

**Minutes of the Meeting of Mautby Parish Council held on
Wednesday 25th May 2022 at 7.35pm at Runham Village Hall**

Present: George Gay (Chairman for item 1)
Vivyan Bishop
Amanda Bayfield
Dean Hewitt
Jean Hodgson
Martin Lamb (Chairman for item 2 onwards)
Catherine Moore, Parish Clerk

Also present: Borough Councillor Adrian Thompson and 7 members of the public.

Prior to the start of the meeting, it was announced that Hilary Searle had resigned from the Council. Hilary was thanked for her years of service to the Council and community.

George Gay presented a plaque in memory of Shirley Weymouth, who had passed away shortly after the 2021 Annual Meeting. This would be displayed in the Village Hall.

1. Election of Chairman

Martin Lamb was elected as Chairman, proposed by Amanda Bayfield, seconded by Vivyan Bishop, all in favour. The Declaration of Acceptance of Office was signed. Martin Lamb thanked George for his years of service as the Chairman.

2. Election of Vice Chairman

Amanda Bayfield was elected as Vice Chairman, proposed by Martin Lamb, seconded by Jean Hodgson, all in favour.

3. Apologies for Absence

There were no apologies for absence.

4. Public Forum

a) Public
None.

b) County Councillor
Not present.

c) Borough Councillor
Borough Councillor Adrian Thompson had nothing further to report, and thanked George and Hilary for their support.

5. Declaration of Interest for items on the agenda

Jean Hodgson and Amanda Bayfield declared an interest in the Village Hall as Trustees.

6. Minutes of the meeting held on Wednesday 30th March 2022

The minutes of the meeting were **agreed** and signed by the Chairman, proposed by Jean Hodgson, seconded by George Gay, all in favour.

7. Matters Arising

a) Church Footpath Application Update

The Clerk reported that there had been no progress since the March meeting, however the application was moving up the list and it was hoped that a report would be ready by the end of the summer.

b) Bus Shelter Project

The Clerk noted that she had been dealing with the work around the village hall over the last two months and had not been able to progress this. The Clerk would look for funding applications for this. **ACTION: Clerk**

c) Memorial Plaque for Shirley Weymouth

The plaque was presented earlier in the meeting.

d) Hall Farm Planning Update

It was reported that an acoustic assessment had been requested, and the barn which was to be relocated was now outside the scope of the application. Adrian Thompson would be pushing for this to go to Planning Committee for determination. It was noted that a previous acoustic assessment had struggled to get acceptable residential levels at a quarter of a mile away. It was hoped that the assessment would be to the relevant British Standard, and this would be discussed with Environmental Health.

e) Defibrillator Training

A member of the public had offered to give defibrillator training to residents in the village, this would be set up and publicised. **ACTION: AB**

8. Accounts for Approval and Payment

a) Year End Finances 2021/22

The finances for the year ending 31.03.2022 were **noted**.

b) Review Internal Controls and Risk Assessments

The annual review of internal controls and risk assessments was **agreed**, proposed by Amanda Bayfield, seconded by George Gay, all in favour.

c) Receive Internal Audit Report

The internal audit report was **noted**. The matters raised would be reviewed and actioned. **ACTION: Clerk**

d) Annual Governance Annual Return

The Annual Governance Statement and Annual Accounting Statement were agreed, proposed by Jean Hodgson, seconded by Amanda Bayfield, all in favour. It was agreed that the Council would declare itself exempt from external audit. **ACTION: Clerk**

e) Asset Register Review; Insurance Renewal; Insurance Valuation

The asset registered was reviewed. The projector needed to be added at £180, with this addition the asset register was **agreed**, proposed by Amanda Bayfield, seconded by Jean Hodgson, all in favour.

The Clerk noted that the Council was in a long term agreement for insurance until May 2024, therefore it was not possible to get more competitive quotes.

The Clerk had obtained two prices for the insurance valuation of the Village Hall, one in person at a cost of £350, and one desktop at a cost of £180. It was **agreed** to commission the desktop valuation, proposed by Amanda Bayfield, seconded by Jean Hodgson, all in favour. **ACTION: Clerk**

f) Review of Reserves

The Clerk noted that the Council had ended the year with free funds of £661 and had intended to suggest an election reserve however the costs of the village hall first registration and insurance valuation would now need to come from this. It was noted that if a contested election was called for any vacancies, this could cost up to £1,500, and the Council should consider an election reserve at the next budget.

g) Review Bank Signatories

The current bank signatories were George Gay, Hilary Searle, Jean Hodgson and Amanda Bayfield. It was **agreed** to add Dean Hewitt and Vivyan Bishop, and remove Hilary Searle, proposed by Martin Lamb, seconded by Amanda Bayfield, all in favour.

ACTION: Clerk

h) Financial Update 2022/23

The financial update was presented, noting that the Council had £11,720.83 in the bank at 14th May 2022. The precept, concurrent functions and shortfall grant first instalment had been received (£3,823.50); VAT reclaim £235.31; insurance claim £300.00; and interest £0.13.

i) Payments

It was **agreed** to pay the following, proposed by Jean Hodgson, seconded by Amanda Bayfield, all in favour:-

C Moore	Salary Apr & May 2022	£269.50
HMRC	PAYE Apr & May 2022	£67.20
C Moore	Expenses Apr & May 2022	£80.65
K Wilton	Internal Audit	£45.00
Zurich Town & Parish	Insurance Renewal	£682.84

9. Correspondence

a) ASTCO Textile Recycling Banks

A letter regarding hosting a textile bank was received. It was **agreed** not to take this offer up.

b) Norfolk County Council Local List for Validation of Planning Applications Consultation

The consultation was **noted** with no comments made.

c) General Correspondence

A letter had been received regarding support for Ukrainian families living in the parish. This had been passed to the Poores Trust as the appropriate forum. The Clerk would reply to the writer advising them of this.

ACTION: Clerk

10. Planning

a) New Applications

06/21/0693/F 12 Thrigby Road, Runham: Proposed replacement of existing garage with new building 6m x 6m x 4m tall; covered walkway / porch to side elevation with opaque plastic roof; relocation of heating oil tank and boiler to front of property – revised plans received 10th May 2022.

No views or comments.

ACTION: Clerk

b) Decisions

None.

c) Applications Considered Between Meetings

None.

11. Reports from Councillors and Outside Bodies

a) Risk Assessments and Defect Reports

The streetlight on the Green that had been missing a lamp for years was being followed up by Adrian Thompson.

The Clerk was asked to chase up progress on repairing the defect around the manhole cover outside the village hall.

ACTION: Clerk

b) Village Green

The canopy lift tree works had been completed by Steven Hewitt, who was thanked for this work. It was noted that a hedge cutter would be needed to trim some back.

c) Village Hall Committee Report

➤ **Insurance Claim** – the Clerk reported that the claim had been paid out at £300.

➤ **Village Hall Structural Survey** – the Clerk reported that she had secured the services of a surveyor on a pro bono basis, through Norfolk ProHelp, which was very much appreciated. It was **agreed** that Amanda Bayfield and Jean Hodgson would liaise with the company offering this service.

➤ **First Registration** – the Clerk reported that she had obtained three quotes for the legal work, with a local solicitors willing to do the work for a fee of £250 plus VAT, plus Land Registry fee and disbursements (total budget £430 plus VAT). It was **agreed** to commission this work, proposed by George Gay, seconded by Vivyan Bishop, all in favour. George Gay would attend the solicitors with the Clerk for the purpose of identification.

➤ **Ownership and Maintenance** – it was confirmed that the Parish Council owned the Village Hall and was responsible for the maintenance of the fabric of the building, as defined in the minutes in 1974. It was felt by members of the Village Hall Committee that the Covid grant money could not be spent on matters that were within the responsibility of the Parish Council.

d) Policing and Vandalism

There had been a lot of cars racing on the roads and making a mess.

e) SAM2 Results

Dean Hewitt gave an overview of the results from Stokesby bungalows, noting that the device was now at Runham Council Houses. It was noted that Stokesby would be purchasing their own device. The Clerk was asked to invite the County Councillor to attend the next meeting.

ACTION: Clerk

12. Other Matters

a) Tree Inspection Report and Prices

The Clerk reported that she had obtained a further two quotes, including one contractor who had previously declined to quote. It was **agreed** to commission the works with Steven Hewitt at a cost of £450, proposed by Jean Hodgson, seconded by George Gay, all in favour.

ACTION: Clerk

b) Registration with the Information Commissioners Office

The Clerk noted that all Parish Councils were required to register annually with the Information Commissioners Office, as part of their data protection duties. The fee would be reduced to £35 with a direct debit in place. It was **agreed** to make the registration and direct debit, proposed by Amanda Bayfield, seconded by Jean Hodgson, all in favour.

ACTION: Clerk

c) Draft Co-Option Policy

The draft policy was **agreed**.

ACTION: Clerk

13. Any Further Business (for information only)

The Chairman thanked George Gay and Hilary Searle for their service as Chairman and Vice Chairman, and thanked the Clerk for her work in modernising the processes of the Parish Council over the last year.

The Jubilee Picnic on the Green was promoted, noting that a village photograph would also be taken.

Four donated trees needed to be planted, it was **agreed** to allocate them to:

1. Replacement tree on the village green
2. Runham Churchyard
3. Runham Churchyard
4. Mautby Churchyard

14. Date of Next Meeting

Wednesday 27th July 2022 7.30pm Annual Parish Council Meeting, Runham Village Hall

The meeting closed at 8.50pm.

CHAIRMAN