

MAUTBY PARISH COUNCIL

Incorporating the villages of Mautby, Runham and Thrigby

Tel: 07979109019; Email: mautbyparishcouncil@gmail.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 30th July 2025 at 7.30pm at Runham Village Hall** for the purpose of transacting the following business:

S. Burns Parish Clerk Wednesday 23rd July 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 Tuesday 20th May 2025**
4. **Public Forum**
 - a. Public
 - b. County / Borough Councillors
 - c. Police
5. **To consider application for co-option of Parish Councillor (1 vacancy)**

See enclosed
6. **Clerk Report**
 - a. Research into using a tracking device in the defibrillator
 - b. Called Steven (Maple Trees) regarding grass cutting/moles and contacted the mole man to return to complete the work.
 - c. All unfixed potholes have been reported, these are now all fixed as of 22/07/25.
 - d. Gathered and forwarded information from Community Action Norfolk & Adnams Community Trust regarding grants for solar panel battery onto the Village Hall Committee.
 - e. Currently no change on the Boat Shed (BA/2024/0009/UNAUP3) retrospective planning application.
 - f. Emailed NR29 guide to advertise our meetings, I will be contacted before the next issue goes to print.
 - g. Solar Panels are not currently covered by our insurance; Clerk has gathered information and sent off to Zurich for these to be added.
7. **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 June & July 2025	£308.84
ii. HMRC	PAYE June and July 2025	£77.00
iii. Sara-Louise Burns	Admin Expenses	£20.16
iv. ICO	Annual GDPR Licence	£47.00
8. **Correspondence and Consultations**
 - a. Filby Neighbourhood Plan Pre-Submission Regulation 14 Consultation
 - b. Norfolk Minerals and Waste Local Plan - Notice of Adoption
 - c. LGR information from Tom McGabe
9. **Planning**
 - a. New Applications

None
 - b. Applications considered between meetings
 - i) BA/2025/0127/HOUSEH – Bounty Farm, Low Road, Runham – Demolition of existing dairy buildings. Construction of steel framed dairy building. – **No Objections**

- ii) BA/2025/0109/HOUSEH – Manor Farm, Low Road, Runham, Mautby – Erection of garden shed and summer house, erection of fencing with gate and instillation of gate to driveway. – **No Objections**
- c. Decisions
None
- d. Other for information

10. Reports from Councillors and Outside Bodies

- a. Risk Assessments and Defect Reports around the Parish incl. Highways and Street Lights
 - i) Delivering highway improvements in partnership 2026/27
- b. Health and Safety
 - i) Discuss adding a second person to check the Mautby and Runham Defibrillators should the first person not be available to.
- c. Village Hall Committee Report
- d. Village Green
 - i) To discuss tree inspection report and actions. Consider estimates received for tree works.
- e. Policing and Vandalism
- f. SAM2 Results and repair following removal by GYBC
- g. Feedback on No Mow May

11. Parish Council Policies

- a. To adopt the IT Policy

12. Items for inclusion on the next agenda

13. Reports from Councillors (for information only)

14. Date of Next Meeting: Thursday 18th September 2025 7.30pm at Runham Village Hall – To be agreed by the council.