

**Minutes of the Annual Meeting of Mautby Parish Council held on Wednesday 27th May 2026 at 7.30pm
at Runham Village Hall**

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

Also present: Cty Cllr Daniel McGrath and 4 members of the public.

1. Election of Chair

Mark Bullent was elected as Chair, Proposed by Jean Hodgson and Seconded by Sarah Flatman, all agreed. The Declaration of Acceptance of Office was signed.

2. Election of Vice Chair

Amanda Bayfield was elected as Vice Chair, Proposed by Jean Hodgson and Seconded by Ruth Easter, all agreed. Declaration of Acceptance of Office was signed.

3. Apologies for absence

Borough Cllr Adrian Thompon sent his apologies.

4. Declaration of interest for items on the agenda

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

5. To approve minutes of the previous meeting

The minutes of the previous meeting held on Wednesday 25th March 2026 were approved, agreed by all.

6. Public Forum

a. Public

Two members of the public spoke about issues regarding a local planning permission, Councillors gave advise recommending they contact the Information Commissioners Office and a department at Environmental Health.

Another member of the public noted the 'Slow Down' sign post is broken as you come into Runham via Stokesby, the sign is currently propped up further down the road. This is a Parish Council sign, Clerk to add to next agenda to fix.

b. Country / Borough Councillors

No Cty Cllr report

Borough Cllr Adrian Thompson digitally sent a report noting the following:

- Dog bins have been emptied, a new post is needed at Chapel Road
- Streetlights will be reinstated on the 2nd, 3rd and 4th June.
- The new Borough Plan will be adopted at Full Council in June. However, the government have upped our target from 380 houses a year to 525. So, we start work immediately to be in place by 2029. There will be a call for sites in August.
- We will plant the flower towers at the Bus stop in the next few weeks.

c. Police

No report from police.

7. Clerk Report

- a. It was noted that Maple Trees were contacted to leave the same areas of grass as last year for No Mow May.
- b. Noted that AAA Pest Control will carry out mole treatment on Runham Village Green before the Village fete in September. Will be done in August, date to be agreed.
- c. Ditches/Dykes in Runham and Mautby, and most rural areas, are not maintained by one organisation in particular. Ownership and responsibility vary, some are maintained by the Internal Drainage Board, others The Broads Authority and some by the land owner.
- d. It was noted that NNDC sent a reminder for Cllrs to update their Register of Interests, Clerk noted this would be good practice to also do this with GYBC if possible. Clerk to email Cllrs with information.
- e. Solar Panels are covered by the Parish Councils Insurance policy with Zurich. They are a part of the building reinstatement costs for Runham Village Hall, not listed as a separate item.

8. Finance

a. To Approve End of Year Accounts 2025/26

- i. End of year finances were noted
 - ii. Certificate of Exemption was approved
 - iii. Internal Audit report was noted
 - iv. Annual Governance Statement was approved
 - v. Annual Accounting Statement was approved
- Proposed by Mark Bullent, seconded by Sarah Flatman, all agreed.

b. To approve 26/27 budget and precept/concurrent functions.

The budget for 2026/27 and precept/concurrent functions of £19,682 were approved. Proposed by Mark Bullent, seconded by Ruth Easter, all agreed. The tax base of £155 means a band D property will pay £111.57 for the Parish part of council tax for 2026/27.

c. Cllrs previously received information on income and expenditure to the 30th April 2026 and bank balances of:

£15,689.54 – Current account
 £10,290.14 – Savings account

d. To consider Clerks pay scale increase.

It was agreed, as per contract of employment to increase Clerks salary from SCP14 (2395 pa) to SCP15 (2434.38 pa). Proposed by Mark Bullent, seconded by Paul Newby, all agreed.

e. Payments – it was agreed to pay the following. Proposed by Amanda Bayfield Seconded by Sarah Flatman, all agreed:

i.	Sara-Louise Burns	Salary & Exp April & May 2026/27	£395.87
ii.	HMRC	PAYE April & May 2026/27	£41.00
iii.	NPTS	Understanding Council Finances Course (50%)	£28.80
iv.	Kerrie Wilton	Internal Audit 2025/26	£175

f. Payments made:

i.	PureGen Energy	Solar Panel Battery	£1900
ii.	PWLB	Loan Repayment	£3163.59

g. To note the remaining balance of the Adnams Grant.

The remaining balance of £200 was noted.

h. To consider the renewal of the annual insurance with Zurich

The annual premium renewal cost of £1095.26 was noted, Clerk reported a price for a Long-Term Agreement (LTA) of 3 years with Zurich had not yet been received.

After discussion, it was agreed for both the Parish Council and the Village Hall Committee to get costs of adding the solar battery to the insurance.

After discussion, it was agreed that the Parish Council would not insure the flagpole.

9. Correspondence and Consultations

- a. Broads plan Review, Clerk previously circulated and it was noted.
- b. Rural Flegg, Caister and Coastal Villages Neighbourhood Meeting reminder, Clerk previously circulated and it was noted.
- c. Parish Footpath Audit – Norfolk Ramblers, Clerk previously circulated and this was discussed at item 11.a.iii below.
- d. Ørsted's Community Benefit Funds Newsletter, Clerk previously circulated and it was noted.
- e. Broads Briefing, Clerk previously circulated and it was noted.

10. Planning

a. New Applications

None

b. Applications considered between meetings

A planning query was raised by Cllr Paul Newby, regarding the section of land at the junction of Mautby Lane and Swim Road. It was noted there has not previously been access points to this piece of land and the land is now regularly occupied. Questions were asked regarding if there was a planning application for this. Clerk to action.

c. Decisions

Cllr Ruth Easter asked if there has been any update with the Tree Preservation Order No.18 of 2025 that Mautby Parish Council submitted objections to 5th March 2026. Clerk reported there has been no update yet and would chase.

11. Reports from Councillors and Outside Bodies

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

- i. No fouling/No Cycling signs, need to know location before getting costs.
- ii. Clerk reported the following regarding ownership of the Footpath between Chapel Road and Church Lane: The application was first made by Mautby Parish Council in 2019 to add the lane to the definitive footpath map, NCC notice of decision was sent to all relevant parties in October 2024 by email or letter. The Order has not yet been referred to the Planning Inspectorate, as the Order is yet to be made. NCC hope to do this within the next few weeks. This is then followed by a 6-week objection period. It will then be referred to the Planning Inspectorate if there are any objections received that cannot be withdrawn. Clerk spoke to an officer at NCC regarding this, and they sent their apologies this process has taken so long. The contact noted this had been delayed slightly due to the high volume of applications received, but would now get this progressed. NCC will email the Clerk when the order has been made, Clerk to add to noticeboard/website.
- iii. Parish Footpath Audit – Norfolk Ramblers.
After discussion, it was agreed that the Clerk add the details of all footpaths and rights of way along with a link to the definitive map to the Council website. It was also agreed that on an ad-hoc basis, paths would be walked and any issues would be reported. Ruth Easter to do Runham and Thrigby and Sarah Flatman to do Mautby.
- iv. Ruth Easter noted potholes have been reported and repaired and that the roads are in good order.

b. Health and Safety

- i. Solar Panel Battery Security – box/cupboard.
After discussion, it was agreed to spend the remaining balance of £200 from the Adnams Grant towards a security box for the battery. The Village Hall Committee have one quote and it would be asked at the next VHC meeting if they are able to pay the rest towards the cost. Clerk to confirm with Zurich insurance if there are any specific requirements when having this added to the insurance policy.

c. Village Hall Committee Report

- i. The amendment to the Runham Village Hall constitution was received and noted.
- ii. Receipt of the First Registration of Runham Village Hall was noted. Address change required. Clerk/Ruth Easter to action.

Amanda Bayfield reported the following:

Quiz night is on Saturday 30th and almost all tables are booked.

The next lunch club is on the 10th June, roughly 19/20 people in attendance.

The VHC have been successful in their application to the Love Norfolk Fund in gaining a grant of £4804 to install internet at the Village Hall along with running sessions for residents.

The Village Hall AGM is in September.

Cllr Paul Newby raised a concern regarding security at the village hall and asked whether security cameras could be something to install. This is to be raised at the VHC meeting.

d. Village Green

- i. To discuss mole treatment on the village green.

After discussion, it was agreed to leave mole treatment. If this becomes a problem, it can be agreed to carry out treatment prior to the Village Fete.

Ruth Easter noted No Mow May was a success and photos will be taken for social media.

e. Policing and Vandalism

None to report

f. SAM2 Results

Results have been circulated and Clerk to add to website.

It was discussed to relocate the SAM2 to the end of Thrigby Road after a suggestion on social media. After discussion, it was agreed to have the SAM at the end of Thrigby Road for ¾ of the year.

g. NCC Bus Shelter Grant Scheme 2026/27

After discussion, it was agreed not to apply for the grant this year.

12. Policies to review

- a. Safeguarding policy – reviewed. Agreed by all
- b. Equalities and Diversity policy – reviewed. Agreed by all

13. Items for inclusion on the next agenda

None

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

Ruth Easter reported the planned Litter Pick took place on 17th May and two people attended. A lot of rubbish was collected. An electric car charging cable had been retrieved from a verge, Mark Bullent is going to test this and if all is working Ruth Easter will sell online and donate any money to the Village Hall Committee.

Sarah Flatman raised the idea of holding Defibrillator Training. Amanda Bayfield to pass on information. Amanda Bayfield asked if anyone would be interested in Safeguarding Training, Amanda Bayfield to look into this.

Amanda Bayfield raised a concern whether the Parish Council need a license for flower planters, Cty Cllr Daniel McGrath noted he would be talking to Adrian Thompson regarding this and Clerk to contact Adrian Thompon to find out if we need to apply for a licence.

Mark Bullent noted the Clerk had been with Mautby Parish Council for one year and thanked her for all the work done so far.

15. Date of next meeting: Wednesday 29th July 2026 7.30 at Runham Village Hall

Meeting closed at: 21.10

CHAIRMAN