



MUTFORD PARISH COUNCIL

Minutes of the Ordinary Meeting of the Council held at Mutford Village Hall on Monday 2nd July 2018 Commencing at 7pm

38/18 Present

Cllrs. Carl O'Brien CBE, Martin Warnes, David Greenacre, Theresa Robinson, Neil Glendinning (vice chairman),
J. Armstrong (Clerk), 3 members of the public

39/18 Apologies for absence

Cllrs. Shirley Cole, Paul Randle, SCC Cllr. David Ritchie, WDC Cllr Kevin Springall,

40/18 Declarations of Interest

None

41/18 Minutes of the meeting of 4th June 2018

It was proposed by Cllr Glendinning, seconded Cllr Robinson that the minutes of the meeting of 4th June 2018 be accepted as a true record. This was agreed. The minutes were signed by the Chairman.

42/18 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.

43/18 Questions and comments from the public

There were no questions or comments

44/18 SCC Report

There was no SCC report

45/18 WDC Report

There was no WDC report

46/18 Police Report

The clerk reported that the Police UK website had not been updated since the last meeting

The meeting was re-opened by the Chairman

47/18 Correspondence

Letters/emails were received from:

Signed Chairman _____ Clerk _____ Date _____

Suffolk Police with preliminary details of a locality meeting Friday 27th July 12pm venue to be announced (post meeting note the meeting has been postponed to September)

Suffolk Highways with details of another report submitted by an anonymous person in the clerk's name

Beccles SNT Suffolk Police with latest newsletter

Lowestoft SNT Suffolk Police with latest newsletter

WDC with transcript of WDC meeting with Anglian Water The clerk will send copies to members if requested

Suffolk Police asking if the parish wishes to fund or part fund a PCSO. Following discussion, it was determined that funds were not available

WDC with details that the submission of the Local Development Plan for examination had been made

48/18 Finance

48/18/1 Outstanding invoices.

On a proposition from Cllr O'Brien, seconded by Cllr Warnes the following invoice/receipts were approved for payment:

Playground maintenance, bins and play bark £392.96 payee Robin Mills cheque number 000198

NP Printing for the Scarecrow Hunt event stand £20 payee Roberts and Son cheque number 000199

GDPR information pack £60 payee LCPAS cheque number 000200

48/18/2 Account balances

The clerk reported that the account balance stood at £6936.59 at 2/7/18

49/18 Planning

49/18/1 Planning Applications

DC/18/2511/FUL Construction of a rear extension 56 Mill Road Mutford. Following discussion, it was agreed that Council had no objection to this application.

32/18/2 Outcome of 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 **WDC**

Permitted

DC/18/0673/OUT Outline application construction of a single new dwelling with detached garage and the formation of a new vehicular access Manor Farm House Church Road Mutford for Mrs Tolliday. **Still awaiting decision**

DC/18/2224/FUL | Erection of new boundary wall to property entrance | Beulah Hall Dairy Lane Mutford NR34 7QJ. **Still awaiting Decision**

50/18 Web site upgrade and Parish Newsletter

50/18/1 Website upgrade. The clerk presented a skeleton plan for improving the website. The potential cost for the upgrade is a maximum of £250. During discussion the question of how much work would be involved in keeping the website information up to date was asked. The proposals for the upgrade were approved in principle and the clerk was asked to discuss the issue of work required with Suffolk Cloud.

50/18/2 Parish Newsletter.

Cllr Glendinning assisted by Jenny Sheehan presented the proposal for a monthly free newsletter to be produced and delivered to every residence in the Parish. Mrs Sheehan and Mr Twineham have volunteered to produce the newsletter and a team of volunteers was available to deliver them. A grant from the WDC enabling communities fund could be applied for and it was agreed that the parish council should make the application, the closing date for which is the 9th July. It was further

Signed Chairman _____ Clerk _____ Date _____

agreed that Cllr Warnes would review the content of the newsletter before printing on behalf of the Parish Council.

51/18 Data Protection Changes

The clerk reported that he was working through the information packs from LCPAS and would report on progress at the September meeting.

52/18 Draft Neighbourhood Plan.

Cllr Glendinning as Chairman of the Neighbourhood Plan Team, reported that the Team had met with WDC planning officers to discuss the latest draft of the plan. A number of suggested changes were taken on board by the team and will be incorporated into the next draft.

Cllr Glendinning further reported that the next team meeting will be on Saturday 9th June

53/18 Any other business

35/18/1 Playground Report.

Robin Mills reported that he had completed topping up the bark at the playground. The seat on the middle swing has some cracks in it. It was agreed that the clerk and Mr Mills would investigate and seek a replacement seat if necessary.

54/18 Requests for items for the agenda of the next meeting

There were no requests.

55/18 Confidential Item

The Chairman requested members of the public to leave for this item. A minute of this item is attached to these minutes.

56/18 Date and time of next meeting. The next meeting will be held on **Monday 3rd September 2018 at Mutford Village Hall 7.00pm.**

The meeting closed at 8.50pm.

Signed Chairman _____ Clerk _____ Date _____