

**Minutes of the Meeting of Mautby Parish Council held on
Wednesday 28th September 2022 at 7.30pm at Runham Village Hall**

Present: Martin Lamb (Chairman)
Amanda Bayfield
Vivyan Bishop
Mark Bullent
George Gay
Dean Hewitt
Catherine Moore, Parish Clerk

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

1. Apologies for Absence

Apologies for absence were received from Jean Hodgson.

2. Public Forum

a) County Councillor

Not present.

b) Borough Councillor

Borough Councillor Adrian Thompson reported that the street light on the village green was scheduled for replacement.

Some amendments to the Barn Lane planning application were expected, to address some of the concerns raised.

The Clerk had tried to get an update on the Hall Farm planning application however there had been no movement.

Addition bulbs would be supplied for planting.

c) Public

A member of the public expressed disappointment that the County Councillor had not attended the meeting to discuss the Hall Farm planning application. He reported that there had been no public site notice displayed; that the tenants comments on the application had not yet been uploaded to the Borough Council website; and that the noise assessment issued on 8th September 2022 had not yet been submitted. It was suggested that the Parish Council should email the Monitoring Officer to ask for a progress report, however Adrian Thompson noted that as the Local Member he would request a written progress report and would escalate the matter. **ACTION: AT**

It was confirmed that the verge cutting at the top of Market Lane had been delayed due to the weather, but was now scheduled for completion.

3. Declaration of Interest for items on the agenda

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

4. Minutes of the meeting held on Wednesday 27th July 2022

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

5. Minutes of the meeting held on Wednesday 7th September 2022

The minutes of the meeting were **agreed** and signed by the Chairman, proposed by Mark Bullent, seconded by Vivyan Bishop, all in favour.

6. Matters Arising

a) Church Footpath Application Update

The Clerk reported that there had been no progress since the last meeting, and was asked to email the County Councillor to press for progress. **ACTION: Clerk**

b) Bus Shelter Project

The Clerk reported that the funding application to Awards for All had been rejected. She would look for more funding opportunities, and suggested that the project could be expanded to include an information point with a footpaths map, useful local information, and QR codes for information that could be viewed and updated online. Councillors were asked to email in any suggestions to enhance this.

ACTION: All / Clerk

c) Hall Farm Planning Update

Covered earlier in the meeting.

d) Additional Bank Signatories

The Clerk had the forms to be signed after the meeting and submitted to Lloyds.

e) Tree Works on Village Green

The works had been completed.

f) Defibrillator Training

Amanda Bayfield reported that the training had been well attended and well received. Feedback had been good, and a suggestion had been made that a children's awareness session could be set up. The Annies were being stored at the village hall as they were old ones. Amanda would set up another session over the winter, and would write to thank the trainer.

ACTION: AB

g) Village Hall First Registration

The Clerk confirmed that the paperwork had been submitted to the solicitors and would chase an update.

ACTION: Clerk

7. Accounts for Approval and Payment

a) Financial Update 2022/23

The financial update was presented, noting that the Council had £9,730.18 in the bank at 15th September 2022. Interest had been received (£0.72).

b) General Reserve Policy

The Clerk noted that due to the financial commitments made at the last meeting, the Council no longer held 12 months of revenue expenditure in their general reserve. It was **agreed** to revise the General Reserve to £3,000, which was approximately 6 months of revenue expenditure.

It was noted that the defibrillator pads would need to be replaced by December 2022, and Amanda was asked to check the expiry date on the battery. **ACTION: AB**

c) Payments

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

C Moore	Salary Aug & Sept 2022	£300.55
HMRC	PAYE Aug & Sept 2022	£75.00
C Moore	Expenses Aug & Sept 2022	£8.10*

J Hodgson	Flowers - Reimbursement	£40.00
Maple Tree Services	Village Green Tree Works	£450.00
Information Commissioner	Subscription	£35.00

* Mileage £8.10

8. Correspondence

a) General Correspondence

An email had been received noting that signs had been put up regarding sheep worrying in fields in the parish. This was noted and it was suggested that something could be put on the website.

ACTION: Clerk

9. Planning

a) New Applications

None.

b) Decisions

BA/2021/0434/FUL Lower Wood Farm, Browns Lane, Mautby: Proposed managers accommodation bungalow and office facilities.

APPROVED

c) Applications Considered Between Meetings

06/22/0589/HH 2 Lacons Corner, Hall Road, Mautby: Proposed single storey extensions and alterations to existing property; Demolish existing garage and replace with new garage and covered parking space.

NO VIEWS OR COMMENTS

10. Reports from Councillors and Outside Bodies

a) Risk Assessments and Defect Reports

It was noted that there was a broken footpath bridge to the Mill, Runham which was owned by the Broads Authority. The Clerk was asked to report this to the Broads Authority, and Mark Bullent would send the location reference to the Clerk.

ACTION: MB / Clerk

The road markings at the junction to the concrete road were discussed. It was noted that they had completely worn away and needed reinstating together with a chevron sign. The Clerk was asked to report this to Highways, and Mark Bullent would send a location reference.

ACTION: MB / Clerk

b) Village Hall Committee Report

Amanda Bayfield reported that the village hall committee was trying to reduce energy consumption by sectioning of spaces with curtains, to allow only some heaters to be switched on. Communications were being considered, with a newsletter hoped to be launched soon. There would be an indoor yard sale on 26th November, £2.50 per table. Grant funding for improved lighting was being considered, however often funding opportunities were being missed as they Committee didn't hear about them early enough.

It was noted that a number of conditions had been applied to the funding offered by the Village Hall Committee, with one being the requirement for an annual visual survey of the building which could commit the Council to considerable expense. It was confirmed that the survey would be expected to be carried out by a suitably qualified individual, and that the Parish Council could not expect this indemnified expertise to be available for free within the village. The Clerk suggested a budget initially of £500 per year, with the ongoing cost being understood after the first year. It was confirmed that the Village Hall Committee would pay to have the ceiling taken

down, with the Parish Council paying for the survey of the roof trusses. It was **agreed** to accept the grant funding subject to confirming the survey arrangements in writing. **ACTION: Clerk**

c) Village Green

It was noted that the signs on the village green had become obscured by vegetation. Discussion ensued regarding preventing parking on the green, including low level fencing, however it was felt that this would spoil the visual aspect of the village. It was noted that official parking could not be installed on the Green as this was not permitted under the Village Green laws. A member of the public agreed to raise the signs. The Clerk was asked to check the Council records for the ownership of the Village Green. **ACTION: Clerk**

One tree had been planted on the village green however it had not survived the drought conditions. Dean Hewitt noted that he had trees that were waiting to be planted, it was **agreed** to plant one on the village green to replace the removed tree, and two where trees had been cut back. Mark Bullent agreed to assist with this. **ACTION: DH / MB**

d) Policing and Vandalism

No report.

e) SAM2 Results

Dean Hewitt reported that the SAM2 had been at Stokesby. He thanked Mark Bullent for moving the bracket from the Council Houses to the Bowling Green. Runham bracket -

11. Other Matters

a) Parish Partnership Scheme 2023/24

It was suggested that an extension to the 30mph limits could be applied for. The Clerk confirmed that this was not covered in this scheme, however the Road Safety Community Fund could be suitable for this. The Clerk would make enquiries regarding this. **ACTION: Clerk**

b) Civility and Respect Pledge

The Civility and Respect Pledge was outlined, noting that it drew together a number of themes and relating to anti-bullying work nationally. It was **agreed** to sign the pledge, proposed by Amanda Bayfield, seconded by Mark Bullent, all in favour. **ACTION: Clerk**

The Dignity at Work Policy would be brought to the next meeting, as this was currently sitting in a number of other policies. **ACTION: Clerk**

c) Remembrance Wreath – Runham Church

It was confirmed that a wreath would be ordered for each church and that a donation of £20 per wreath would be made, to be raised at the next meeting. **ACTION: Clerk**

12. Reports from Councillors (for information only)

Dean Hewitt reported that he had attended the official opening of the new Marina Centre in Great Yarmouth and was very impressed with the facilities. Some feedback had been given regarding the lack of transparent pricing available, and the cost of parking.

Dean Hewitt reported that the issue of the feed lorry deliveries to PD Hooks continued to be a problem and had increased significantly. The Clerk was asked to

enquire about the delivery times and to note that complaints were being received.

ACTION: Clerk

Amanda Bayfield asked for the yard sale poster to be put on the website.

ACTION: Clerk

The manhole cover outside the Village Hall had not been fixed, the Clerk was asked to chase this up.

ACTION: Clerk

13. Date of Next Meeting

Wednesday 30th November 2022 7.30pm, Runham Village Hall

The meeting closed at 9.05pm.

CHAIRMAN