

**Minutes of the Meeting of Mautby Parish Council held on Wednesday 3rd September 2025
at 7.30pm at Runham Village Hall**

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

1. Apologies for absence

Sarah Flatman and Paul Newby sent their apologies, accepted.

2. Declaration of interest for items on the agenda

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

3. To approve minutes of the previous meeting

Minutes of the previous meeting held on Wednesday 30th July were approved, agreed by all.

4. Public Forum

- a. Public
No members of the public in attendance.
- b. Country / Borough Councillors
No report received on this occasion, council have asked if there is a digital report with any updates. Clerk to inquire.
- c. Police
No Police in attendance.

5. Clerk Report

- a. To advise the Clerks leave in September/October – agreed by all.
- b. Maple Trees have carried out the work on Runham Village Green.
- c. Meeting information has been updated in the NR29 guide.
- d. The Lady Mole Catcher will carry out mole treatment when we have had a period of rain, the ground is currently too dry to do the work.
- e. Solar Panels should now be covered by the insurance, awaiting confirmation from Zurich.

6. Finance

- a. Finances 2025/26 to date. Since the last meeting the following has been received:
None
- b. Clerks pay increase for SCP14 from £14.84 to £15.31 following Local Government pay scale increase for 2025/2026 to be implemented from August 2025 – agreed by all.
- c. Payments – it was agreed to pay the following, all agreed:
 - i. Sara-Louise Burns Salary August & Sept 2025 £426.20
 - ii. HMRC PAYE August & Sept 2025 £0
- d. Payments made (as agreed per quotation) Maple Trees £1200

7. Correspondence and Consultations

a. Further Funding to Support Bus Shelter Installations.

The council discussed an application for funding towards a new bike rack, however as there are already bike racks within the Village Hall grounds, it was agreed not to make the application. It was agreed to place a notice on the notice boards informing people are able to use the bike racks, including all information regarding use at the persons own risk and the Council and Village Hall are not responsible for any damages or loss.

8. Planning

a. New Applications

None

b. Applications considered between meetings

06/25/0450/HH – Cuckoos Barn, Hall Road, Mautby – Erection of Cart Lodge – **No objections.**

c. Decisions

BA/2025/0109/HOUSEH – Manor Farm, Runham, Mautby – Erection of timber garden shed and installation of gate and fencing – **Approved Subject to Conditions.**

BA/2025/0127/HOUSEH – Bounty Farm, Runham, Mautby – Demolition of existing dairy buildings, store and sheds. Construction of steel framed dairy building, timber clad cart lodge with two single attached garages and log store, green house – **Approved Subject to Conditions.**

9. Reports from Councillors and Outside Bodies

a. Risk Assessments and Defect Reports around the parish including Highways and Street Lights

Ruth Easter noted how all the footpaths around the village are generally in good condition without overgrowth.

A pothole has been repaired opposite Runham Bowls gate, however the tarmac has covered a manhole. Mark Bullent noted if access to the manhole is required the tarmac will be damaged during this process, this raises concern for a future problem.

Amanda Bayfield noted there is a tree covered in Ivy which appears to be dead on Low Road. She is unsure who owns this as it's on the edge of a field so could be highways or the landowner. Jean Hodgson has said she will take a look at this before the next meeting to work out what land it sits on.

Mark Bullent noted we still have not received the streetlights which were to be returned by GYBC. Unfortunately, the lights are drawing in and would like this sorted. Clerk to chase for an update.

b. Health and Safety

Amanda Bayfield reported that the concrete windowsill on the exterior of the village hall is chipping away and deteriorating and will need repairing. Amanda Bayfield noted she would speak with a local resident who could possibly repair this.

It was noted there is no asbestos in the rear lobby.

There is a leak in the rear lobby, it is unknown whether this is an old or new leak.

It is not related to the guttering as this has all been replaced. Mark Bullent is going to take a look to identify if this is a new leak or not.

c. Village Hall Committee Report

The VHC has their AGM on Monday 1st September and 1 member of the public attended.

They are currently £203 in credit with Octopus Energy since August 2025 and being on this tariff has significantly reduced the cost of the electricity bill. They haven't received any income in August.

The VHC have taken out a Community Action Norfolk Silver Membership, giving them access to templates for policies and procedures. They will trial using this for 1 year.

Lunch Club will be continuing.

There will not be a quiz night in December, due to this being a busy month in the lead up to Christmas, this will resume in January.

Everything is ready for the Village Fete on Sunday 7th September, including an outside bar and cakes and refreshments in the hall. Clerk to put poster up on website to advertise the fete.

d. Village Green

Moles and Tree works covered within Clerk Report and Finance.

Ruth Easter noted she has almost finished the bug hotel as part of the biodiversity plan. This will be unveiled at the Village Fete on Sunday 7th September.

It was noted that Ruth Easter is organising a litter pick in Runham on the 11th October and Sarah Flatman will be organising one in Mautby in the future. Clerk will advertise the poster on the website once received.

Mark Bullent noted a local beekeeper and honey maker will be attending the Village Fete selling their locally made Runham Honey.

Amanda Bayfield noted it would be nice to get some photographs from the fete to add to the council website, Clerk will action if there are photos to use.

e. Policing and Vandalism

It was noted there may not be a Police present at the village fete due to commitments at a larger event in Great Yarmouth.

f. SAM2 Results

Mark Bullent noted there are not any results to publish yet due to the meeting being earlier in the month. He will email them when available and Clerk will publish on the website.

10. Items for inclusion on the next agenda

11. Reports from Councillors – for Information only.

Ruth Easter asked if the council could agree when the St Georges flag at the Village Hall is flown. Due to there being political conflict regarding the St Georges flag currently, it has been agreed the flag at the Village Hall will only be flown for objective circumstances, for example remembrance, sporting events, village fete. It will be flown for a couple of days surrounding an event then taken down. The Parish Council remain non-political.

Amanda Bayfield noted the defibrillator has been checked this month.

It was also noted there are two panels from the phone box missing, she will speak with a local resident who has painted this to see if they have them. She also passed on thanks to the resident who has painted the phone box.

A new book club has started within the village; a poster will be up in the notice board and Clerk to put poster on the website.

Amanda Bayfield noted she has almost completed the Adnams Grant application for funding towards a solar panel battery for the village hall.

Vivyan Bishop noted she attended the recent Suffolk Water event at Ormsby. The event was held to address complaints about sewage and what they are doing for the environment.

Ruth Easter raised concerns the dog bins have not been emptied, and it would be best if this were done before the Village Fete on the 7th. Clerk to contact Adrian Thompson regarding the collection.

It was also noted, a year ago Adrian Thompson placed an order for Daffodil bulbs for around the village, Clerk to contact Adrian Thompson to see if this is happening again this year.

12. Date of next meeting: Wednesday 26th November 2025 7.30 at Runham Village Hall

Meeting closed at: 8.20pm

CHAIRMAN