



MUTFORD PARISH COUNCIL

Minutes of the Annual Meeting of the Council

held at Mutford Village Hall
on Wednesday 8th May 2017
Commencing at 7pm

1/17 Present

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

2/17 Apologies for absence

Cllr. Carl O'Brien, WDC Cllr Kevin Springall,

3/17 Election of Chairman 2017/18

Cllr Glendinning asked for nomination for Chairman for 2017/18. **Cllr Randle proposed Cllr O'Brien. This was seconded by Cllr Robinson. There were no further nominations. Cllr O'Brien was declared elected.**

4/17 Election of Vice-Chairman for 2017/18.

Cllr Glendinning asked for nominations for Vice Chairman for 2017/18. **Cllr Cole proposed Cllr Glendinning. This was seconded by Cllr Randle. There were no further nominations. Cllr Glendinning was declared elected.**

5/17 Declarations of Interest

None

6/17 Minutes of the meeting of 3rd April 2017

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.

7/17 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.

8/17 Questions and comments from the public

There were no questions or comments from the public

9/17 SCC Report

There was no SCC report

Signed Chairman _____ Clerk _____ Date _____

10/17 WDC Report

Cllr Springall had apologised for not being able to attend.

11/17 Police Report

The clerk reported that there were no reported crimes during February.
(Post meeting Note There were 3 reported crimes during March Mill Road Criminal Damage and Arson, Church Road Violence and Sexual offences, Mutfordwood Lane Burglary).

The meeting was re-opened by the Chairman

12/17 Correspondence

Letters/email were received from
SALC with details of the new regulations concerning Local Authority Publicity
SALC with a reminder of PCC meetings
Bulstrodes with details of Suffolk Day flag purchase
SALC with details of the new edition of the good councillor guide
Screen Suffolk with details of the work they are doing (to be emailed to members)

13/17 Finance

13/17/1 On a proposition by Cllr Randle seconded Cllr Greenacre members confirmed the following payments

Membership fee £241.93 payee SALC cheque number 000153
Internal Audit Fee 2015/17 £20 payee G. Mead cheque number 000154
It was agreed to pay the Playground inspection, bin emptying April 17 following submission of invoice

13/17/2 The clerk presented the draft accounts for the year ended 31st March 2017. **Following discussion Cllr Randle proposed the adoption of the accounts for the year ended 31st March 2017, this was seconded by Cllr Greenacre and agreed. The Chairman signed the accounts and the external audit report.**

13/17/3 The clerk reported that the first instalment of the precept for 2017/18 had been received from WDC.

14/17 Planning

14/17/1 Planning Applications

DC/17/1762/FUL Front and rear extensions 11, Mill road Mutford for Mr and Mrs Bailey. Following discussion Council expressed some concerns about this application. There was a concern about the size of the additional elements against the current footprint. A further concern related to the proximity of the boundary to 15, Mill Road. Council agreed that while the proposed extension were not out of keeping it would recommend refusal if the increased footprint exceeded the permitted percentage and if the proposal did not infringe the neighbours rights in terms of the boundary.

14/17/2 Outcome of planning applications

DC/17/1029/FUL Construction of single and two storey side extension with front porch 111 Mill Road Mutford for Mr and Mrs Beckford. **WDC Approved**
DC/17/0922/LBC and DC/17/0921/FUL Refurbishment of Store Mutford Hall for Mr Webster. **WDC Approved**

14/17/3 DC/17/1254/FUL New Office for Gary Lambert Construction Ltd (Shower block to be removed) Beulah Hall Dairy Lane Mutford for Mr Lambert
The Clerk reported that the response to this application had been submitted and that the request for it to be called in had been made..

Signed Chairman _____ Clerk _____ Date _____

15/17 Review of Policies

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

- 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

It was agreed to adopt the council's policies/procedures for 2017/18

16/17 Annual Parish Meeting

The clerk reported that the APM would be held on Monday 22nd May. There will be 2 main items on the agenda Update on the neighbourhood plan and traffic issues. The NP team had suggested that refreshments would be a good idea and asked if the Village Hall committee would be willing to organise on their behalf. Following discussion no firm agreement was reached. The clerk will continue to discuss with all involved. The clerk reminded members that a report on the activities at the Village Hall and the allotment trust would be required at the APM.

17/17 Any other business

17/17/1 Playground Report.

There was no playground report..

18/17 Requests for items for the agenda of the next meeting

None

19/17 Date and time of next meeting. The next meeting will be held on **Monday 5th June 2017 at Mutford Village Hall 7.00pm.**

The meeting closed at 8.30pm.

Signed Chairman _____ Clerk _____ Date _____