



# MUTFORD PARISH COUNCIL

## **Minutes of the Annual Meeting of the Council** held at Mutford Village Hall on Wednesday 13<sup>th</sup> May 2019 Commencing at 7pm

### **1/19 Present**

Cllrs. Carl O'Brien CBE, Martin Warnes, David Greenacre, Theresa Robinson, Neil Glendinning (vice chairman), Jenny Sheahan, Richard Read  
J. Armstrong (Clerk),

### **2/19 Apologies for absence**

SCC Cllr. David Ritchie, ESC Cllr Craig Rivett, ESC Cllr Ceresa

### **3/19 Declaration of Acceptance of Office.**

Members completed the Declaration of Acceptance of Office in the presence of the Proper College Officer

### **4/19 Election of Chairman 2019/20**

Cllr O'Brien asked for nomination for Chairman for 2019/20. **Cllr Robinson proposed Cllr O'Brien. This was seconded by Cllr Glendinning. There were no further nominations. Cllr O'Brien was declared elected.**

### **5/19 Election of Vice-Chairman for 2019/20.**

Cllr O'Brien asked for nominations for Vice Chairman for 2019/20. **Cllr O'Brien proposed Cllr Glendinning. This was seconded by Cllr Robinson. There were no further nominations. Cllr Glendinning was declared elected.**

### **6/19 Declaration of Acceptance of Office.**

Cllr O'Brien and Cllr Glendinning signed the Declaration of Acceptance of Office as Chairman and Vice-Chairman respectively, in the presence of the Proper Council Officer

### **7/19 Declarations of Interest**

None

### **8/19 Minutes of the meetings of 1<sup>st</sup> April and 29<sup>th</sup> April 2019**

**It was proposed by Cllr Robinson, seconded Cllr Warnes that the minutes of the meetings of 1<sup>st</sup> April and 29<sup>th</sup> April 2019 be accepted as a true record. This was agreed.** The minutes were signed by the Chairman.

### **9/19 Matters arising not otherwise on the agenda**

9/19 Letter of understanding between the Parish Council and the Village Hall Committee. The clerk reported that the minor changes to the letter of understanding had been made. The Chairman signed the Letter on behalf of the Council and Cllr

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

Robinson was asked to pass the letter to the Chairman of the Village Hall Committee and return a signed copy to the Clerk

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

**10/19 Questions and comments from the public**

There were no questions/comments from the public

**11/19 SCC Report**

There was no SCC report

**12/19 ESC Report**

There was no ESC Report

**15/19 Police Report**

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

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

**14/19 Correspondence**

Letters/email were received from  
ESC with detail of the ESC Parish Town Council Planning Forum. The clerk was asked to attend on behalf of the Council.  
SALC with details of new councillor sessions  
Lowestoft Town Council with details of new councillor sessions Cllr Read said that he would like to attend the session on the 21<sup>st</sup> May  
SCC Highways with details of the verge cutting programme for 2019. Verges in the Parish will be cut on the 3<sup>rd</sup> June  
SALC with request from Suffolk Constabulary to complete a survey about the effect of changes made in 2018 The Clerk was asked to complete the survey.

**15/19 Finance**

**15/19/1 Outstanding invoices.**

On a proposition from Cllr O'Brien seconded by Cllr Warnes the following payments should be made:

Playground and bin emptying £40 payee Robin Mills cheque number 000235  
Membership Subscription for 2019/20 £249.25 payee SALC cheque number 000236  
Printing Mutford News April issue £40 payee Roberts and Son cheque number. 000237

Repayment of overpayment of grant £330 payee ESC cheque number 000238

**15/19/2 1<sup>st</sup> Instalment of the precept**

The clerk reported that the first instalment of the precept for 2019/20 £1900 had been received

**15/19/3 Account Balance**

The clerk reported that the current account balance was £7570.2 as at 10<sup>th</sup> May 2019

**15/19/4** The clerk reported that the unused balance of the grant for the neighbourhood plan had been repaid and the account closed

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

## **16/19 Planning**

### **16/19/1 Planning Applications**

There were no planning applications

### **16/19/2 Outcome of planning applications**

DC/19/1426/FUL Retrospective Application – Retention of connecting extension in corner of existing Stables. New construction on west end of stables for straw and part laying shed. Waiting decision.

### **16/19/3 Appeals**

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. Appeal in progress

DC/18/3945/FUL Demolish existing double garage and remove outbuilding to allow erection of No 1 self build bungalow and detached garage Appeal in progress

## **17/19 Review of Policies**

The clerk reported that there were no changes to the Council 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 policies for 2019/20**

## **18/19 Annual Parish Meeting**

The clerk reported that the APM would be held on Wednesday 22<sup>nd</sup> May to be held at the Village Hall commencing at 7.30pm. The agenda will include an update on the neighbourhood plan together with the standard items.

**Post meeting note: The update on the neighbourhood plan will also include the idea of a Parish Community Action Plan and will seek views on the Mutford News**

## **20/19 Draft Neighbourhood Plan.**

Cllr Glendinning as Chairman of the Neighbourhood Plan Team, reported that the Neighbourhood Plan was now in the final consultation stage and ESC is organising the external Inspection of the plan.

Cllr Sheahan explained the procedure for this stage of the plan. It is hoped that the referendum will be held towards the end of the year.

A brief discussion about the possibility of developing a Parish Community Plan was held. It was agreed that Cllr Glendinning would include this in his report on the neighbourhood plan at the APM to seek views of residents on this idea.

## **21/19 Any other business**

### **21/19/1 Playground Report.**

There were no issues at the playground. Robin Mills will purchase more bark for topping up the bark area at the playground.

### **21/19/2 Telephone Box**

Cllr Sheahan, following a request in the Newsletter for volunteers to help in the renovation of the box, reported that a resident had volunteered to assist.

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

**22/19 Requests for items for the agenda of the next meeting**  
Parish Plan

**23/19 Date and time of next meeting.** The next meeting will be held on **Monday 3<sup>rd</sup> June 2019 at Mutford Village Hall 7.00pm.**

**The meeting closed at 8.40pm.**

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