



MUTFORD PARISH COUNCIL

Minutes of the Ordinary Meeting of the Council held at Mutford Village Hall on Wednesday 3rd June 2019 Commencing at 7pm

24/19 Present

Cllrs. Martin Warnes, David Greenacre, Theresa Robinson, Neil Glendinning (vice chairman), Jenny Sheahan, Richard Read
ESC Cllr Craig Rivett, ESC Cllr Ceresa
J. Armstrong (Clerk),

25/19 Apologies for absence

Cllr. Carl O'Brien CBE, SCC Cllr. David Ritchie, Robin Mills

26/19 Declarations of Interest

None

27/19 Register of interests

The clerk reminded members that they need to complete the Members Register of Interests.

28/19 Minutes of the meeting of 13th May 2019

It was proposed by Cllr Warnes, seconded Cllr Robinson that the minutes of the meeting of 13th May 2019 be accepted as a true record. This was agreed.
The minutes were signed by the Chairman.

29/19 Matters arising not otherwise on the agenda

The clerk reported that the Letter of Understanding between the Parish Council and the Village Hall Committee has been signed and returned.

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

30/19 Questions and comments from the public

There were no questions/comments from the public

31/19 SCC Report

There was no SCC report

32/19 ESC Report

There was no ESC Report at this point.

33/19 Police Report

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

Signed Chairman _____ Clerk _____ Date _____

The meeting was re-opened by the Chairman

34/19 Correspondence

Letters/email were received from
Suffolk Cloud with details of adding a security certificate to our website. Following discussion, it was agreed that this should be added to the website
The Environment Agency with details of a consultation about the draft national flood and coastal erosion risk management strategy for England. Cllr Sheahan asked if the link to this document could be sent to her.
The Suffolk Society with details of media training

East Suffolk Cllrs Ceresa and Rivett arrived at this point

35/19 Welcome

Cllr Glendinning welcomed Cllr Ceresa and Cllr Rivett to the meeting. Cllr Rivett and Cllr Ceresa outlined their respective responsibilities at East Suffolk and are looking forward to working with the Parish Council in the future.

36/19 Finance

36/19/1 Outstanding invoices.

On a proposition from Cllr Warnes seconded by Cllr Robinson the following payments should be made:
Playground and bin emptying £59.90 payee Robin Mills cheque number 000241
Clerk's pay April/June £312 payee J Armstrong cheque number 000239
PAYE on clerk's pay April/June payee HMRC cheque number 000240
Printing Mutford News May issue £40 payee Roberts and Son cheque number. 000242

36/19/2 Account Balance (Awaiting bank statement) The current account balance was £7570.2 as at 10th May 2019

36/19/3 Exemption Certificate Audit 2018/19 The clerk reported that the exemption certificate for the 2018/19 Audit has been sent and receipt confirmed

37/19 Planning

37/19/1 Planning Applications

DC/19/1936/FUL | Additional static caravan (for family member) | Windy Acres Mutfordwood Lane Mutford Lowestoft Suffolk NR33 8HD

Following discussion, Council expressed concern about the title of the application being unclear in respect of the additional static caravan that is already on the site. Council is also concerned that continuing applications for additional caravans on this site is leading to overdevelopment of the site bearing in mind its rural position. It is outside the settlement boundaries in the Parish so is therefore in open countryside. Council determined that if the LPA were minded to permit the application then it must be made clear that it is the static caravan that is already on the site and that it may only be occupied by the named persons as specified in the application and that should the named persons cease to occupy the caravan, the caravan should be removed from the site. The clerk was instructed to write to ESC with the response.

37/19/2 Outcome of planning applications

None.

37/19/3 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**

Signed Chairman _____ Clerk _____ Date _____

37/19/4 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. **Application withdrawn.**

38/19 Draft Neighbourhood Plan.

Cllr Glendinning as Chairman of the Neighbourhood Plan Team, reported that an additional element to the draft, an Environmental Assessment Screening, had been notified to the team with a recommendation that it should be undertaken. The Chairman of the team authorised the addition. This element will make a short delay in reaching the referendum stage of the plan.

39/19 Parish Plan

Cllr Sheahan reported that Appendix G of the draft neighbourhood plan outlined a number of issues that did not form part of the policies of the draft plan. The NP team has recommended that an action plan should be produced in order that these issues could be addressed. Cllr Sheahan said that she had consulted with Cllr O'Brien as Chairman of the Council and suggested that the issues could be put into the Mutford News with one item being included each month.

Cllr Sheahan suggested that a plan, entitled Action Plan 2019/20, should be presented at the next meeting for discussion and approval.

40/19 Mutford News

Council noted that residents attending the Annual Parish Meeting were very much in favour of continuing the Mutford News.

41/19 Any other business

41/19/1 Playground Report.

The Clerk reported that damage had been caused to the gate at the playground by person/s unknown. Robin Mills will make repairs to the gate as soon as possible.

41/19/2 Village Spring Clean

Cllr Sheahan asked if the Council could find out why Waveney Norse did not turn up for the Spring Clean event due to be held on 1st April. Questions were asked at the Annual Parish Meeting by the residents who turned up for the event. The clerk was asked to contact Waveney Norse to seek an explanation.

41/19/3 Traffic Speed sign.

Cllr Sheahan reported that she had been in touch with the manufacturer of the speed sign and had received information from them about downloading statistics from the sign. Cllr Sheahan had also contacted Cllr Horwood with a request for information about the Henstead with Hulver Street sign, particularly the battery situation.

Following discussion, it was agreed that an item should be put into the Newsletter seeking volunteers to look after the sign. Cllr Robinson suggested that the speed sign should be added to the next agenda.

42/19 Requests for items for the agenda of the next meeting

Parish Plan

Traffic Speed sign

43/19 Date and time of next meeting. The next meeting will be held on **Monday 1st July 2019 at Mutford Village Hall 7.00pm.**

The meeting closed at 8.50pm.

Signed Chairman _____ Clerk _____ Date _____