



# MUTFORD PARISH COUNCIL

## **Minutes of the Ordinary Meeting of the Council** held at Mutford Village Hall on Monday 3<sup>rd</sup> December 2018 Commencing at 7pm

### **117/18 Present**

Cllrs. Theresa Robinson, Neil Glendinning (vice chairman) Martin Warnes, David Greenacre, Shirley Cole,

In attendance J. Armstrong (Clerk), 5 members of the public

### **118/18 Apologies for absence**

Cllr. Carl O'Brien CBE, Paul Randle, SCC Cllr. David Ritchie, WDC Cllr Kevin Springall,

### **119/18 Chairman**

In the absence of the Chairman the Vice Chairman Cllr Glendinning took the Chair.

### **120/18 Declarations of Interest**

None

### **121/18 Request**

Cllr Glendinning asked if item 11 Neighbourhood Plan update could be taken after item 4 matters arising. This was agreed by Council.

### **122/18 Minutes of the meetings of 5<sup>th</sup> November 2018**

**It was proposed by Cllr Warnes, seconded Cllr Cole that the minutes of the meeting of 5<sup>th</sup> November 2018 be accepted as a true record. This was agreed.**  
The minutes were signed by the Chairman.

### **123/18 Matters arising not otherwise on the agenda**

There were no matters arising

### **124/18 Neighbourhood Plan update**

Cllr Glendinning Chair of the NP team said that the Draft plan was now in the final consultation phase which is due to finish on the 31<sup>st</sup> January 2019. Cllr Glendinning invited Jenny Sheahan to provide an overview of the current position. Copies of the final draft and a letter have been distributed to every household and sent to the statutory consultees which includes neighbouring parishes. Ms Sheahan said that businesses in the parish are also being consulted. Some comments have already been received, one asking about the light pollution caused by floodlights at the biodigester plant. A brief discussion resulted in Cllr Robinson being asked to monitor the situation and reporting back to the next meeting of the Council. Ms Sheahan said that an open meeting is to be held on Saturday 12<sup>th</sup> January for residents to comment and discuss the draft plan with the team. Ms Sheahan asked if the Village

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

Hall Committee had considered the request to provide refreshments at the open meeting. Cllr Cole said that the Committee would not be able to. The Chairman thanked Ms Sheahan for her report.

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

**125/18 Questions and comments from the public**

Mr Lambert gave a presentation on his planning application to be discussed in item 9 on the agenda. Mr Lambert explained that the proposed domestic store was intended to be used for equipment related to the upkeep of the grounds and other items linked to his house. Mr Lambert gave the Council his assurance that the building although large was not intended to be used to house any machines or supplies linked to his business. He went on to state that his main reason for a large building was to replace the collection of insecure and dilapidated outbuilding currently on the site. Mr Lambert went on to say that should his planning application be approved and the secure store completed he was intending to replace the gates on the driveway of the Hall with some that are more appropriate. A number of questions were asked by Councillors that were answered by Mr Lambert.

A resident asked if a decision had been made on Planning Application DC/18/4089/FUL Construction of a single dwelling Os 0218 Holly Lane Mutford. The clerk confirmed that this application was awaiting decision. It was suggested that the resident should write to the planning department to ask when a decision would be made.

The Chairman thanked the residents for their contributions.

**126/18 SCC Report**

An email was received from Cllr Ritchie to apologise for not being able to attend.

**127/18 WDC Report**

There was no WDC report

**128/18 Police Report**

Post meeting note. There was 1 recorded crime in the Parish during September 2018. Vehicle Crime on or near Chapel Road Mutford.

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

**129/18 Request**

The Chairman suggested that item 12a on the agenda be discussed at this point. This was agreed by Council.

**130/18 Responsibility for benches at the playing field.**

Roy Hurrell Chairman of the Village Hall Committee said that the committee had spent £450 on a range of repairs to items on the field and the Hall. Mr Hurrell said that the Village Hall Committee has committed a large portion of its reserves to refurbishing the toilets at the hall and then asked for the Village Hall Committee and the Parish Council to agree which has responsibility for various items at the playing field. The principal areas of concern are the benches, the Village sign, fences around the playground and the boundary fence to Mill Road.

Following a thorough discussion, it was agreed by Council, with Cllrs Cole and Robinson not voting as they are members of the Village Hall Committee, that the Parish Council would be responsible for the upkeep of the Village Sign and the benches at the sign and in the playground. It was further agreed that a memorandum

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

of Understanding be drawn up by the clerk to establish the responsibilities of the Village Hall Committee and the Parish Council.

### **131/18 Request**

The Chairman suggested that agenda item 9 planning be considered at this point. This was agreed by council

### **132/18 Planning**

#### **132/18/1 Planning Applications**

**DC/18/4522/FUL** Construction of domestic storage building Beulah Hall Dairy Lane Mutford Beccles Suffolk NR34 7QJ

Following discussion, it was agreed that Council had no objection to this application.

#### **132/18/2 Outcomes of planning applications**

**DC/18/4089/FUL** Construction of a single dwelling Os 0218 Holly Lane Awaiting Decision

**DC/18/3945/FUL** Demolish existing double garage and remove outbuilding to allow erection of No 1 self build bungalow and detached garage **Awaiting decision**

**DC/18/4446/COU** Proposed mixed use of dayroom (retrospective) to include occupation by Mrs A Rooney due to health issues/personal circumstances. **WDC Refused**

**DC/18/4447/Discharge of Condition** Windy Acres **WDC Decided**

### **133/18 Correspondence**

#### **Emails/Letters were received from:**

SALC E Bulletin November seeking new Chair and Vice Chair for the Waveney Group.

WDC with details of estimated election costs for 2019

WDC with 2018/19 precept details

(Both these items were discussed in item 8d)

Suffolk Coasts and Heaths with invitation to an event on 14<sup>th</sup> December

WDC with details of the budget setting meeting for the new Council for 2019/20

SALC giving details of SCC budget strategy for 2019-23

### **134/18 Finance**

#### **134/18/1 Outstanding invoices.**

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

Newsletter issue 3 printing £40.00 payee Roberts and Son cheque number 000214  
Neighbourhood Plan and letters printing £854.40 payee Roberts and Son cheque number 000215

Clerk's pay Oct/Dec £312 payee J Armstrong cheque number 000216

PAYE on Clerk's pay Oct/Dec £78.20 payee HMRC cheque number 000217

Playground maintenance and bins £42.00 payee Robin Mills cheque number 000218

**134/18/2** The clerk reported that the grant for Neighbourhood Plan costs had been received in the sum of £2183.00

**134/18/3 Budget forecast.** The clerk gave a forecast of the likely costs incurred by the Parish Council in 2019/20. Additional costs for the coming year include possible election costs of £1000, printing of Mutford News circa £400, playground maintenance costs and general increase of regular items.

**134/18/4 Precept for 2019/20** The clerk reported on the precept procedure for 2019/20 and described the method of calculation which is based on the equivalent Band D properties in the Parish.

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

Following a discussion, it was proposed by Cllr Glendinning and Seconded by Cllr Warnes that an increase in precept on the current year's precept of 10% should be requested from WDC for 2019/20. This was agreed by Council. It was further agreed that the clerk would seek confirmation of potential costs for 2019/20 and call a short one item agenda meeting to confirm the increase.

**134/18/5 CIL Monies.** The clerk reported that it may be possible to use the CIL money that Council has towards the repairs and maintenance of the playground

**134/18/6.Account balances**

The clerk reported that he would inform members of the current balances following receipt of the bank statements

**136/18 Report on the Chairman/Vice Chairman's meeting at Carlton Colville Town Council office.**

Cllr Glendinning reported on the meeting which focussed on the formation of the New District Council and the relationship between the Parish/Town Council and the new District Councillors. It was further discussed that a Central Area Group of Parish and Town Councils be formed to share common issues and requirements. Carlton Colville Town Council will seek views from the central parishes.

**137/18 Any other business**

**137/18/1 Playground Report.**

The clerk reported that the playground inspection report had been received and there were no medium or high risks issues. All pieces of equipment were deemed to be compliant with safety requirements. There are a number of action points that the inspector has recommended. Following discussion, it was agreed that the work recommended in the report be carried out. The clerk was asked to discuss with Robin Mills and determine costs for the work. Robin Mills will take up one of the mats around various pieces of equipment to assess its condition and whether it should be replaced by new matting. Robin Mills said that some of the listed items may require two persons.

**137/18/2 Speed sign maintenance**

Cllr Randle had indicated that he could no longer carry out the maintenance of the speed sign. Following discussion, it was agreed that the issue be placed on the agenda of the next meeting and if necessary, the speed sign not be used until further notice.

**137/18/3 Road signage**

Cllr Warnes said he had been contacted by a resident about road name signs. It was agreed to add this to the agenda for the next meeting

**138/18 Requests for items for the agenda of the next meeting**

Speed sign maintenance  
Road name signs.

**139/18 Confidential Item**

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

**140/18 Date and time of next meeting.** The next meeting will be held on **Monday 4<sup>th</sup> February 2019 at Mutford Village Hall 7.00pm.**

(an additional meeting may be called in January if considered necessary)

**The meeting closed at 9.20pm.**

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