



MUTFORD PARISH COUNCIL

Minutes of the Annual Meeting of the Council held at Mutford Village Hall on Wednesday 4th May 2016 Commencing at 7pm

1/16 Present

Cllrs, Carl O'Brien (Chairman), Paul Randle, Martin Warnes, David Greenacre, Theresa Robinson, Neil Glendinning,
J. Armstrong (Clerk), SCC Cllr David Ritchie,

2/16 Apologies for absence

Cllr. Shirley Cole, WDC Cllr Kevin Springall,

3/16 Election of Chairman 2016/17

Cllr O'Brien asked for nomination for Chairman for 2016/17. **Cllr Glendinning proposed Cllr O'Brien. This was seconded by Cllr Greenacre. There were no further nominations. Cllr O'Brien was declared elected.**

4/16 Election of Vice-Chairman for 2016/17.

Cllr O'Brien asked for nominations for Vice Chairman for 2016/17. **Cllr O'Brien proposed Cllr Glendinning. This was seconded by Cllr Greenacre. There were no further nominations. Cllr Glendinning was declared elected subject to his acceptance of the nomination.**

5/16 Declarations of Interest

None

6/16 Minutes of the meeting of 6th April 2016

It was proposed by Cllr Randle, seconded Cllr Warnes that the minutes of the meeting of 6th April 2016 be accepted as a true record. This was agreed. The minutes were signed by the Chairman.

7/16 Matters arising not otherwise on the agenda

The clerk reported that he had made some enquiries about a new notice board. Prices vary considerably. Following discussion the clerk was asked to continue investigations and report at the next meeting.

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

8/16 Questions and comments from the public

There were no questions or comments from the public

9/16 SCC Report

Cllr Ritchie explained his role as a Suffolk County Councillor where he is a member of the scrutiny committee for young people and libraries. Cllr Ritchie is also a District

Signed Chairman _____ Clerk _____ Date _____

Councillor and is cabinet member for planning and deputy leader of the council. Cllr Ritchie gave a brief update on devolution and also said that if the parish council had any projects that required a contribution to costs he would consider support from his locality budget.

Cllr Ritchie left the meeting at this point.

10/16 WDC Report

Cllr Springall apologised for not being able to attend and had sent a written report. His report focused on his work on the licensing committee, devolution and the forthcoming elections.

11/16 Police Report

The clerk reported that access to the website for crime reports was still not available. There had been a burglary from a shed in Holly Lane yesterday and an incident on Chapel Road near the Church this morning.

The meeting was re-opened by the Chairman

12/16 Correspondence

Letter from SALC with reference to the campaign to get the right to appeal planning decisions for parish councils. HM Government has refused the request.

Letter from SALC about the sheepwatch scheme to reduce the attacks on sheep by dogs.

13/16 Finance

13/16/1 On a proposition by Cllr Glendinning seconded Cllr Greenacre members confirmed the following payments

Internal Audit Fee 2015/16 £20 payee G. Mead cheque number 000124

Playground inspection, bin emptying April 15, £41.00 payee Robin Mills Cheque number 000125

Woodchip for the playground £50.16 payee Forest Fuels Ltd. Cheque number 000126

Additional hours for website development £288 to be added to the clerk's pay for the first quarter

13/16/2 The clerk presented the draft accounts for the year ended 31st March 2016 and drew member's attention to the two alterations on the external audit report and explained the reasons for the alterations. **Following discussion Cllr Glendinning proposed the adoption of the accounts, this was seconded by Cllr Greenacre and agreed. The Chairman signed the accounts. The Chairman and Clerk were authorised to initial the alterations to the external audit report.**

13/16/3 The clerk reported that the first instalment of the precept for 2016/17 of £1700 had been received from WDC.

14/16 Planning

14/16/1 Planning Applications

DC/16/1288/FUL Demolition of outbuilding and construction of detached annex for elderly parents Boundary Farm Holly Lane, for Mr Martin Shreeve. Following discussion it was agreed that the proposed building had no impact on other properties but the Council expressed concern about the description of the proposed building as an annex. Council is of the opinion that the proposal is for a detached single storey dwelling and should be considered as such by the district council. The clerk was asked to respond on the appropriate form.

14/16/2 Outcome of planning applications

Signed Chairman _____ Clerk _____ Date _____

DC/16/0688/FUL Construction of a timber cabin to replace existing static caravan Land at Mutford Wood Mutford for Mr J Betts. **WDC Approved**

15/16 Local Development Plan Review

The clerk reported that the first draft of the local development plan review currently being undertaken by WDC had been received. It showed the areas of land that have been put forward by the owners. The Council will be consulted on the proposed sites in due course. A series of public exhibitions are being held and the Chairman is attending a presentation at WDC Offices tomorrow.

16/16 Review of Policies

The clerk reported that there were no changes to the policies currently adopted by the council.

It was agreed to adopt the council's policies/procedures for 2016/17

17/16 Annual Parish Meeting

The clerk provided leaflets advertising the Annual Parish Meeting for members to deliver to every house in the Parish. The clerk has a meeting with planning at WDC to prepare for the APM.

18/16 Any other business

18/16/1 Playground Report.

There were some problems with bird droppings on the playground equipment Robin Mills will remove the droppings in due course.

The clerk reported that a revised estimate for the repairs to the playground had been received. Robin Mills said that he had made repairs to the cradle swing and the dish which seemed to have resolved the problems. It was agreed to monitor the items and consider further work should it be necessary.

18/16/2 Telephone Box

Cllr Randle said that he had been approached by residents about the condition of the phone box on Church Road. Following a short discussion it was agreed to place the item on the next agenda.

19/16 Requests for items for the agenda of the next meeting

Telephone Box on Church Road

20/16 Provisional dates for Council meetings for 2016/17

The clerk distributed a list of the provisional dates for council meetings for 2016/17.

21/16 Date and time of next meeting. The next meeting will be held on **Wednesday 1st June 2016** at Mutford Village Hall **7.00pm**.

The meeting closed at 8.45pm.

Signed Chairman _____ Clerk _____ Date _____