



MUTFORD PARISH COUNCIL

Minutes of the Annual General Meeting of the Council held at Mutford Village Hall on Monday 18th May 2015 Commencing at 8.10pm

1/15 Present

Cllrs, Carl O'Brien (Chairman), Paul Randle, Shirley Cole, David Greenacre
J. Armstrong (Clerk),

2/15 Apologies for absence

Cllrs, Theresa Robinson, Neil Glendinning, WDC Cllr Kevin Springall, SCC Cllr David
Ritchie, PCSO Julia Quantrill.

3/15 Declaration of Acceptance of Office

Following the election of 7th May 2015 Members present completed the signing of the
acceptance of office forms which were countersigned by the clerk.

4/15 Election of Chairman 2015 - 2016

Cllr O'Brien asked for nomination for Chairman for 2015 – 2016. **Cllr Randle proposed Cllr
O'Brien. This was seconded by Cllr Cole. There were no further nominations. Cllr
O'Brien was declared elected.**

5/15 Election of Vice-Chairman for 2015 – 2016.

Cllr O'Brien asked for nominations for Vice Chairman for 2015 – 2016. **Cllr Randle
proposed Cllr Glendinning. This was seconded by Cllr O'Brien. There were no further
nominations. Cllr Glendinning was declared elected subject to his acceptance of the
nomination.**

6/15 Declarations of Interest

None

7/15 Minutes if the meeting of 30th March 2015

**It was proposed by Cllr Cole, seconded Cllr Greenacre that the minutes of the meeting
of 30th March 2015 be accepted as a true record. This was agreed.** The minutes were
signed by the Chairman.

8/15 Matters arising not otherwise on the agenda

160/14/2 The clerk reported that he had received a reply from the Chief Executive of WDC in
respect of the issue of inaction of the planning department to investigate the concerns of the
council about breaches of condition at Windy Acres Mutford. Mr Baker indicated that action
would be forthcoming in the very near future.

Cllr Randle asked if there had been any action of the issue of encroaching verges along Mill
Road causing a narrowing of the road width. The clerk said that the matter has yet to be
brought to the attention of Highways but he would do so as a matter of urgency.

Signed Chairman _____ Clerk _____ Date _____

The meeting was adjourned for questions and comments from the public and reports.

9/15 Questions and comments from the public

There were no questions or comments from the public

10/15 SCC Report

There was no SCC report.

11/15 WDC Report

There was no WDC report

12/15 Police Report

The clerk reported that PCSO Quantrill was unable to attend that meeting but had sent a written report. The report said that there had been no recorded crime since the last meeting.

The meeting was re-opened by the Chairman

13/15 Correspondence

1. A request for a donation to Wrentham First Responders had been received. Following discussion it was agreed that the Council would not make a donation at this time.

14/15 Finance

14/15/1 On a proposition by Cllr Randle seconded Cllr Cole members confirmed the following payments

Membership fee for 2015/16 £227.00 payee SALC cheque number 000098
Playground inspection, bin emptying April 15, £41.00 payee Robin Mills Cheque number 000099

14/15/2 The clerk presented the draft accounts for the year 2014/15. **Following discussion Cllr Randle proposed the adoption of the accounts subject to a satisfactory internal audit, this was seconded by Cllr Greenacre and agreed..**

14/15/3 The clerk reported that the first instalment of the precept for 2014/15 of £1700 had been received from WDC and the current balance of the current account stood at £3929.91

15/15 Planning

15/15/1 Planning Applications

DC/15/1695/FUL Construction of a steel portal building for the purpose of storing small plant and equipment for Mr and Mrs Freeman Roadside Farm Mutford Wood Mutford Following discussion it was agreed that the Council approve the application.

DC/15/1786/FUL Construction of two storey side extension to form annexe and replacement garden room with verandah for Mr D Cleveland Mutford Wood Cottage, Mutford Wood. Following discussion it was agreed that the Council approve the application.

The clerk was asked to complete the necessary forms.

15/15/2 Outcome of planning applications

There were no outcomes of planning applications

Signed Chairman _____ Clerk _____ Date _____

16/15 Review of Policies

The clerk reported that there were two new policies that Council should consider for adoption.

The new policies/procedures were a complaints procedure and Rules for the effective management of recording of council meetings.

The clerk reported that there were no changes to any of the other policies.

- a) Financial Regulations
- b) Financial Risk Assessment
- c) Health and Safety
- d) Equal Opportunities
- e) Standing Orders
- f) Code of Conduct
- g) Protocol for members of the public
- h) Safeguarding

It was agreed to adopt the new policies/procedures and re-affirm the other policies for 2015/16

17/15 Any other business

17/15/1 Playground Report.

There were no issues in respect of the playground.

17/15/2 Parish Council Website

The clerk reported that under the requirement of the transparency legislation it is necessary for agendas, minutes and financial matters to be published and that he had registered for a website under a scheme run by 'One Suffolk' who provide websites free of charge to parish council. The councils site is under development and will be operational in the near future.

17/15/3 Vacancy

The council had received expressions of interest in the vacancy on the council. The Council is able to fill the vacancy by co-option. The clerk was asked to seek a letter of application from residents wishing to be considered for co-option.

18/15 Requests for items for the agenda of the next meeting

Request for a donation for a village event from the Village Hall Committee.

19/15 Provisional dates for Council meetings for 2015 – 2016

The clerk distributed a list of the provisional dates for council meetings for 2015 – 2016.

20/15 Date and time of next meeting. The next meeting will be held on **Wednesday 3rd June 2015** at Mutford Village Hall **7.00pm**.

The meeting closed at 9.25pm.

Signed Chairman _____ Clerk _____ Date _____