



# Mutford PARISH COUNCIL

**DRAFT Minutes of the Ordinary Meeting of the Parish Council**  
held at Mutford & Rushmere Village Hall on Monday 2nd December 2024 at 7pm

**Councillors Attending:** Cllr Warnes (Chair), Cllr Glendinning, Cllr Simpson, Cllr Read, Cllr Armstrong, Cllr Greenacre,

**Also Attending:** Angela Colbridge (Clerk), Members of the public x 1

- 87/24 Apologies for absence.** ESC Cllrs Smith and Scrancher
- 88/24 Declaration of interest personal or prejudicial to this agenda.** None
- 89/24 To consider requests for dispensation.** None
- 90/24 Minutes of the Ordinary meeting of the Parish Council on Monday 4th November 2024.**  
It was proposed by Cllr Simpson, seconded by Cllr Armstrong, that the minutes of the meeting of 4th November 2024 be accepted as a true record. This was agreed. The minutes were signed by the Chair.
- 91/24 Matters arising not otherwise on the agenda**  
i) The Clerk noted that equipment has been booked for a community litter pick to be held on Saturday 22nd February.  
ii) Suffolk County Council and Suffolk Highways have responded to recently submitted concerns regarding speeds of vehicles and lack of information signs in the Chapel Road and Mutfordwood Lane area. The responses have been circulated to councillors. As SCC are currently unable to support the Parish Councils requests for additional signage or a speed reduction, it was agreed that a traffic survey be considered for the area. The Clerk will contact SCC Cllr Cloke to see if this is a possibility. Residents are encouraged to report any incidents of speeding to Suffolk Police.  
ii) Recent communication from Lloyds Bank, stating that the Parish Council account will be changing to a Community Account from January 2025, and details on fees for the account, has been considered. It was agreed that the Parish Council would continue banking with Lloyds Bank at this time.
- 92/24 Chairs Item.** It was noted that the 30mph sign on Hulver Road is damaged. The Clerk will report this to Suffolk Highways.
- 93/24 Reports**  
**93/24/1 East Suffolk Council** - ESC Cllr Letitia Smith's report has been circulated and can be viewed on the Parish Council website.  
**93/24/2 Suffolk County Council** - No report.  
**93/24/3 Police** – From the Police.Uk website for the month of October there was 1 x reported crime on or near Beccles Road under the category of Other Theft and 1 x reported crime on or near Mutfordwood Lane under the category of Burglary.
- 94/24 Correspondence.**  
**a) SALC - Subscription Update 2025/2026.** The Clerk read out information provided by SALC on the minimal increase in relation to the SALC proportion of the membership subscription fee for 2024/26 of 0.2%. NALC's affiliation fee for council membership for 2025/26 will increase from 7.94 pence to 8.34 pence per elector.  
**b) Resident - Fibre Broadband availability.** It has been reported that some properties on Mill Road need updating to Full Fibre Broadband. It is suggested that residents register their interest in Full Fibre Broadband on the Open Reach website and to monitor the website for information on when Full Fibre Broadband might be available in their area.
- 95/24 Finance**  
**95/24/1 Approval of Outstanding invoices**  
RNS Installations - Maintenance and dog poo bins November 2024 £58.20  
Roberts & Son newsletter printing December 2024 £40

Signed Chair \_\_\_\_\_ Clerk \_\_\_\_\_ Date \_\_\_\_\_

S.Knights Book Swap Box maintenance November £20  
Heveningham Parish Council Ink costs March - July 2024 £12.49  
Return of £149.96 to East Suffolk Council following discount achieved on bark replacement costs  
Return of £41.75 to East Suffolk Council for VAT amount on purchase of bunting for the Tour of Britain event.

**Proposed by Cllr Read, Seconded by Cllr Glendinning**

**95/24/2 Account balance** The Clerk noted a rolling balance of £11,176.47

**95/24/3 To review and approve the bank reconciliation for 2nd December 2024.** Approved.

**95/24/4 Budget to Actual.** Within budget

**95/24/5 To note any receipts.** None

The Clerk noted that information received from Lloyds Bank suggests that deposits made into the business account by a public authority would not be covered by the FSCS if the financial firm fails. The Clerk will check this information with SALC.

**96/24 Planning**

**96/24/1 To consider any planning applications.** None

**96/24/2 To receive outcomes of planning applications from ESC.** None

**96/24/3 Other planning matters**

**Appeal: APP/V3500/W/24/3354097 Application No: SCC/0124/22W** Construction and operation of anaerobic digestion plant and associated infrastructure. Land at Copeland Way, Ellough, Beccles, NR34 7TL. Appeal Start Date: 18 November 2024. Representations to be received by 23 December 2024. After a discussion, it was agreed that the Clerk would respond stating that Mutford Parish Councils previous objections still stand for the reasons previously provided. In addition, as pointed out at a public meeting, it will be queried why the recycling of food waste would be planned at a location where food waste cannot be collected from a 360 degree radius of that point, with the proposed location being in such close proximity to the coast.

**97/24 Safeguarding Policy.** The Clerk has circulated an amended Safeguarding Policy to councillors based on the Model Safeguarding Policy template from the SALC website. After a short discussion the policy was approved. Proposed by Cllr Glendinning, seconded by Cllr Simpson. The policy, as agreed, requires a Safeguarding Lead to be in place. It was suggested that the Clerk takes on this role. The Clerk agreed. Proposed by Cllr Glendinning, seconded by Cllr Simpson. The Clerk will look into any relevant training required.

**98/24 Sexual Harassment Policy and Procedure.** The Clerk has booked to attend an information session on the new positive duty for Councils to prevent Sexual Harassment in the workplace which came into effect on 26th October 2024. A draft Sexual and General Harassment Policy and Procedure will be circulated to Councillors following this session and this will be discussed at the February meeting with a view to approving an appropriate policy.

**99/24 Play Area - Update to include Annual Inspection Report.** The Annual Inspection Report for 2024 has been received and all items are Low Risk or Very Low Risk. A discussion was held and it was agreed that the Clerk would inform R Sawyer to go ahead with the works that need actioning. The full Inspection Report will be circulated to councillors. The Clerk is sourcing further quotes for alternative safety surfacing. The Clerk has received quotes for supply of an information sign for the play area. It was proposed by Cllr Warnes, seconded by Cllr Glendinning, that the Clerk goes ahead with the purchase from Dissigns at a cost of £23 + VAT.

**100/24 Approval of Draft Budget for the financial year April 2025/March 2026.**

The Clerk put forward a proposed budget for the next financial year. This was approved by the councillors. Proposed by Glendinning, seconded by Cllr Simpson.

**101/24 Agreement of Precept Request for the financial year 2025/26.** After a discussion, it was agreed that the precept request for the financial year 2025/26 be set at £7,100.00. Proposed by Cllr Glendinning, seconded by Cllr Simpson.

**Adjournment for questions from members of the public.** None.

**102/24 Any other business of which due notice has been given**

i) It was requested that the Clerk contacts East Suffolk Council for an update on the review being carried out at Windy Acres.

Signed Chair \_\_\_\_\_ Clerk \_\_\_\_\_ Date \_\_\_\_\_

ii) The Clerk has been asked if all planning applications are cross-referenced with the Mutford Plan. It was noted that responses to planning applications are drawn up in accord with the Neighbourhood Plan and the consideration of councillors. All residents are invited to attend Parish Council meetings where planning applications are considered. It was noted that the Neighbourhood Plan may be due a review. The Clerk will check this with East Suffolk Council and add it to the agenda for the February meeting.

iii) The Clerk noted that a resident has been in contact regarding a recently broken stile on Footpath 10 and is awaiting further information.

iv) The Clerk provided information from the Suffolk County Council website relating to Grit Bins.

**103/24 Requests for items to be placed on the agenda for the next meeting.** None.

**104/24 Date and time of next meeting.** The next meeting of the Parish Council will take place on Monday 3rd February 2024 at 7pm.

**The meeting closed at 8:56 pm**