

**Minutes of the Meeting of Mautby Parish Council held on Wednesday 29th July 2026 at 7.30pm at
Runham Village Hall**

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

Also present: Borough Cllr Adrian Thompson and four members of the public

1. Apologies for absence

Ruth Easter and Jean Hodgson sent their apologies, agreed by all.

2. Declaration of interest for items on the agenda

Amanda Bayfield declared an interest in the Village Hall as a Village Hall Committee Member, and item 7.d on the agenda.

3. To approve minutes of the previous meeting

The minutes of the previous meeting held on Wednesday 27th May 2026 were approved, proposed by Amanda Bayfield, seconded by Vivyan Bishop, agreed by all.

4. Public Forum

a. Public

A member of the public raised concerns regarding the TPO No.18 of 2025 – Trees at Bracken Lodge, Barn Lane, Runham. Several concerns were discussed, and it was noted they would be making a formal stage 1 complaint. The member of the public has asked the Parish Council to query the use of delegated authority, despite the Parish Council submitting an objection. Clerk to action.

Two members of the public raised concerns regarding item 6.b on the agenda (First Time Sewerage Scheme in Runham) – an email was sent to the Clerk and circulated to Councillors noting their concerns. After discussion with Councillors, it was agreed for the Parish Council to make contact with residents in Runham, to gather information on the number of residents still interested in joining the first-time sewerage scheme. It was also then agreed to contact Anglian Water to ask them to carry out a new Connection Questionnaire and visit all concerned properties again before delaying this scheme. Clerk to action.

b. Country / Borough Councillors

Borough Councillor Adrian Thompson reported the following:

- The light stands are up and Cozens electrical will be removing the old stumps.
- We have lost a big piece of playground equipment following a risk assessment, however there is some money available if there is a need for new equipment. Adrian Thompson asked the Parish Council to carry out a survey to all residents of Runham, Thrigby and Mautby finding out details of the current use of the play park and ideas for the future. These results need to be returned before the next Parish Council meeting on the 30th September. Adrian Thompson can then present the findings to the Borough Council. Clerk to action survey and Councillors to distribute.

c. Police

None present

5. Finance

- a. Cllrs previously received information on income and expenditure to the 30th of June and bank balances of:
£10,737.88 – current account

£10,344.23 – savings account

It was noted, since the 30th June, a sum of £4000 has been moved from the current to savings account.

- b. Payments – it was agreed to pay the following. Proposed by Mark Bullent, seconded by Vivyan Bishop, all agreed:

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

It was confirmed the Zurich insurance 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. Proposed by Amanda Bayfield, seconded by Paul Newby, all agreed.

- e. To consider subscribing as a member:

- i. Norfolk Parish Training and Support (NPTS)
- ii. Norfolk Association of Local Councils (NALC)

After discussion, it was agreed to find out costs of becoming a member with Community Action Norfolk (CAN) Clerk to add this item to the next agenda.

- f. To consider Councillor training

After discussion, it was agreed for the Clerk to email information to Councillors to consider which dates are suitable.

6. Correspondence and Consultations

- a. Police Online Neighbourhood Drop-In sessions have replaced the SNAP meetings. Ruth Easter noted she attended the recent drop-in session and highlighted that it was a good opportunity to raise concerns and learn about neighbouring villages concerns.
- b. First Time Sewerage Scheme in Runham, Anglian Water. Discussed within the public forum, item 4.a

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 Street Lights

- i. To note and agree costs to repair broken post of Slow Down sign
Costs were noted and after discussion it was agreed to instruct DS Carpentry to carry out the work. Proposed by Mark Bullent, seconded by Vivyan Bishop, all agreed.
- ii. Ruth Easter reported that all potholes have been repaired
- iii. Paul Newby noted the hedges along the playing field are overgrown and becoming a safety concern. Although hedges should not be cut until September, it was agreed to ask the land owner to cut these immediately as it is a safety issue.

b. Health and Safety

- i. To discuss concrete screening at the back exit of the Village Hall and a letter to the Neighbouring property regarding their septic tank
After discussion, it was agreed to contact the owner of the neighbouring property regarding their septic tank overflowing and coming up through the concrete flooring at the back exit of the Village Hall. Once this has been addressed, a decision can be made regarding concrete screening.
- ii. Village Hall PAT testing
It was noted the PAT testing for the Village Hall is due, Mark Bullent – Sparkys Services have agreed to carry out the work as soon as possible.
- iii. To discuss outside broken window ledge.
After discussion, it was agreed to get this fixed before winter. Paul Newby to contact a local company who can recommend a tradesman.
- iv. To discuss a roof check
The damp area above the fireplace in the Village Hall was noted, and it was reported that this is old damp stains. It was agreed to get this painted with damp proof paints. Amanda Bayfield to get quotes.
It was also agreed to have the guttering checked and cleaned if necessary. Clerk to action.
- v. It was noted the tree in the left-hand neighbouring property is hanging low in the grounds of the Village Hall, after discussion, it was agreed that Mark Bullent speaks with the property owner to get this trimmed as this is a health and safety issue for users of the hall.

c. Village Hall Committee Report

- i. To note the First Registration of Runham Village Hall requires an address change.
It was noted the First Registration of Runham Village Hall requires an address change, as it is currently the previous Clerks address. After discussion, it was agreed to have the address on the First Registration as the Village Hall address, proposed by Sarah Flatman seconded by Amanda Bayfield, all agreed. It was also noted that Cllr Ruth Easter would be submitting the relevant forms on behalf of the Parish Council, all in favour.
It was noted Runham Village Hall currently does not have a letter box, after discussion, it was agreed to purchase an external letter box.
- ii. The Village Hall Committee have received three quotes for security straps to be added to the Solar battery and inverter. After discussion, it was agreed to accept the quote from Kendall Metal Design Service. Payment for this work is required up front before they can design the bespoke straps. The remaining balance of £200 from the Adnams Community Grant will be used for this work. The payment of £222 (including VAT) and payment for Rawl bolts and security nuts for the fitting by Nick Bayfield was approved, proposed by Mark Bullent, seconded by Vivyan Bishop, all agreed. Clerk to pay invoice for work to commence.
- iii. VHC report:
There is a new fridge as the old fridge was not holding temperature.
The internet in the Village Hall is now installed. Ruth Easter's partner has been working hard to get this up and running. There is both a public and private wifi. On the public wifi there will be time restrictions and web address restrictions put in place along with a set of Terms and Conditions to adhere to. It was agreed for Mark Bullent to put up an electrical point for the internet hub so they are not on the floor causing any health and safety risk.
There is a new noticeboard at the front of the Village Hall. The plan is to have a set of permanent signs made which can be used in rotation – for example Quiz Night Tonight and Parish Council Meeting – all welcome.

Amanda Bayfield will be putting together a short newsletter for the village.
There will be a quiz night in October
Throughout the summer holidays, there is a mum and toddler group on Thursdays.
There will be an 80th birthday party at the hall this weekend.
Christmas lunch will be in December.

d. Village Green

It was noted that the village green is currently looking very nice. Clerk reported the mole treatment would be carried out in August ready for the Village Fete on the 6th September, the date is to be confirmed.

e. Policing and Vandalism

It was noted there have been e-bike users wearing balaclavas speeding throughout the village and neighbouring villages. Adrian Thompson noted this is in hand with PC Callum Ball.

f. SAM2 Results

Mark Bullent to email results to Cllrs.

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.
It was agreed to make the above change and adopt the policy, proposed by Mark Bullent, seconded by Vivyan Bishop, all agreed.

b. Policies to review:

- i. Financial Regulations
Amendments were agreed by all.
- ii. Risk Assessment
It was agreed that Sarah Flatman reviews the Risk Assessment and this to be added to the next agenda.

10. Items for inclusion on the next agenda

- a. Defibrillator training – Amanda Bayfield to email details and Sarah Flatman to contact Heart2Heart re training
- b. Fibre Broadband in Runham

11. Reports from Councillors and outside bodies – For Information Only

Ruth Easter will be facilitating a litter pick on the Village Green ahead of Runham Village fete – the litter pick will be on Friday 4th September (time and more details TBC)

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

Meeting closed at: 20:52

CHAIR