

**Minutes of the Meeting of Mautby Parish Council held on
Tuesday 20th May 2025 at 7.30pm at Runham Village Hall**

Present: Mark Bullent (Chair)
Amanda Bayfield (Vice Chair)
Sarah Flatman
Jean Hodgson
Vivyan Bishop
Ruth Easter
Sara Burns, Parish Clerk

Also present: Borough Councillor Adrian Thompson and 1 member of the public.

1. Election of Chair

Mark Bullent was elected as Chair, Proposed by Ruth Easter and Seconded by Vivyan Bishop, all agreed. The Declaration of Acceptance of Office was signed.

2. Election of Vice Chair

Amanda Bayfield was elected as Vice Chair, Proposed by Jean Hodgson and Seconded by Vivyan Bishop, all agreed. Declaration of Acceptance of Office was signed.

3. Apologies for Absence

No apologies.

4. Declaration of Interest for items on the agenda

Jean Hodgson and Amanda Bayfield declared an interest in the Village Hall as members of the Village Hall Committee.

5. Public Forum

a) Public

A member of the public attended the meeting to inform the council on progress towards the village fete. Many parishioners are keen and there is a demand for the fete which is to be held on Sunday 7th September. Alongside the fete, they are planning to hold four other events throughout the year. Adrian Thompson has kindly offered to open the village fete and sponsor the printing of raffle tickets. The council were informed of people who have kindly offered to help with certain aspects of the event, it has been decided stalls raising money for charity will cost £10 and stalls for individuals will cost £20 although some stall holders have already offered to donate all money made towards to fete funds. Insurance to cover the event will be sought. The committee will continue to have meetings once a month in the lead up to the event to continue discussing planning and progress. They noted how they have no startup funds as this is the first fete and have asked the council to consider offering them a grant or loan of a sum of money between £400-£500 to get started. This would be a one-off payment and money raised would go back into organising future fetes. The village hall committee have agreed to add this to their next meeting agenda to see if they are able to donate any money alongside the council. The council agreed to look into any funding available adding this to our next agenda.

ACTION: Clerk

b) County Councillor

Not present.

c) Borough Councillor

Adrian Thompson reported that the moles on the village green should be under control and the green is looking the best it has ever done. It was noted that Steven from Maple Trees has done a very good job and to pass on his thanks.

It was discussed that the village will be getting 3 streetlights returned, but there is no timeline for this.

Devolution was discussed; Adrian noted a three unitary authority would be best. NCC business case will be put forward by September and in December a decision will be made.

6. **Minutes of the meeting held on Wednesday 26th March 2025**

The minutes of the meeting were **agreed** and signed by the Chair, all in favour.

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

There have been no applications for co-option.

8. **Finance**

a) End Of Year Accounts 2024/25

- i) End of year accounts 2024/25 were noted
- ii) Certificate of Exemption for 2024/25 was approved.
- iii) Internal Audit Report for 2024/25 was noted.
- iv) Annual Governance Statement for 2024/25 was completed and approved.
- v) Annual Accounting Statements for 2024/25 were approved.

b) Finances 2025/26 To Date

Finances for 2025/26 were noted. Since the last meeting the following has been received:
None

d) Zurich Insurance Renewal

The renewal quote for Zurich insurance was noted and approved, all in favour.

d) Payments

It was **agreed** to pay the following, all in favour:-

S Burns	Salary April & May 2025	£318.67
HMRC	PAYE April & May 2025	£77.17
Lessingham PC	(NPTS Induction for Clerk 50%)	£40
S Burns	Admin Expenses	£30.49
Mrs K Wilton	Internal Audit	£100

9. **Correspondence and Consultations**

a) General Correspondence

Spending of Developer Contributions – receipt was noted.

Norfolk and Suffolk Local Nature Recovery Strategies – receipt was noted.

New Funding Initiative to Support Bus Shelter Installations – receipt was noted.

10. **Planning**

a) New Applications

06/24/0598/HH – Mill Hill House, Mautby Lane, Mautby – No objections

ACTION: Clerk

b) Applications Considered Between Meetings

None.

- c) Decisions
None

- d) Other for information
BA/2025/0062/AGR – The Workshop, Manor Farm. Prior Approval for extension to existing steel portal frame farm building. Prior approval not required – date 04.04.2025.

- e) Recent Broads Authority Planning Application
Ruth Easter asked if there had been any update on the boat shed that has recently been erected within the village. Clerk will find out from the Broads Authority for information and an update.

ACTION: Clerk

11. Reports from Councillors and Outside Bodies

- a) Risk Assessments and Defect Reports around the Parish incl. Highways and Streetlights
It was noted that potholes had all been reported, however not all have been repaired. Clerk to report back with an update on unrepaired potholes.

ACTION: Clerk

Adrian Thompson noted there is no timeline for the remaining street lights to be returned.

- b) Village Hall Committee Report
It was noted that fibre broadband is going to be installed in the village within the next couple of months and could enable the Village Hall to get broadband.
The lunch club is a success and will be continuing.
The wine tasting event is happening on 21st June, spaces are being booked up and they are hopeful it'll be a successful event.
The fish and chip event was also a success.
It was noted that they will be using Octopus energy for electricity and will need a new meter box when switching to Octopus. Mark Bullent offered to help sort a single meter box.
It was also noted that the litter picking event was a success, and they will be doing this on a regular basis.
It was confirmed that the Village Hall Committee has ownership of the Solar Panels and for the Clerk to check they are covered within the Parish Council insurance.

ACTION: Clerk

The Village Hall committee is looking into buying a battery for the solar panel, it was noted these can cost around £2500. During discussion, it was noted that it would be good to see if a grant is available to help buy this, and whether the cost could be split between the Parish Council and the Village Hall Committee.

ACTION: Clerk

- c) Village Green
An estimate from Target Trees for a tree inspection was considered and approved by all. It was suggested, once the tree inspection report has been produced, that this is displayed on the website. It was also discussed if it was possible for this to be completed before the Village fete.

ACTION: Clerk

Ruth Easter spoke with Maple Trees in person regarding the grass cutting and mole issue. It was noted Steven has cut the grass on the 19/05 and that there are still many mole hills that need sorting. Clerk to get in contact with Maple Trees/Burrell Pest Control regarding the mole issue.

ACTION: Clerk

Ruth Easter also noted she will be making a bug hotel, to go alongside the trees on the village green. Ruth has approval from the person who owns this part of land. This will help with a part of the biodiversity plan and is happy to do this herself. Ruth aims for this to be completed before the Village Fete and will look into this being unveiled at the fete.

d) Policing and Vandalism

Sarah Flatman has reported dangerous driving to the local PC around Lacons Corner. This has been resolved and there is no longer an issue at this time. She noted that PC Ball sent his apologies for not attending the meeting, but if there is a need he is happy to attend in the future.

e) SAM2 Results and repair following removal by GYBC

SAM2 Results were looked at and discussed. It was agreed that the chart is added to our website for everyone to have access.

ACTION: Clerk

12. Reports from Councillors (for information only)

After discussion, it was agreed we will add risk assessments to the next agenda.

ACTION: Clerk

It was agreed that the Clerk would no longer receive defibrillator reports from Robert Flatman, these are logged online.

It was also discussed about using an i-tag type device within the defibrillator, to be able to track the location of it should it ever go missing. Concerns were raised regarding data protection.

ACTION: Clerk

Amanda Bayfield thanked Adrian Thompson for the VE Day flag for the village hall.

Ruth Easter requested we discuss any No Mow May feedback at the next meeting.

ACTION: Clerk

It was agreed that councillors would send the former Clerk a thank you card and gift.

ACTION: Clerk

13. Date of Next Meeting

Wednesday 30th July 2025 7.30pm, Runham Village Hall.

The meeting closed at 8.55pm.

CHAIRMAN