



Mutford PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council

held at Mutford & Rushmere Village Hall

on Monday 15th May 2023

Commencing at 7.00pm

- 1/23 Present**
MPC Cllr Glendinning (Vice-Chair), Cllr Greenacre, Cllr Warnes,
In attendance Angela Colbridge (Clerk), ESC Cllr Rivett, ESC Cllr Scrancher, Members of the public x 3
- 2/23 Apologies for absence**
MPC Cllr Sheahan, SCC Cllr Cloke
- 3/23 Election of Chair 2023/24**
Cllr Glendinning asked for nominations for Chair for 2023/24. **Cllr Glendinning proposed Cllr Warnes. This was seconded by Cllr Greenacre. There were no further nominations. Cllr Warnes was declared elected.** Cllr Warnes signed the Declaration of Acceptance of Office as Chair in the presence of the Proper Council Officer.
- 4/23 Election of Vice-Chair 2023/24**
Nominations were requested for Vice Chair for 2023/24. **Cllr Greenacre proposed Cllr Glendinning. This was seconded by Cllr Warnes. There were no further nominations. Cllr Glendinning was declared elected.** Cllr Glendinning signed the Declaration of Acceptance of Office as Vice Chair in the presence of the Proper Council Officer.
- 5/23 Declaration of Acceptance of Office**
Members completed and signed the Declaration of Acceptance of Office in the presence of the Proper Council Officer. Cllr Sheahan had completed and signed the Declaration of Acceptance of Office prior to the meeting in the presence of the Proper Council Officer. It was agreed that Cllr Read could complete and sign the Declaration of Acceptance of Office in the presence of the Proper Council Officer at a future date. **This was proposed by Cllr Glendinning, seconded by Cllr Warnes**
- 6/23 Declaration of interest personal or prejudicial to this agent**
There were no declarations of interest
- 7/23 Minutes of the Ordinary meeting of the Parish Council of Monday 3rd April 2023**
It was proposed by Cllr Glendinning, seconded by Cllr Greenacre that the minutes of the meeting of 3rd April 2023 be accepted as a true record. This was agreed. The minutes were signed by the Chair.
- 8/23 Matters arising not otherwise on the agenda**
The Clerk reported that the Declaration of Result of Poll had been received for the Carlton Colville District Ward. Craig Rivett and Myles Scratchner were elected.

Signed Chair _____ Clerk _____ Date _____

9/23

Correspondence

9/23/1 Email from East Suffolk Council Customer Services - Community Infrastructure Levy Examiner's Report

A draft Charging Schedule was published in December 2021 proposing new rates in East Suffolk. An independent examiner has now issued his report and recommendations, which concludes that, subject to three modifications, the charging schedule is recommended to be approved. ESC are considering the recommendations. More information can be found on the ESC website.

9/23/2 Email from Beccles Aerodrome - Flight Paths

The Clerk informed council that a reply had been received from Beccles Aerodrome following the report of concerns from a resident. If an aircraft which appears to not be adhering to regulations can be identified from its registration then they will bring the attention of the issue to the operator if it has been using their facilities.

9/23/3 Email from Suffolk Highways - Missing directional sign

Suffolk Highways responded to the council's reporting of the missing directional sign previously sited at the end of Hulver Road, Mutford. Having assessed the situation, they believe it does not warrant remedial action. However, they will continue to monitor the location and will take action if the matter worsens significantly.

9/23/4 Email from Suffolk County Council - Bridleway between Holly Lane and Mill Road

Suffolk County Council have raised a works order to cut back surface and side growth up to a height of 3m. There is no timescale for the works as it is dependant on their contractors programming, in addition they have to abide by environmental legislation to not cut hedging/trees within the nesting season.

9/23/5 Waveney Norse

The Clerk reported that the Annual Inspection Report has been received. Items covered on the report are either Low Risk or Very Low Risk. The report has been handed to R Mills

9/23/6 Email from resident

The Clerk informed council that an email had been received from a resident reporting frequent incidents of excessive smoke from a chimney in the village and that they had advised the resident to forward concerns to Environmental protection to find out whether the smoke contravenes any regulations.

10/23

Finance

10/23/1 Approval of Outstanding invoices

R Mills Playground Maintenance April 2023 £80

Robert's & Son newsletter printing May £40

Clerk Wages March/April 2023 £500

Clerk Expenses Ink Cartridge £ 44.99

SALC Membership 2023/24 £255.26

Mutford and Rushmere Village Hall Committee Hire of Hall April 22-23 x 11 sessions £143

Proposed by Cllr Glendinning, Seconded by Cllr Greenacre

10/23/2 To note the receipt of CIL payment in April of £99

10/23/3 To note the receipt of the full balance of the precept for 2023/24 £6496.04

10/23/4 Account balance

The Clerk noted a current balance as at 28th April 2023 of £14,833.24

10/23/5 To receive and approve the accounts for the year ending 31st March 2023

On a proposition from Cllr Glendinning, seconded by Cllr Greenacre, it was agreed to approve the accounts for 2022-2023

10/23/6 Exemption Request

On a proposition from Cllr Greenacre, seconded by Cllr Glendinning, it was agreed that the request for exemption from external audit be sent.

10/23/7 Internal Audit

On a proposition from Cllr Glendinning, seconded by Cllr Greenacre, it was agreed to adopt the internal audit of the accounts for 2022-2023.

An amount of £50 was agreed for the internal audit. This was proposed by Cllr Warnes, seconded by Cllr Glendinning.

10/23/8 Annual Governance Statement

On a proposition from Cllr Warnes, seconded by Cllr Greenacre, it was agreed that the Annual Governance Statement be signed.

Signed Chair _____ Clerk _____ Date _____

10/23/9 Accounting Statements

The Clerk explained the Accounting Statement and on a proposition from Cllr Warnes, seconded by Cllr Glendinning, it was agreed to approve the accounting statements for 2022-2023.

10/23/10 To note the Statement of Variances

The Clerk explained the Statement of Variances

10/23/11 To approve the dates of Notice of Public Rights

The Clerk suggested that the dates for the Notice of Public Rights be from Monday 19th June 2023 - Friday 28th July inclusive. The dates to be announced and displayed from Tuesday 6th June 2023. This was agreed. **Proposed by Cllr Warnes, seconded by Cllr Glendinning**

11/23 Planning

11/23/1 To consider any planning applications

i) DC/23/1565/FUL HoneyBee House, Holly Lane, Mutford, Beccles, Suffolk, NR34 7UX - Proposed Carport and Shed.

After a brief discussion it was agreed that MPC has no objections to this planning application. **Proposed by Cllr Glendinning, seconded by Cllr Warnes**

ii) DC/23/1379/P3Q Oakes Farm, Mutfordwood Lane, Carlton Colville, Suffolk, NR33 8HG - Change of use of barns to two dwelling houses.

Comments for this planning application were agreed online and submitted as the consultation expired before the May meeting.

11/23/2 To receive outcomes of planning applications from ESC

None

11/23/3 Other Planning Matters

i) SCC/0124/22W - Construction and operation of anaerobic digestion plant and associated infrastructure, Land at Copland Way, Ellough, Beccles, NR34 7TL -

The Clerk updated councillors that this application is still pending a decision.

ii) SCC/0063/22W - Proposed Energy Recovery Facility, V.C.Cooke, Ellough Road, Beccles, NR34 7TQ -

The Clerk updated councillors that this application was considered by the development and Regulations Committee on 27th April 2023. The committee resolved to grant consent. **Application approved.**

12/23 Reports

12/23/1 East Suffolk Council

ESC Cllr Rivett reported that news from the district council was quiet due to the Pre Election Period. The full council was expected to meet on 24th May 2023 where the leader of the council would be voted upon.

Any applications for funding from the Locality Budget would be considered.

ESC Cllr Scratcher introduced himself to MPC

12/23/2 Suffolk County Council - Report from SCC Cllr Cloke

There is a dedicated portal on the SCC website within which a link for everyone to report potholes, broken signs and white and yellow lines which have faded.

It has been a privilege and a pleasure to serve as a representative at East Suffolk Council for 4 years and I will continue to do my best at County. May I wish all new and existing Councillors the very best for their future years in office.

12/23/3 Police – no report

13/23 Parish Council Noticeboard - Update from Clerk

The repairs/refurbishment works to the Council Noticeboard will commence on Monday 22nd May following the agreement to take up the most competitive of the two quotes received. The grant for the works, kindly offered and agreed by SCC Cllr Cloke, has been confirmed.

14/23 Police Locality Meeting April 6th 2023

At the meeting, Speed Indicator Device data was discussed and the Clerk updated councillors that, when the Suffolk Police Community Engagement Officer had attended the village, there were 2 incidents of vehicles exceeding the speed limit during a 45 minute period. This didn't hit relevant statistics for the Suffolk Safety Cam to be deployed. They will attend again and send through any further statistics. There was a reminder to keep homes and outbuildings secure. Information on where to find crime statistics online was offered.

15/23 Annual Parish Meeting 2023 - Update on arrangements

The Annual Parish Meeting will take place on Monday 5th June at 7pm. The Clerk has informed the Village Hall Committee and the Mutford Welfare Trust. The meeting will be advertised on the parish council website and in the parish council noticeboard.

16/23 Review of Policies

The Clerk informed Council that the list of policies would be reviewed at the Parish Council meeting in June.

17/23 Consider the filling of vacancies

The Clerk informed Council that the 2 vacancies can now be filled by co-option. It was agreed that details of the vacancies are put onto the website, posted in the noticeboard and added to an upcoming issue of the Mutford Newsletter. **Proposed by Cllr Glendinning, seconded by Cllr Greenacre.**

Adjournment for questions from members of the public

No questions

18/23 Any other business of which due notice has been given

18/23/1 Following a request from a resident, a discussion was held on the gating of the footpath past Church Farm. The previous gate was removed during the Covid Pandemic. It was agreed that Cllr Warnes would draft a letter on behalf of the Parish Council to request that the gate is replaced.

18/23/2 There was a request for someone new to take over the role of monitoring the Speed Indicator Device Data and charging the battery when required. After a brief discussion it was suggested that, once we are back to a full council, we may have a willing volunteer.

18/23/3 R Mills has decided it is time to step down from the maintenance of the Play Area and the responsibility of the dog waste bins. He has agreed to continue his role until a replacement is found. It was suggested that a piece be put in the Mutford News asking for interest in a replacement for this role.

19/23 Requests for items to be placed on the agenda for the next meeting

None

20/23 Date and time of next meeting. The next meeting of the Parish Council will be held on Monday 5th June 2023, to follow the Annual Parish Meeting of the same evening at 7pm.

The meeting closed at 8:07 pm.

Signed Chair _____ Clerk _____ Date _____