



# MUTFORD PARISH COUNCIL

## **Minutes of the Annual Meeting of the Council** held at Mutford Village Hall on Wednesday 14<sup>th</sup> May 2018 Commencing at 7pm

### **1/18 Present**

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

### **2/18 Apologies for absence**

SCC Cllr. David Ritchie, WDC Cllr Kevin Springall,

### **3/18 Election of Chairman 2018/19**

Cllr O'Brien asked for nomination for Chairman for 2018/19. **Cllr Robinson proposed Cllr O'Brien. This was seconded by Cllr Glendinning. There were no further nominations. Cllr O'Brien was declared elected.**

### **4/18 Election of Vice-Chairman for 2018/19.**

Cllr O'Brien asked for nominations for Vice Chairman for 2018/19. **Cllr Robinson proposed Cllr Glendinning. This was seconded by Cllr Randle. There were no further nominations. Cllr Glendinning was declared elected.**

### **5/18 Declarations of Interest**

None

### **6/18 Minutes of the meeting of 9<sup>th</sup> April 2018**

**It was proposed by Cllr Randle, seconded Cllr Warnes that the minutes of the meeting of 9<sup>th</sup> April 2018 be accepted as a true record. This was agreed. The minutes were signed by the Chairman.**

### **7/18 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.**

### **8/18 Questions and comments from the public**

The clerk was asked by a resident if it was possible to place details of the mobile library visits on the notice board and on the website. This will be done.

### **9/18 SCC Report**

Cllr Ritchie in a written update reported that a new leader of SCC had been elected.

Signed Chairman \_\_\_\_\_ Clerk \_\_\_\_\_ Date \_\_\_\_\_

### **10/18 WDC Report**

Cllr Springall had apologised for not being able to attend.

### **11/18 Police Report**

The clerk reported that there were no reported crimes during March according to the Police UK Website.

### **The meeting was re-opened by the Chairman**

### **12/18 Correspondence**

Letters/email were received from  
WDC with information that hard copy of planning application outcomes will no longer be sent to parish councils  
WDC with details of briefing sessions concerning GDPR  
Tim Passmore PCC with an invitation to meet himself and the Chief Constable on the 9<sup>th</sup> July  
Suffolk Police with information on the formation of communication groups  
SALC with information that Parish Councils do not need to appoint a data protection officer but must ensure they comply with the requirements.  
WDC with details of meetings about boundary changes for the new merged East Coast Council  
SCC with information that the result of the consultation on school transport will be considered by SCC at their next meeting

**Cllr Greenacre** left the meeting at this point. Cllr Greenacre said that he thought the draft neighbourhood was very good and had no comments/suggestions to make.

### **13/18 Finance**

#### **13/18/1 Outstanding invoices.**

There were no outstanding invoices

**13/18/2a** the clerk presented the draft accounts for the year ended 31<sup>st</sup> March 2018.

**Following discussion Cllr Warnes proposed the adoption of the accounts for the year ended 31<sup>st</sup> March 2018, this was seconded by Cllr Randle and agreed.**

**The Chairman signed the accounts.**

**13/18/2b Internal Audit Report.** The clerk presented the internal audit report.

Following discussion Cllr O'Brien proposed that the internal audit report be approved, this was seconded by Cllr Warnes and agreed.

**13/18/2b Annual Governance Statement 2017/18.** Council considered the annual governance statement and following a proposition by Cllr Warnes and seconded by Cllr Cole it was agreed that the Council had met all its obligations in the Annual Governance Statement for 2017/18. The Chairman signed the form

**13/18/2c Accounting Statement 2017/18.** The RFO explained the accounting statement for 2017/18. Following discussion Cllr Warnes proposed that the accounting statement be approved and signed by the Chairman. The proposition was seconded by Cllr Robinson and agreed.

**13/18/2d Exemption Certificate.** Following discussion it was agreed that the exemption certificate for smaller authorities be signed and sent to the external auditors.

**13/18/2e** Council approved the remaining documents that accompany the 2017/18 Accounts.

**13/18/3** The clerk reported that the first instalment of the precept for 2018/19 had been received from WDC.

Signed Chairman \_\_\_\_\_ Clerk \_\_\_\_\_ Date \_\_\_\_\_

## **14/18 Planning**

### **14/18/1 Planning Applications**

DC/18/1390/FUL Change bedroom roof on front elevation from flat roof to pitched roof with materials matching existing property Willow Lodge Hulver Road for Mr and Mrs Newton. Following discussion, the council had no objection to this application.

### **14/18/2 Outcome of planning applications**

DC/18/0983/FUL The Limes 107 Mill Road Mutford Beccles Suffolk NR34 7UP  
Addition of two side extensions to existing bungalow and new detached garage including new vehicular access **WDC Permitted**

DC/18/0994/FUL Construction of single storey rear extension to existing dwelling 4 Hulver Road Mutford NR34 7UW **WDC Permitted**

DC/18/0102/COU | Retrospective Application - Four additional mobile homes | Windy Acres Mutfordwood Lane Mutford Lowestoft Suffolk NR33 8H **WDC Permitted with conditions.**

## **15/18 Review of Policies**

The clerk reported that there were changes to the model standing orders as a result of changes to GDPR but no changes to the remaining policies currently adopted by the council.

- a. Standing orders\*
- b. Financial Regulations
- c. Financial risk assessment
- d. Health and Safety
- e. Equal opportunities
- f. Publication Scheme (Freedom of Information)
- g. Safeguarding
- h. Complaints procedure
- i. Recording of meetings

**Following discussion it was agreed to adopt the revised standing orders policy and to confirm the remaining policies be adopted for 2018/19**

## **16/18 Annual Parish Meeting**

The clerk reported that the APM would be held on Friday 25<sup>th</sup> May to be held at the Village Hall commencing at 7pm. The main element of the meeting will be an update on the neighbourhood plan. A presentation of the policies in the latest version of the draft plan will be given.

## **17/18 Draft Neighbourhood Plan.**

Cllr Glendinning as Chairman of the Neighbourhood Plan Team, reported that the Team had produced a draft plan and version 9 had been circulated to members of the council. Cllr Glendinning said that the team were asking the Council to approve that draft plan subject to any amendments that they wish to make and any recommendations from WDC during the next phase of the development of the plan. Jenny Sheehan, NP Team member, following permission from the Chairman, gave a short explanation of version 9 and reported that Version 10 was being developed. Jenny asked if members had any comments or suggestions to make. Their comments were recorded and would be incorporated into version 10. Following discussion, it was agreed to approve the draft plan and that the Team should continue to revise the draft plan.

It was further agreed that new signs be ordered to publicise the APM on the 25<sup>th</sup> May and to approve funding of the printing of the final draft NP following further meetings with WDC and the statutory consultees.

Signed Chairman \_\_\_\_\_ Clerk \_\_\_\_\_ Date \_\_\_\_\_

Cllr Glendinning thanked Ms Sheehan and the team for all the work they had undertaken on the development of the plan so far. This was endorsed by the Council.

**18/18 Any other business**

**18/18/1 Playground Report.**

There was no playground report.

**19/18 Requests for items for the agenda of the next meeting**

NP team to attend the Village Fete on 7<sup>th</sup> and 8<sup>th</sup> July

Extend access to the website uploading rights

**20/18 Date and time of next meeting.** The next meeting will be held on **Monday 5<sup>th</sup> June 2017 at Mutford Village Hall 7.00pm.**

**The meeting closed at 8.40pm.**

DRAFT

Signed Chairman \_\_\_\_\_ Clerk \_\_\_\_\_ Date \_\_\_\_\_