



Mutford PARISH COUNCIL

Minutes of the Ordinary Meeting of the Parish Council

held at Mutford & Rushmere Village Hall
on Monday 3rd July 2023 at 7pm

41/23 Present

MPC Cllr Warnes (Chair), Cllr Glendinning (Vice-Chair), Cllr Greenacre, Cllr Sheahan,
In attendance Angela Colbridge (Clerk), SCC Cllr Cloke, ESC Cllr Scrancher, Members of the public x 3

42/23 Apologies for absence

MPC Cllr Read, ESC Cllr Rivett

43/23 Declaration of interest personal or prejudicial to this agent

There were no declarations of interest

44/23 Minutes of the Annual meeting of the Parish Council of Monday 5th June 2023

It was proposed by Cllr Sheahan, seconded by Cllr Glendinning that the minutes of the meeting of 5th June 2023 be accepted as a true record. This was agreed. The minutes were signed by the Chair.

45/23 Matters arising not otherwise on the agenda

None

46/23 Chairs Item

None

47/23 Correspondence

47/23/1 Email from PKF Littlejohn

The Clerk informed Council that a notification of exempt status for year ended 31st March 2023 had been received from the external auditors.

47/23/2 Email from Suffolk Police - Speed enforcement in the village

Suffolk Police have suggested that the parish considers Community Speed Watch, which could be a very useful tool for the village. Information will be included in the next edition of Mutford News and also added onto the website.

47/23/3 Email from resident - Enquiry on recent planning application SCC/0063/22W

A resident emailed to enquire whether the Parish Council was aware of this planning application and what the Council planned to do about it. The Clerk informed Council that a reply had been sent detailing the actions of the Parish Council on this matter over recent weeks. A discussion followed regarding a flyer which had been delivered in the village. The contents of the flyer were read out to those in attendance at the meeting.

47/23/4 Email from East Suffolk Council - Community Infrastructure Levy Charging Schedule

The Clerk informed Council that ESC has adopted a new Charging Schedule which will come into effect from 1st August 2023.

48/23 Finance

48/23/1 Approval of Outstanding invoices

R Mills Playground Maintenance June 2023 £90

Clerk Wages May/June 2023 £500

Roberts & Son newsletter printing June/July 2023 £40/£40

Proposed by Cllr Glendinning, Seconded by Cllr Warnes

Signed Chair _____ Clerk _____ Date _____

48/23/2 Account balance

The Clerk noted a rolling estimate of £13,282.99

48/23/3 Bank Mandate - Update

The Clerk informed Council that the bank has confirmed that the signatory amendment request is now complete.

48/23/4 Receipt of funds from Suffolk County Council

The Clerk noted receipt of £425 from SCC for funding of the refurbishment of the Parish Council noticeboard.

49/23 Planning

49/23/1 To consider any planning applications

None

49/23/2 To receive outcomes of planning applications from ESC

DC/23/1379/P3Q - Oakes Farm, Mutfordwood Lane, Carlton Colville, Suffolk, NR33

8HG | Change of use of barns to two dwelling houses - Prior Approval granted

DC/23/1565/FUL - Honey Bee House, Holly Lane, Mutford, Beccles, Suffolk, NR34

7UX | Carport and Shed - Application permitted

49/23/3 Other Planning Matters

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.

50/23 Reports

50/23/1 East Suffolk Council

ESC Cllr Scrancher informed MPC that Norse has now been replaced by East Suffolk Services which is owned by East Suffolk Council.

There is a School Uniform Scheme running to assist families during the cost of living crisis. Funding can be applied for and further information can be found on the East Suffolk website. The closing date is 28th July 2023.

Under the 'Ease the Squeeze' campaign, new weekly drop in sessions are taking place in Bungay. Topics discussed include reducing bills, help with debt, applying for benefits and childcare costs amongst others. There is a link on the ESC Website for further information.

50/23/2 Suffolk County Council

SCC Cllr Cloke informed Council that the division boundaries would be changing in 2 years time. Mutford, currently within the Bungay and Wainford Ward, will become part of the Beccles Ward.

50/23/3 Police – no report.

51/23 Playground

i) Update on annual inspection report

The Clerk informed Council that contact had been made with Waveney Norse and Matta Products regarding the measurement of the air gap on the FreeRide. A reply from Matta Products is yet to be received. Council carefully considered this item from the report and agreed to consider the issue as Low Risk, as stated on the inspection report, **This was proposed by Cllr Glendinning, seconded by Cllr Sheahan.**

ii) Resident interest in taking over the maintenance of the play area and emptying the bins

The Clerk informed Council that an email had been received from a resident expressing interest in this role. The Clerk will forward the request to the Chair who will arrange to meet the interested party. A discussion was held on whether the person who is responsible for the maintenance of the play area should have a current DBS check in place. It was agreed by Council that instead, a sign would be displayed whilst maintenance is taking place, stating that the play area is currently closed for maintenance. **This was proposed by Cllr Warnes, Seconded by Cllr Glendinning.**

iii) Robin Mills suggested refilling the bark before the school summer holidays. ESC Cllrs Rivett and Scrancher have kindly offered to help fund this. Robin will inform the Clerk of the cost of the bark which the Clerk will then forward to Cllrs Rivett and Scrancher. It was agreed that Robin goes ahead with ordering the bark. This was proposed by Cllr Glendinning, seconded by Cllr Warnes.

Glendinning, seconded by Cllr Warnes.

52/23 Review of Policies

It was agreed that the proposed Recording of Meetings Policy would be adopted by the Council. **This was proposed by Cllr Sheahan, seconded by Cllr Glendinning.** A draft Safeguarding Policy will be circulated to councillors before the next meeting with a view to agreeing it at the next meeting.

53/23 Councillor Vacancies - Update

The Clerk reported that, as yet, there have been no expressions of interest in the 2 current Councillor vacancies. Council is actively looking for new councillors.

54/23 Speed Sign - Handover

Cllr Sheahan will handover the battery and charger for the speed sign to Cllr Warnes until a volunteer can be found to take over the responsibility of charging the battery for the speed Sign. Cllr Sheahan has offered to return to the village to show the new volunteer how to download the obtained data. Cllr Glendinning thanked Cllr Sheahan for this kind offer and for taking responsibility for the speed sign over recent years. Council considered the option of placing a piece in the Mutford News to find a new volunteer. Council also considered the option of using solar power for the speed sign. The Clerk will research this option.

55/23 Defibrillator - Guardianship

The Clerk informed Council that 2 members of the public had kindly offered to take on the guardianship of the defibrillator located outside the village hall. This was agreed, **proposed by Cllr Warnes, seconded by Cllr Greenacre.**

Adjournment for questions from members of the public

None

56/23 Any other business of which due notice has been given

i) It was brought to the attention of the Council that slow moving vehicles, transporting loads such as Maize, to the AD Plant on Copeland Way in Ellough, were not pulling over frequently when queues of traffic were building up behind them and were not covering their loads, causing a danger to traffic and cyclists behind. It was agreed that the Clerk would contact Suffolk Police in the first instance, to ask for advice and whether there is any offence being committed with regards to shedding of a load and what the rules are on slow moving vehicles pulling over safely to allow traffic to pass.

ii) A request was made on the possibility of funding of £50 to facilitate the printing of walking maps, which will be available for collection from the Galilee porch at St. Andrew's Church in Mutford. ESC Cllr Scrancher offered to help with the funding of this project.

iii) Cllr Sheahan formally handed in her resignation from the Parish Council to the Chair, stating that she wished to resign forthwith. Cllr Sheahan was thanked on behalf of the Parish Council for her active commitment to the Parish Council over recent years, with particular mention of the enthusiasm and energy that she brought with her to her role as a Councillor.

57/23 Requests for items to be placed on the agenda for the next meeting

To discuss the junction of Dairy Lane and Eades Lane.

58/23 Date and time of next meeting. The next meeting of the Parish Council will be held on Monday 4th September 2023 at 7pm

The meeting closed at 8:22 pm.

Signed Chair _____ Clerk _____ Date _____