

**Minutes of the Meeting of Mautby Parish Council held on Wednesday 30th July 2025 at
7.30pm at Runham Village Hall**

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

Also present: Borough Councillor Adrian Thompson and 4 members of the public.

1. Apologies for absence

No absences.

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 meeting held on Tuesday 20th May 2025 were approved, agreed by all.

4. Public Forum

a. Public

A member of the public asked if there is any update on the streetlights being replaced. Adrian Thompson commented that there has been no update yet, it was noted how it would be good if this is done before the nights start getting darker.

A member of the public also asked if there is an update on the mains sewage. Adrian Thompson commented there is no update, apart from it was noted it would be sorted within 5 years.

b. Country / Borough Councillors

Adrian Thompson noted the dog bin collections are working well and the bins are being used.

Adrian has been in contact with John from the Village Fete Committee and has donated £500 to get the village fete up and running this year.

Norfolk County Council have up to 80% funding off new bike racks for rural villages. Clerk to look into this and add to the next agenda.

Devolution update – GYBC and the 6 other district councils have voted for a 3 unitary authority however NCC have voted for 1 unitary authority. This is all moving at speed now and a business plan will be submitted by 26th September 2025 with a decision being made in January 2026.

Adrian Thompson noted how nice the village green is looking and passes on thanks to Steven from Maple Trees. He has passed on contact information for a pest control company to look into treating the remaining moles on the village green.

c. Police

A report is noted at item 10.

5. Applications for co-option of Parish Councillor (1 Vacancy)

After discussion and an application review, the council have agreed to co-opt Paul Newby as a councillor. Proposed by Mark Bullent, seconded by Sarah Flatman – all agreed.

6. Clerk Report

The Clerk informed the council:

The Parish Council are unable to use any sort of tracking device on the defibrillators, due to GDPR.

All potholes have been repaired.

Will advertise Mautby Parish Council meetings in the NR29 guide in the next print run.

Awaiting to hear from Zurich insurance regarding adding the solar panels to the policy.

Noted grant research to buy a battery for the solar panels – Amanda Bayfield will start the application for the Adnams Grant Fund.

7. Finance

- a. Finances 2025/26 to date were noted. Since the last meeting the following has been received:

i.	GYBC	Precept	£7554.00
ii.	Concurrent Functions		£1093.50
iii.	Unity Bank	Interest	£52.69
iv.	HMRC	VAT Refund	£467.97

- b. Payments – it was agreed to pay the following. All agreed:

i.	Sara-Louise Burns	Salary June & July 2025	£308.84
ii.	HMRC	PAYE June & 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 – Ruth Easter gave an update from the Filby Neighbourhood plan meeting and noted there isn't anything significant affecting the Parish, however noted biodiversity has been removed from the plan. The government has retracted funding to this.
- b. Norfolk Minerals and Waste Local Plan – Received and read.
- c. LGR information from Tom McCabe

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

10. Reports from Councillors and Outside Bodies

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

- i. Ruth Easter noted that all potholes have been repaired however they have been done differently from previous repairs – tarmac has been sprayed along verges, and the quality of the repair is not as good.
- ii. Parish Partnership Scheme was received and read – it was agreed to add this to the next agenda.
- iii. Sarah Flatman noted the Asbestos Management Plan was due for review and this has been done.
- iv. Ruth Easter noted she put a recent road closure notice on a local Social Media page and had a good response from this. She is happy to continue doing this in the future, reaching the local community who are online. It was asked if road closures could also be added to the notice boards as well as published on the Parish Council website to ensure those not online still receive this information – Clerk to action for all future road closures.
- v. The council have agreed a budget of up to £100 for Amanda Bayfield to purchase foam board to repair and update the noticeboards along with a flag for the village hall.

b. Health and Safety

- i. After discussion, it was agreed that Mark Bullent would check both the Mautby and the Runham Defibrillator's should Amanda Bayfield and Robert Flatman be unable to check them. Robert Flatman continues to report online the status of the Mautby defibrillator, and the Clerk is to log in online to report the status of the Runham defibrillator.
It was also discussed that Defibrillator training would be beneficial, and some councillors would like to take part in this. Amanda Bayfield has offered to discuss this with a member of the public within the village who offers this.
- ii. Ruth Easter noted there is a purple cable coming out of the ground next to a telecoms pole, Mark Bullent confirmed this is for the Fibre Broadband work that is upcoming and is not a risk.
- iii. In between meetings, a member of the public raised concerns regarding a house which is being renovated and the dust/debris coming from this could be a health/pollution concern. Amanda Bayfield advised the member of public to report this to Environmental Health who have been out to assess the situation. Vivyan Bishiop noted after speaking with the owner of the house, has confirmed all processes are being monitored, some chemicals have been changed and there is no risk posed with the situation being constantly monitored.

c. Village Hall Committee Report

Amanda Bayfield noted the following:

All waste has been removed within a skip and the gas canisters have been sold and removed.

Another member of the VHC has passed their Level 2 Food Hygiene Certificate.

PAT testing is complete with thanks to Mark Bullent.
The shed roof has been repaired, with thanks to Paul King.
The finances are stable, and they currently have £6500 in funds.
The wine tasting event was a success, this event was not to make money, and it was noted they broke even on finances for this.
There has recently been a wedding in the Village Hall which was a huge success, and it was noted how wonderfully it had been decorated for this.
The VHC are looking into buying a fly killer for the kitchen.
The VHC are also going to be signing up to the Community Action Norfolk Silver Membership.
The lunch club is continuing, the price has raised slightly from £4 to £5.
There will be a Quiz night on the 18th October, it was noted this is a big fundraiser for the VHC and there will also be a quiz over the Christmas period.
The electricity has now been swapped over to Octopus Energy as of 1st July 2025, and extra energy generated from the solar panels is now being sold back to the grid. It's unknown the price that they are selling this back for but will have figures to report by the next meeting.

d. Village Green

After discussion and review of the tree report done by Target Trees, the council have voted and decided between three quotes for a company to carry out the tree works required. The Clerk will contact the company immediately to book this in as it has been agreed the work is done before the Village Fete on the 7th September 2025.

e. Policing and Vandalism

- i. Ruth Easter attended the recent Neighbourhood Meeting for Rural Flegg, Caister and Coastal Villages and reported the following from this meeting:
The meeting was well attended by lots of Parish Councillors from the area, a Police Sergeant and a Police Constable carried out the presentation.
Noted their work within town centres but also highlighted they are reactive in smaller and more rural areas too. They have urged anyone with a concern to get in contact reiterating their reactivity in rural villages.
The main issues reported from villages is speeding, it was noted how there is no longer a local beat officer for villages, however, would still address recurring issues of speeding in villages if the issues persist.
Ruth also reported that it was noted the Public Spaces Protection Order (PSPO) are in place across the whole of GYBC, allowing the council to tackle activities carried out in local spaces which have had or are likely to have a detrimental effect on the quality of life of those in the locality.
PC Dan Beales will be attending the Village Fete on 7th September.
The next Neighbourhood Meeting will be in October.

f. SAM2 Results

SAM2 results were noted and will be added to the website by the Clerk.

g. No Mow May Feedback

There has been no feedback on No Mow May, and it was noted how the areas left looked good, and the daffodils were early this year.
Ruth Easter reported an update on the Bug Hotel, and the work will start this weekend. She has the materials needed and Councillors Sarah Flatman and Paul Newby have offered further resources if needed. The Clerk noted she would inform the company carrying out the tree works on Runham Village Green, of this project, so it is not removed or damaged in the process.

11. Items for inclusion on the next agenda

- a. Parish Partnership Scheme
- b. Funding from NCC regarding getting a bike rack in the village.

12. Date of next meeting: Wednesday 3rd September 2025 7.30 at Runham Village Hall

Meeting closed at: 9:01pm

CHAIRMAN