

MAUTBY ANNUAL PARISH COUNCIL MEETING
27 May 2020 at 7 30pm in RUNHAM VILLAGE HALL

DRAFT MINUTES of the Annual Parish Council meeting held on Wednesday 27 May 2020 at the Runham Village Hall, commencing at 7.30 pm

PRESENT: PCllr Gay , PCllr Searle, PCllr Bishop, PCllr Bayfield, PCllr Hodgson, PCllr Lamb, PCllr Hewitt, and the Clerk Mrs Weymouth

1.EXCLUSION OF MEMBERS OF THE PUBLIC

The zoom meeting had been called as a trial run but had not worked, mainly due to the fact broadband in the parish was not 100%. Therefore due to the covid 19 virus PCllr Searle proposed members of the public, Borough Councillor, County Councillor and the Police be excluded to the meeting, seconded PCllr....., all in agreement.

All precautions had been taken – the Chairman had sanitiser the hall, tables, chairs and doors. A table per parishioner had been put in place 2m apart from the next one, PCllrs entered the hall at 2m spacing, wore masks and gloves and left with 2m spacing.

2. ELECTION OF CHAIRMAN & VICE CHAIRMAN

Chairman

The Chairman asked for nominations

PCllr Searle proposed PCllr Gay as Chairman, seconded PCllr..... there were no other nominations and PCllr Gay took the Chair he completed and signed his Declaration of Acceptance as Chairman.

Vice Chairman

The Chairman asked for nominations.

PCllr Hodgson proposed PCllr Searle as Vice Chairman, seconded PCllr..... there were no other nominations – PCllr Searle completed and signed the Declaration of Acceptance as Chairman.

3.BOROUGH COUNCILLOR/COUNTY COUNCILLOR & POLICE

The following reports had been received, reviewed by PCllrs prior to the meeting, where they had no comments.

Borough Councillor

County Councillor

4. APOLOGIES

There were none

5. DECLARATION OF INTERESTS

Declaring an interest

PCllr Hodgson & PCllr Bayfield declared an interest Agenda 15 VH Committee as the PC representative on that Committee.

6. MINUTES

The Minutes of the PCM held in January 2020 had been distributed to Parish Councillors prior to the meeting, it was agreed to take them on bloc.

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

7. APPOINTMENT ONTO COMMITTEES/GROUPS/ROLES IN THE PARISH

It was agreed these would be taken unbloc if existing PCllrs were happy to be reappointed. Proposed PCllrapproved re-appointments, seconded PCllr....., all in agreement.

Village Hall Committee

PCllr Hodgson & PCllr Bayfield

Risk Assessments on PC assets

PCllr Lamb
Poorsland Charity
PCllr Searle & PCllr.....
Runham Defibrillator
PCllr Bayfield
Mautby Defibrillator

Mr Flatman has agreed to carry out the bi-monthly checks

8. MATTERS ARISING FROM THE 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

b. Various highway issues

The Xroads sign on the Mautby side approaching the Runham Swim xroad – NCC has ordered the replacement sign which takes usually 84 days, with the virus shut downs this might take longer..

c. Anglian Water – Sewerage Scheme in Runham

They have now agreed to installing a sewerage system to the centre of Runham, plan of the area and their letter attached to the notes.

d. Runham Footpath

The NCC has advised by the end of the summer their report should be completed, then it will need to go to their legal team.

e. Parish History

PCllr Lamb stated nothing further to report.

f. Dog bins

The PC accepted BCllr Thompsons offer to provide dog bins, to maintain and empty them so long as there were no objections from residents to the sitting - two have been sited at:

1.The grass triangle by the telephone kiosk

2.Roadside at the top of the footpath which runs down from Chapel Rd across the marsh to the mill.

g. Keeping PC Accounts

Appointment arranged to take them to Archives at CHall, with the virus the meeting was cancelled.

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h. Village Hall/School House sewerage

The Chairman has carried out investigations and the sewerage problems relate to the School House and he has advised the owner by telephone and letter.

i. VHall Grants

The Grants available are not suitable

After discussions it was agreed to check with CHall Archives on storage and report back to the next meeting.

9. PLANNING

PLANNING APPLICATIONS

06/20/0188/PAD prior approval change of use – erection of grain store – Osier Farm for Norse Commercial Services

06/20/0179/PAD prior notification of agricultural development – proposed building pole barn 7 Blanks Cl for Mr & Mrs Thompson

BA/2019/0451/FUL Manor Farm – on line to view - no plans received

06/19/0631/CU proposed change of use from tea room to self contained one bedroom holiday accommodation - Buttonwick, Mautby Lane for Mrs D Travis **dealt with by email no objections**

06/19/0662/F removal of condition 5 of planning permission 06/19/0419/F proposed new cattle shed and an extension of an existing agricultural building to create an additional cattle shed – Paston Farm, Mautby Lane for NCC **dealt with by email no objections**

PLANNING DECISIONS

None

PLANNING ITEMS

None

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None

10. RISK ASSESSMENT

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

MAUTBY BI-MONTHLY ASSET CHECK/RISK ASSESSMENT

Defibrillator outside the VHall

PCllr Bayfield check lists emailed to PClerk – the pads expire end on June 2020 – the EEAS have been advised and they have ordered replacements.

Defibrillator outside VHall moved to the BT kiosk on the VGreen

Sparky Services had moved and installed the electricity in the BT kiosk, they had also installed an outside electricity socket at the VHall. This work was carried out FOC – an email of thanks was sent to them.

Defibrillator at Mautby BT Kiosk

The parishioner carrying out checks has emailed the check lists on a fortnightly basis and everything is in order.

11. VANDALISM REPORTS FROM PARISH COUNCILLORS

12. ACCOUNTS FOR APPROVAL & PAYMENT

Accounts March 2020

P Welch VH electrics (paid Jan 2020)	£2746.80
S A Weymouth – £1020 div 6 = £170.00 less 20% tax=	£111.80

HMRC	£59.20
Colin Smith Mautby War Memorial	£800.00
Clarks Fencing Old School House side boundary fence	£595.00
Opus - Jan	£ 59.17
Opus – Feb	£148.48
Opus – March	£94.98

Accounts May 2020

S A Weymouth – £1020 div 6 = £170.00 less current tax code	£88.20
HMRC	£81.80
Zurich Insurance (discount premium finishes March 2024	£612.38
Opus April 2020	£24.22

PCllr proposed the accounts be paid, seconded PCllr , all in agreement.

Financial statement year end 31 March 2020

Emailed to PCllrs prior to the meeting.

Cash Book to year end 31 March 2020 signed off

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

PCllrproposed the Cash book be signed off, seconded PCllr, all in agreement.

Internal auditors report y/ending 31 March 2020

Mr Balls was happy with the way the PCs accounts were being produced and had no comments.

To be put on the website

Audit statement of Accounts y/e 31 March 2020

A copy had been emailed to PCllrs prior to the meeting

PCllr.....proposed this be signed off, seconded PCllr....., all in agreement

To be put on the website

Audit statement of Governance y/e 31 March 2020

A copy had been emailed to PCllrs prior to the meeting

To be put on the website

Notice of Accounts y/e 31 March 2020

Giving parishioners an opportunity to view the accounts is to be displayed in the Runham PC Notice Board and on the website.

Financial statement, cash book and bank reconciliation May 2020

Emailed to PCllrs prior to the meeting.

To be put on the website

PRECEPTS 2020/21

GYBC has agreed to PC figures being £6110 for the year and they have placed in the PC bank £3055 in April 2020.

13. CORRESPONDENCE

Correspondence from 21/1/2020 to 19/5/20 emailed to PCllrs prior to the meeting, it was agreed no action is to be taken

Correspondence Jan/Feb/March/April & May 2020

1. Broads briefing climate change update – emailed to PCllrs prior to meeting
2. Broads local access form consultation finishing date 5/2/20 – emailed to PCllrs prior to meeting
3. EA two offshore windfarm
4. Norwich Western Link got government backing
5. GYBC formal consultation on North Quay supplement – ended 23 Feb 2020
6. BA flood risk s/d for the broads
7. BA Parish Forum 18/3
8. BA footpath removed whilst river bank works being carried out
9. GYBC Parish Liaison meeting 9 March
10. NCC temp road closure A149 13/2
11. Broads Newsletter 2/20
12. GYBC publication final draft local plan part 2 proposed submission
13. Broads briefing Feb 20
14. UK power network road show in Ipswich
15. Norfolk Rescue Service changes in service – donation
16. Police Newsletter 4/20
17. Footpath Mautby Lodge towards the Church uncut –NCC advised in a programme that will take 6 weeks –end of May to end of June
18. Broads future initiative
19. A parishioner likes the planting in the parish and would like to participate if any further schemes are implemented.
20. . *Caring for parishioners whilst lockdown*
Several parishioners are doing shopping and medication for neighbours who are unable to do this for themselves
Poorsland trustees are also caring for those parishioners who need assistance
BCllr Thompson has set up a group of volunteers – named Adrians Army who is doing deliveries and collections for people in the neighbourhood

14. REPORTS FROM PARISH COUNCILLORS

15. VILLAGE HALL COMMITTEE REPORT

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

PCllr Bayfeld is looking into Grants available including WIFI

16. APM

Due to the virus the meeting will not be held this year unless the Government agree to changes. Groups in the parish have been advised.

Date for the next meeting at 7 30pm

With no further business the meeting closed at

