - i. Sara-Louise Burns Salary & Expenses Oct & Nov 2025 £361.60
 - ii. HMRC PAYE Oct & Nov 2025 £47.60
 - iii. Maple Trees Grass Cutting £2295
 - iv. Mautby Church LCC Wreath £19.99
- c. Payments made:
 - i. Amanda Bayfield Reimbursement Noticeboard repairs £25.99
 - ii. AAA Pest Control Mole Treatment £125.00
 - iii. PWLB Loan Repayment £3163.59
- d. To consider awarding a grant of £1096 to Mautby PCC for grass cutting 2025 season.
- e. To discuss costs and agree package for website accessibility update
- f. To approve the 2026/27 budget and precept request

7. Correspondence and Consultations

- a. Letter from resident regarding planning application at Manor Farm (BA/2025/0109/HOUSEH)

8. Planning

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

9. Reports from Councillors and Outside Bodies

- a. Risk Assessments and Defect Reports around the Parish including Highways and Streetlights
- b. Health and Safety

- c. Village Hall Committee Report
- d. Village Green
- e. Biodiversity Policy/Plan
- f. Policing and Vandalism
- g. SAM2 Results
- h. Broads Internal Drainage Board, to contact to ask for drain clearance in Mautby (see enclosed)
- i. Mautby Defibrillator - to agree replacement of the current Mautby Defibrillator. (£975)
- j. To agree 2026 meeting dates (see enclosed)

10. Policies for review / adoption

- a. To adopt the following policies:
 - i. Safeguarding Policy 2025
- b. To review the following policies:
 - i. Dignity at work
 - ii. Filming at meetings
 - iii. Planning

11. Items for inclusion on the next agenda

12. Reports from Councillors and outside bodies – For information only.

13. Date of next meeting: Wednesday 28th January 2026 7.30pm at Runham Village Hall