

MAUTBY PARISH COUNCIL

Incorporating the villages of Mautby, Runham and Thrigby

Tel: 01493 253041; Email: mautbyparishcouncil@gmail.com

Chair: Mr Mark Bullent

Parish Clerk: Mrs Catherine Moore

To Members of the Council,

You are hereby summoned to attend a meeting of Mautby Parish Council on **Wednesday 24th July 2024 at 7.30pm at Runham Village Hall** for the purpose of transacting the following business:

C Moore Parish Clerk 18th July 2024

1. **To consider apologies for absence**
2. **Co-option of Parish Councillor (1 vacancy)**
3. **Public Forum**
 - a. Public
 - b. County / Borough Councillors
4. **Declaration of interest for items on the agenda and applications for dispensation**
5. **To approve the minutes of the meeting held on Wednesday 22nd May 2024**
6. **Matters Arising from the Minutes**
 - a. Replacement of rotten lampposts
 - b. Repair of Potholes
 - c. B-Line
 - d. Drainage works at Blanks Close
 - e. Overgrown Hedge, junction of Thrigby Road
7. **Finance**
 - a. Financial update 2024/25; and to note receipts since last meeting
 - b. To consider payment of the following:

i. C Moore	Salary June & July 2024	£327.50
ii. HMRC	PAYE June & July 2024	£82.00
iii. ICO	Annual Subscription	£35.00
iv. Norfolk PTS	Induction Training	£55.00
v. A Bayfield	Timber & Screws	£74.53
vi. C Moore	Website Renewal (3 years)	£259.20
 - c. To note payment made between meetings:

i. L H Contractors	Village Hall – Drainage Works (Deposit)	£1,000.00
ii. L H Contractors	Village Hall – Drainage Works (Balance)	£5,326.00
8. **Correspondence and Consultations**
 - a. Email regarding overgrown footpath to Runham Mill
 - b. Parish Partnership Scheme 2025/6
 - c. General Correspondence
9. **Planning**
 - a. New Applications
06/24/0458/HH 12 Thrigby Road, Mautby: Retrospective application for double garage to replace existing.
 - b. Applications considered between meetings
06/24/0193/CU Thyme Cottage, 4 Mautby Lane, Mautby: Application for retrospective planning permission: To subdivide and change the use of a two storey dwelling house into a single residential dwelling at ground floor and a separate 2-3 bedroom holiday let accommodation unit at first floor. **NO COMMENTS**
 - c. Decisions
None.

10. Reports from Councillors and Outside Bodies

- a. Risk Assessments and Defect Reports around the Parish incl. Highways and Street Lights
- b. Village Hall Committee Report
 - i. Drainage and soakaways – update on works
 - ii. Heating at the Village Hall - update
 - iii. To consider prices for any remaining works and note funds remaining
 - iv. Ongoing maintenance schedule for the Village Hall
- c. Village Green
 - i. Mole control
- d. Policing and Vandalism
- e. SAM2 Results

11. Other Matters

- a. Review of Policy Documents
 - i. Complaints Policy
 - ii. Equalities Policy
 - iii. File Retention Policy
 - iv. Press and Media Policy
 - v. Risk Assessments
 - vi. Internal Controls
- b. To adopt an alternative model of Standing Orders and Financial Regulations
- c. Flagpole at Runham Village Hall / Village Green
- d. To receive information from Mautby PCC regarding burial ground maintenance costs in relation to removal of concurrent function grants

12. Reports from Councillors (for information only)

13. Date of Next Meeting: Wednesday 25th September 2024 7.30pm at Runham Village Hall