



MUTFORD PARISH COUNCIL

Minutes of the Ordinary Meeting of the Council

held at Mutford Village Hall
on Wednesday 6th April 2016
Commencing at 7.00pm

151/15 Present

Cllrs Carl O'Brien (Chairman), Neil Glendinning, Martin Warnes, Theresa Robinson, Paul Randle, Shirley Cole, David Greenacre
J. Armstrong (Clerk) 1 member of the public

152/15 Apologies for absence

SCC Cllr David Ritchie, WDC Cllr Kevin Springall

153/15 Declarations of Interest

None

154/15 Minutes of the meeting of 2nd March 2016

It was proposed by Cllr Warnes, seconded Cllr Glendinning that the minutes of the meeting of 2nd March 2016 be accepted as a true record. This was agreed. The minutes were signed by the Chairman.

155/15 Matters arising not otherwise on the agenda

There were no matters arising

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

156/15 Questions and comments from the public

There were no comments or questions from the public.

157/15 SCC Report

There was no SCC report.

158/15 WDC Report

There was no WDC report

159/15 Police Report

Following the reorganisation of the policing in Suffolk there will not be a PCSO attendance at council meetings. Crime reports will be posted on the police website but the clerk has not been able to access these as yet.

The meeting was re-opened by the Chairman

160/15 Correspondence

Letters/emails had been received from

Signed Chairman _____ Clerk _____ Date _____

SALC on behalf of Brandeston Parish Council requesting information about traffic calming measures used by other Parish Councils.

(Cllr Randle said that the VAS sign was now on Hulver Road near Newsoms Avenue and he asked if members could report to him if the sign is not working so that the batteries can be recharged.)

SALC with details of future courses

SALC with details of the Women on Wheels project being organised by SCC and asking for possible events for the projects

WDC with details of a survey of sports facilities in Waveney

SALC 'understanding village halls and playing fields' workshop. This was passed to the Village Hall

WDC with details of a community governance review about a possible town council for Lowestoft

161/15 Finance

161/15/1 Outstanding invoices

On a proposition from Cllr Robinson seconded by Cllr Randle the following invoice was approved for payment

Playground inspection and bin emptying March £110 payee Robin Mills cheque number 000123

Council confirmed the following payments made prior to the meeting:

Hire of the village hall for meetings 2015/16 £54 payee Mutford and Rushmere Village Hall cheque number 000121

Postage and stationary for 2015/16 £60.38 payee J Armstrong cheque number 000122

161/15/2 Account Balances. The clerk reported that the bank statement for the period had not been received. Members would be notified in due course.

161/15/3 Draft Accounts 2015/16. The clerk presented the first draft of the accounts for 2015/16 these were noted by the Council. The clerk reported that the internal audit would be carried out by Janet Fisher, this was agreed.

161/15/4 Grant for Council Website. The clerk reported that he had made a claim for the expenses incurred in setting up the Council's website required under the transparency of information regulations. The grant covered the additional hours for the clerk to complete the setting up process and the uploading of information following meetings etc.

161/15/5 Notice Board The clerk reported that the notice board outside the Village Hall was in need of repair. Following a brief discussion it was considered that a new notice board should be purchased. The clerk was asked to investigate suitable notice boards and costs.

162/15 Planning

162/15/1 Planning Applications

There were no planning applications

162/15/2 Outcome of planning applications

There were no outcomes of planning applications

162/15/3 WDC Planning Portal The clerk reported that the Councils response to the planning application DC/16/0688/FUL Construction of a timber cabin to replace existing static caravan Land at Mutford Wood Mutford for Mr J Betts was not posted on the planning portal. Following a request for an explanation the planning department confirmed the receipt of the response and that the error had been rectified together with an apology for the error.

Signed Chairman _____ Clerk _____ Date _____

163/15 Neighbourhood Plan/Annual Parish Meeting

It was confirmed that the Hall would be available on the 18th May. Following discussion it was agreed a campaign to encourage residents to attend be started as soon as possible. Cllr Warnes agreed to script a leaflet to be forwarded to the Clerk and that members would distribute these to households in the village. Posters would also be produced. Members will also make contact with residents through their email contacts.

It was also confirmed that we would ask WDC planning department to provide a speaker for the meeting.

164/15 Any other business

164/15/1 Playground Report.

The clerk reported that communications with Playdale about the quotation for repairs to the playground equipment were still ongoing.

164/15/2 HM Queen’s birthday celebrations Cllr Randle reported that the Village Hall committee had produced a draft budget for the events planned for the celebrations. These would include Rounders on the playing field, Tea, Games. A Quiz, Disco and ending with a firework display. The budget indicated a likely shortfall of £300. Following discussion it was agreed that the Council would underwrite the probable shortfall in the sum of £300. It was further agreed that the Council would consider further contribution should it be necessary.

165/15 Requests for items for the agenda of the next meeting

None

166/15 Date and time of next meeting. The next meeting will be held on **Wednesday 4th May 2016** at Mutford Village Hall **7.00pm**.

The meeting closed at 8.55pm.