

Minutes of the Meeting of Mautby Parish Council held on Wednesday 30th September 2026 at 7.30pm at Runham Village Hall

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

Also present: 3 members of the public

1. Apologies for absence

Jean Hodgson sent her apologies, accepted by all. Brgh Cllr Adrian Thompson also sent his apologies.

2. Declaration of interest for items on the agenda

Amanda declared an interest in the Village Hall as a Village Hall Committee Member.

3. To approve minutes of the previous meeting

The minutes of the previous meeting held on Wednesday 29th July 2026 were approved, agreed by all.

4. Public Forum

a. Public

A member of the public noted how nice it is having a photograph of all local residents in Runham Village Hall, and has asked if more photographs can be taken and displayed in the Village Hall, specifically an up-to-date village photograph. After discussion, it was agreed to organise this for Spring 2027 with the Parish Council organising this with support from the Village Hall Committee.

b. Country / Borough Councillors

Borough Councillor Adrian Thompson reported the following:

- i. Congratulations on your annual fete, it was well supported and a great atmosphere
- ii. Lamp standard stumps have been removed
- iii. We have Anglian Water attending Scrutiny in November, with specific reference to Runham. Will report back with answers.
- iv. If you can let me have your views on Playground Equipment, we will start negotiating to be in the 27/28 budget. Clerk to email Adrain with Parish Council views and survey responses.
- v. I have spoken to Penny and Runham Village Hall should receive £500 from my Council Ward Allocation.
- vi. The Council were asked how many wreaths were required for the Parish, this was discussed and it was agreed to ask for 2 wreaths for Remembrance Sunday. Clerk to speak with Adrian.

c. Police

None present

5. Finance

a. Cllrs previously received information on income and expenditure to the 31st of August and bank balances of:

£5956.07 – current account

£14,344.23 – savings account

b. Payments – it was agreed to pay the following. Proposed by Mark Bullent, seconded by Amanda Bayfield, all agreed:

i.	Sara-Louise Burns	Salary Aug & Sept 2026	£385.12
ii.	HMRC	PAYE Aug & Sept 2026	£44.00
iii.	Norfolk Parish Training & Support	Councillor Training	£102.00
iv.	AAA Pest Control	Mole Control August 2026	£125.00

c. The following payments were ratified:

i.	Nick Bayfield	Security nuts/Solar Security	£18.95
ii.	DS Carpentry	Slow Down Sign	£120.00

d. National Joint Councils (NJC) Pay Scales 2026-27

It was approved to increase the Clerk salary in line with NJC pay scales for 2026/27 from SCP 15 £15.56ph to SCP 15 £16.08ph, it was also approved to back date this payment of increase to April 2026. Proposed by Amanda Bayfield, seconded by Sarah Flatman, all agreed.

e. To consider quotes from Gutter cleaning companies for Village Hall gutter cleaning

Three quotes were considered, for the work of cleaning the guttering at Runham Village Hall. After discussion, it was agreed to request GutterPRO Norfolk to proceed with the work and for this to be done before Winter if possible. Clerk to action.

f. To note Community Action Norfolk (CAN) membership cost

The membership costs from CAN were noted, and the memberships costs from Norfolk Parish Training and Support and Norfolk Association of Local Councils were also revisited. After discussion, it was agreed to become members of Norfolk Parish Training and Support (NPTS) and for this to be postponed until April 2027. Proposed by Mark Bullent, seconded by Paul Newby, all agreed. Clerk to action in Spring 2027.

g. Norfolk Parish Training and Support (NPTS) – Seminar

It was agreed to contribute a third of the cost of NPTS Autumn Seminar for the Clerk to attend totalling £9.60 including VAT. This is to be paid to Lessingham Parish Council. Proposed by Vivyan Bishop, seconded by Amanda Bayfield, all agreed.

h. To suggest and identify any budget items for the 2027/28 budget

After discussion, the following items were suggested to include in the 2027/28 budget: Septic tank sewerage repair costs and a defibrillator/maintenance. Clerk to include in the budget.

6. Correspondence and Consultations

- a. Invitation to Bid for Parish Partnership 2027/28 was noted and after discussion it was agreed by all that the Parish Council will not be submitting a bid on this occasion.
- b. Rural Flegg, Caister and Coastal Villages Police and Neighbourhood Event Information – noted.

7. Planning

a. New Applications

None

b. Applications considered between meetings

06/26/0037/F - Land at Hillborough Hole Filby Road Great Yarmouth NR29 3DG - Construction of 4no. new poultry breeding and rearing sheds and 4no. bulk feed bins, with linking corridor as an extension to 4no. existing poultry rearing sheds, and associated concrete apron and roadways, to house an additional 27,450 broiler hens (creating a combined maximum capacity of 57,200 birds overall). Associated adaptations to existing poultry sheds to install a forced litter drying system and drainage. **No comment**

BA/2026/0201/AGR – Woodland known as, Mautby Lakes, to east and west of Mautby Lane, Mautby - Proposed upgrades to track for forestry operational needs – **No comment – Application withdrawn on 21.08.2026**

BA/2025/0342/FUL - Land Opposite Providence House, School Road, Runham, Mautby - Retrospective extension of animal shelter and change of use of building and land to storage. – **No comment**

c. Decisions

None

d. Other Planning Matters

TPO No.18 of 2025 – email response from GYBC Planning department forwarded to all Councillors, noting Mautby Parish Councils objection was considered and acknowledgement of the original Notice of Delegated Decisions incorrectly stated ‘No Comments’ and this was to be amended.

8. Reports from Councillors and Outside Bodies

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

Currently no issues to report. Ruth Easter noted the following:

- Following the Norfolk Ramblers request of a Parish Footpath Audit, Ruth Easter has walked some footpaths in Runham and has compiled a list, noting whether they are passable or not. A list of these footpaths is to be emailed to the Clerk to be added to the Parish Council website. Clerk to add a link to the Parish Council website to NCC website for members of the public to report any unpassable and overgrown footpaths directly.
- A litter pick was held on the 4th September, not many in attendance but a successful litter pick.
- Ruth Easter would like to note how delightful it is to pass through Filby, who have recently won the Anglia in Bloom. It was noted how wonderful it is that Filby is being recognised on a national level and the way in which the community is involved.

b. Health and Safety

Mark Bullent noted on the day of Runham Village Fete – 6th September – that a large cycling event passed through the village – Tour de Broads hosted by TPR cycling events. The negative behaviour of the cyclists was noted. It was asked whether the company are required to notify the villages on the route, and if they have a complaints procedure. Clerk to action.

c. Village Hall Committee Report

Amanda Bayfield reported the following:

- The Village Fete was a success, the income from the fete was shared 3 ways and the income was up on the previous year.
- Lunch club has returned again
- Quiz and chips night on the 17th October
- Wifi is up and running and going well. Thanks were given to Ruth Easter and her husband for all their help in the setting up. The hub is now on a shelf in the VH and Mark Bullent will be adding an electric socket so no wires are hanging.
- There are now two computers and monitors and a printer will be purchased in the coming weeks. The VHC would like to run basic IT sessions.
- There is a new cupboard to house the IT equipment, there is also now space in the Parish Council storage cupboard following historic papers being sorted through.
- There is now a card payment machine which was used at the Village Fete and is hoped to be used more for next year's fete.

d. Village Green

Ruth Easter noted there was a comment from a member of public regarding the levelling of the village green in relation to health and safety. This matter was discussed 20 years ago, and after discussion, it was noted how this would be a large cost to the Parish Council and would not be considered at this time.

Amanda Bayfield noted the trees of the Village Hall neighbouring property are still hanging low, Amanda Bayfield and Mark Bullent to speak with the neighbour to discuss next steps.

e. Fibre Broadband in Runham

There is no update on Fibre Broadband being rolled out in Runham, Clerk to get update.

f. Defibrillator Training

Sarah Flatman reported several options for Defibrillator training, for local residents. After discussion, it was agreed for Sarah Flatman to contact EEA Heart to arrange a session for approximately 12 people. EEA is a free community-based education programme in basic life support (BLS) and defibrillator awareness (AED) for members of the public run by EEA volunteers and staff.

It was also noted that British Heart Foundation have a free online CPR training course called RevivR. Clerk to add this link to the Parish Council website.

g. Policing and Vandalism

Sarah Flatman noted she has witnessed the electric bikes pass through Mautby once, but this matter has significantly reduced in the past few weeks.

h. SAM2 Results

Mark Bullent will share the SAM2 results with Councillors and Clerk to add to website. It was also discussed to move the position of the SAM2 to the other site in Runham, this was agreed by all.

9. Policies to review:

a. Risk Register Policy

Sarah Flatman reported there is still work to be done on this policy, therefore it will not be reviewed at this time. It was discussed, to amend the name of this policy to Risk Register Policy, Clerk to action.

Parish Council assets were discussed, and it was agreed that Sarah Flatman will create a basic checklist for all assets to be checked on a regular basis. Sarah Flatman to bring the checklist to the next meeting, Clerk to add to agenda.

10. Items for inclusion on the next agenda

None

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

Amanda Bayfield noted recently in national news, there is a scheme for empty properties to be reported, these will then be logged onto a register. It was noted that there is an empty property in Runham and has been empty for a while. Sarah Flatman noted there is a property in Mautby that has been empty for approximately 30 years. This was a discussion only and no decisions were made.

Anglian Water – First Time Sewerage in Runham

The Clerk circulated an update from Anglian Water to all Councillors, following the survey sent to Runham residents by Mautby Parish Council. This update gave information as to why Runham has not been considered for the 2025-2030 programme for mains sewer connectivity. This matter was discussed, and Sarah Flatman noted it is possible to appeal Anglian Water's decision. After further discussion, it was agreed by all to submit an appeal, which is done via the Environment Agency. It was agreed that Robert Flatman drafts the appeal on behalf of Mautby Parish Council. Clerk to submit once complete.

Runham Village Hall – Letter box

Ruth Easter noted a letter box had not yet been purchased for the Village Hall, after discussion, it was agreed that Mark Bullent order one.

THE MEETING CLOSED TO MEMBERS OF THE PUBLIC

12. To receive an update regarding Runham Village Hall – Septic Tank Matter

The drainage issue in the back exit of the Village Hall was discussed; this has been an ongoing issue for 20 years. After discussion and a review of the Title Deeds, it was agreed that a remedial solution of sealing the man hole would be looked into. It was also agreed for Mark Bullent to contact a known local

drain specialist to advise on this matter further. It was also agreed that Ruth Easter seeks clarification on the Title Deed wording.

THE MEETING RE-OPENED TO MEMBERS OF THE PUBLIC.

13. Date of next meeting: Wednesday 25th November 2026 7.30 at Runham Village Hall

Meeting closed at: 8.50pm

CHAIR