



MUTFORD PARISH COUNCIL

Minutes of the Annual Meeting of the Council held at Mutford Village Hall on Friday 9th September 2016 Commencing at 7pm

54/16 Present

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

55/16 Apologies for absence

Cllrs. WDC Cllr Kevin Springall, Cllr Ritchie SCC

56/16 Declarations of Interest

None

57/16 Minutes of the meeting of 6th July 2016

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

58/16 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.

59/16 Questions and comments from the public

There were no questions or comments from the public

60/16 SCC Report

There was no SCC report

61/16 WDC Report

Cllr Springall was not able to attend but ask if Council could give him their views on the proposed merger between Waveney District Council and Suffolk District Council. In discussion several questions/issues were expressed but it was agreed that it would be helpful to have more information on the proposed merger in order to give an informed view. The clerk was asked to contact Cllr Springall about attendance at the next meeting.

62/16 Police Report

There was no police report..

The meeting was re-opened by the Chairman

Signed Chairman _____ Clerk _____ Date _____

63/16 Correspondence

Letters/emails were received from;
Emergency Planning newsletter. Council discussed an emergency plan for the parish. **It was agreed to include this item in the neighbourhood plan.**
SALC with details of the area meeting agenda 7th September
WDC/SCDC with details of help for community buildings. Cllrs Cole and Randle said that the village hall committee had met with representatives of Groundworks and were awaiting their report.
Sharon Shand Electoral Services Manager with details of her resignation
UK Power with details of the launch of 105 number Details will be put on the website
WDC with information about a survey of local facilities in the village
One Suffolk with details of changes to the website hosting arrangement. Community Action Suffolk are taking over the hosting service following the cessation of funding from SCC. There will now be an annual charge for this service as from the 1st November. **It was agreed that the clerk should confirm the switch to CAS and the fee paid.**

64/16 Finance

64/16/1 On a proposition by Cllr Glendinning seconded Cllr Robinson members confirmed the following payments

Playground inspection, bin emptying June, £50.00 payee Robin Mills Cheque number 000134

Clerk's pay July/Sept. £180.00 payee J Armstrong cheque number 000135

PAYE on clerk's pay July/Sept £45.00 payee HMRC cheque number 000136

PAYE admin fee for 2016/17 £28.00 payee Ladywell Accountancy Services cheque number 000137

Council Insurance 2016/17 £292.37 payee Came and Company cheque number 000138

Website hosting fee for 2016/17 £60 payee CAS cheque number 000139

65/16/2 Account Balances The current account stood at £5801.45 19th July 2016.

65/16/3 Clerk's pay review. Council received the NALC 2016-18 National Salaries Award details and some examples of clerk's pay at parish councils in the area with a similar precept to Mutford. Following a discussion it was agreed that the Chairman, Cllr O'Brien and the Vice Chairman Cllr Glendinning would review the clerk's pay and table a recommendation at the next meeting.

65/16/4 external audit. The clerk reported that the external audit had been completed with no issues raised. The necessary pages will be uploaded to the website.

65/16 Planning

65/16/1 Planning Applications

DC/16/3309/FUL Conversion of existing outbuilding to form habitable annexe accommodation for elderly parent Boundary Farm Holly Lane Mutford for Mr Martin Shreeve. Following discussion **it was agreed to recommend approval** of the application but request that a condition preventing the sale of the proposed annex independently of the main property. The clerk was asked to complete the appropriate form.

DC/16/3300/COU Retrospective Application Continuation to change part of land from agricultural to equestrian and within the equestrian area a fenced off section for the storage of caravans, Land on South Side of The Street Barnby for Mr Vaughan Matthews. Following a discussion **it was agreed that the council should recommend refusal. Council considers that the site is not appropriate for the storage of caravans.** The clerk was asked to complete the appropriate form for WDC.

Signed Chairman _____ Clerk _____ Date _____

65/16/2 Outcome of planning applications

DC/16/2307/FUL single storey extension 4 Welch Close for Mr Attenburrow **WDC Permitted.**

DC/16/2740/FUL construction of a white UPVC porch to rear 47 Mill Road for Mrs Edington **WDC Permitted**

65/16/3 Appeal. DC/16/0688/FUL Timber Cabin The clerk reported that the appeal is still in progress.

66/16 Neighbourhood plan.

The clerk reported that the application to undertake a neighbourhood plan had been validated by WDC and was now out for consultation. The application for funding for the activities required by the plan will be made as soon as approval is received. The clerk reported that the criteria for the grant for neighbourhood plans has been changed. Councils cannot now use the grant money to pay for administration of the plan or the employment of part time staff or additional pay for existing staff. The clerk is attending the network event next week and will raise this at the meeting.

67/16 Any other business

67/16/1 Playground Report.

There were no issues raised concerning the playground.

67/16/2 Cllr O'Brien reported that he had been contacted by a resident asking if it is possible to have a weight limit placed on vehicles using Chapel Road because of the increase of horses and riders in the area and the number of 'near misses' that have occurred of late. The clerk reported that the Parish Council cannot restrict the use of the highway. The Council could approach the County council to request a weight limit but that there must be a sufficient reasons for so doing. It is also likely that a number of vehicle types may be exempt because of the nature of the work they undertake. It was agreed to seek information about new road signs indication horses and riders. The clerk will investigate.

67/16/3 Cllr Randle asked if any progress had been made to purchase additional batteries and a charger for the speed signs. The clerk reported that Henstead PC Cllrs are investigating sources in the UK. The clerk will organise purchase as soon as possible and report back to council at the next meeting

68/16 Requests for items for the agenda of the next meeting

None

69/16 Date and time of next meeting. The next meeting will be held on **Wednesday 5th October 2016** at Mutford Village Hall **7.00pm.**

Cllr O'Brien gave his apologies for the next meeting.

The meeting closed at 8.50pm.

Signed Chairman _____ Clerk _____ Date _____