

MAUTBY PARISH COUNCIL

Incorporating the villages of Mautby, Runham and Thrigby

Tel: 07979109019; Email: clerk@mautbyparishcouncil.gov.uk Web: www.mautbyparishcouncil.gov.uk

Chair: Mr Mark Bullent

Parish Clerk: Mrs Sara Burns

To Members of the Council,

You are hereby summoned to attend a meeting of Mautby Parish Council on **Wednesday 29th July 2026 at 7.30pm at Runham Village Hall** for the purpose of the transacting following business:

S. Burns Parish Clerk 23rd July 2026

1. To consider apologies for absence
2. Declaration of interest for items on the agenda and applications for dispensation
3. To Approve the minutes of the meeting held on Wednesday 27th May 2026
4. Public Forum
 - a. Public
 - b. County / Borough Councillors
 - c. Police
5. Finance
 - a. To note income, expenditure and bank balances up to 30th of June (see enclosed)
 - b. To approve payment of the following:

i.	Sara-Louise Burns	Salary June & July 2026	£374.52
ii.	HMRC	PAYE June & July 2026	£41.20
iii.	Amanda Bayfield	St George Flag for Runham Village Hall	£64.14
 - c. To ratify the following payments:

i.	AAA Pest Control	Mole treatment	£125.00
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 - d. To confirm the Zurich Insurance renewal
The Zurich renewal premium for 2026/27 is £1008.40, with the solar battery included in the cover and this being a 3-year Long Term Agreement.
 - e. To consider subscribing as a member:
 - i. Norfolk Parish Training and Support (NPTS) (see enclosed)
 - ii. Norfolk Association of Local Councils (NALC) (see enclosed)
 - f. To consider Councillor training
Norfolk Parish Training and Support (NPTS) – Induction for Councillors
Thursday 10th & 17th September 2026 7pm-9pm – Online two-part course
Cost for subscribers: £64 + £12.80 VAT. Cost for non-subscribers: £80 + £16 VAT.
Thursday 24th September 2026 10am-3pm – In Person – Costessey, Norwich
Cost for subscribers: £68 + £13.60 VAT. Cost for non-subscribers: £85 + £17 VAT.
6. Correspondence and Consultations
 - a. Online Neighbourhood Drop-In sessions, circulated.
 - b. First Time Sewerage Scheme in Runham Anglian Water, previously circulated – to be discussed.
7. Planning
 - a. New Applications
None
 - b. Applications considered between meetings
06/25/0996/CU - Lower Wood Farm, Browns Lane, Mautby - Change of use of 2no. barns & 3no. dwellings from holiday lets into 5no. residential dwellings; Conversion of 3no. barns used for

holiday lets into 1no. 4-bedroom residential dwelling; Alterations and extensions to existing residential flat including change of use of existing swimming pool building to create 1no. 4-bedroom dwelling (creation of 7no. new dwellings in total). – **No objection**

06/26/0426/HH – Clancy’s Cottage, Glebe Corner, Mautby – Single-storey front extension – **No objection**

06/26/0359/HH – 7 Blanks Close, Mautby - Proposed single storey rear extension – **No objection**

c. Decisions

None

d. Other planning matters

Tree Preservation Order No.18 of 2025 – Trees on Land at Bracken Lodge, Runham - **Confirmed**

8. Reports from Councillors and Outside Bodies

a. Risk Assessments and Defect Reports around the Parish including Highways and Streetlights

- i. To note and agree costs to repair broken post of the Slow Down sign

b. Health and Safety

- i. To discuss concrete screening at the back exit of the Village Hall
- ii. To discuss writing a letter to the Village Hall neighbour regarding the septic tank
- iii. To discuss Village Hall PAT Testing and agree date
- iv. To discuss repair of outside window ledge at the Village Hall
- v. To discuss a roof check above the fireplace end of Village Hall where damp is present

c. Village Hall Committee Report

- i. To note the First Registration of Runham Village Hall requires an address change and do agree the update. To note Cllr Ruth Easter will submit the relevant forms on behalf of Mautby Parish Council.

d. Village Green

e. Policing and Vandalism

f. SAM2 Results

9. Policies

a. Policies to adopt

- i. Reserves Policy
To rename Ear Marked Reserves Contingency to Staff Contingency and move £500 to Village Hall Contingency

b. Policies to review

- i. Financial Regulations
- ii. Risk Assessment

10. Items for inclusion on the next agenda

11. Reports from Councillors and outside bodies – For information only.

12. Date of next meeting: Wednesday 30th September 2026 7.30pm at Runham Village Hall