



# Mutford PARISH COUNCIL

## Minutes of the Annual Meeting of the Parish Council

held at Mutford & Rushmere Village Hall on Monday 20th May 2024  
following the Annual Parish Meeting at 7pm

**Councillors Attending:** Cllr Warnes (Chair), Cllr Wilby, Cllr Simpson, Cllr Greenacre  
**Also Attending:** Angela Colbridge (Clerk), SCC Cllr J Cloke, Members of the public x 1

- 1/24 Election of Chair 2024/2025:** Cllr Simpson proposed Cllr Warnes. This was seconded by Cllr Greenacre . There were no further nominations. Cllr Warnes was declared elected. Cllr Warnes accepted and duly signed the Declaration of Acceptance of Office in the presence of the Proper Officer of the Council.
- 2/24 Election of the Vice-Chair 2024/2025:** Cllr Warnes proposed Cllr Glendinning . This was seconded by Cllr Wilby. There were no further nominations. Cllr Glendinning was declared elected.
- 3/24 Apologies for absence**  
MPC Cllrs Glendinning and Armstrong, SCC Cllr Cloke, ESC Cllr Scrancher
- 4/24 Declaration of interest personal or prejudicial to this agent**  
None
- 5/24 Minutes of the Ordinary meeting of the Parish Council of Monday 8th April 2024.**  
It was proposed by Cllr Warnes that the minutes of the meeting of 8th April 2024 be accepted as a true record. There were no further councillors present from the April meeting to second the proposal. The agreement of the minutes will be put back to the next meeting of the Parish Council.
- 6/24 Matters arising not otherwise on the agenda**  
Following a recent query of the planning conditions for Windy Acres, Mutfordwood Lane, the Clerk noted that historical information has been looked through and an understanding of current permissions was read out. These will be checked with East Suffolk Council to confirm whether the understanding is correct.
- 7/24 Chairs Item**  
None
- 8/24 Reports**  
**8/24/1 East Suffolk Council** - The Annual Leaders report has been received and circulated to councillors. It will be publicised in full on the Parish Council website.  
**8/24/2 Suffolk County Council** - The Annual report from County Councillor Judy Cloke has been received and circulated to councillors. It will be publicised in full on the Parish Council website.  
**8/24/3 Police** – Nothing to report from the Police.UK website for Mutford for the month of March 2024
- 9/24 Correspondence**  
**9/24/1 East Suffolk Council - Bulb Scheme 2024**  
ESC have opened applications for spring bulbs. It was agreed that the Parish Council would not apply for a pack of bulbs this year.  
**9/24/2 East Suffolk Council - Local Validation List and Guidance**  
The Clerk noted that the Strategic Planning Committee have agreed to adopt a new Local Validation List and accompanying guidance which came into force as of 1st May 2024. Details can be found on the East Suffolk Council website.

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

**9/24/3 AEPA - Information regarding engagement between DESNZ and Town and Parish Councils in East Suffolk affected by proposed energy projects in the area.**

The Clerk read out information from the email received, the council agreed to consider putting forward the clerk as a representative in the future if it was felt that it was needed.

**9/24/4 SALC - Training opportunities** The Clerk noted some upcoming Planning Briefing Webinars which it may be of benefit to attend. It was agreed that, if expenses could be split amongst the 4 parishes the clerk is currently in position at, places on the courses could be booked.

**9/24/5 SALC - Pension requirements as an employer**

A discussion was held on the information received. The Clerk will seek further information from SALC on this subject and it will be added as an item to the next agenda.

**9/24/6 Lowestoft U3A - Charity promotions in noticeboard**

The clerk noted that an email has been received to request promoting some of the Lowestoft U3A activities in the parish council noticeboard. It was agreed that this would be ok when there is space. It was also suggested that information could be forwarded to David for consideration for the Mutford News when there is space.

**10/24 Finance**

**10/24/1 Approval of Outstanding invoices**

R Sawyer Playground Maintenance April 2024 £61.77  
Roberts & Son newsletter printing May 2024 £40  
A Colbridge Clerks wages March/April 2024 £500  
T Stock Book Swap Box maintenance £20  
A Colbridge Clerks expenses - Stamps £6.00  
Internal Audit 2024 donation - £55

**Proposed by Cllr Simpson, Seconded by Cllr Warnes**

**10/24/2 Account balance**

The Clerk noted a balance in the account as of 30th April 2024 of £14,899.42

**10/24/3 To receive and approve the draft accounts for the year ending 31/03/2024**

The Clerk explained the Accounts from 1st April 2023 to 31st March 2024 including Income, Expenditure, Bank Reconciliation and Statement of Variances. The Clerk also noted the differences in the Budget to Actual to include a contingency for contested election costs which were not required. The accounts were approved, proposed by Cllr Warnes, seconded by Cllr Simpson.

**10/24/4 To agree to complete the Certificate of Exemption**

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

**10/24/5 To receive the Internal Audit** The Clerk reported that the Internal Audit had been completed and signed with no recommendations.

**10/24/6 To agree the Annual Governance Statement 2023/24** The Annual Governance Statement was agreed, proposed by Cllr Warnes, seconded by Cllr Greenacre.

**10/24/7 To agree the Accounting Statements 2023/24** The Accounting Statements were agreed, proposed by Cllr Warnes, seconded by Cllr Greenacre.

**10/24/8 To agree the Asset Register dated 31st March 2024.** The Asset Register was approved by the Council and signed by the Chair

**10/24/9 To agree the Annual CIL Report 2023/24** The Report was agreed, proposed by Cllr Simpson, seconded by Cllr Wilby.

**10/24/10 To approve the dates of Notice of Public Rights** It was suggested that the dates proposed by the external auditors be used, Monday 3rd June to Friday 12th July 2024. This was agreed, proposed by Cllr Warnes, Seconded by Cllr Simpson

**10/24/11 To note receipts**

**East Suffolk Council Precept Payment 2024/25. £6600.24**

**East Suffolk Council CIL Payment 17th April 2024. £151.04**

**11/24 Planning**

**11/24/1 To consider any planning applications**

**DC/24/1509/VOC** Variation of Condition No. 3 of DC/12/1362/FUL - Installation and operation of a solar farm with capacity of up to 3.08MW - 15 year extension to planing

permission from 28th March 2039 to 28th March 2053| Priory Farm, Mutfordwood Lane, Carlton Colville, Lowestoft, Suffolk - Expiry date 7th June 2024. The Parish Council had no comments to make.

**11/24/2 To receive outcomes of planning applications from ESC**

**DC/24/0602/FUL** Replacement Entrance Gates and Boundary Treatments, Site Address: Oakland Lodge, Mutford Wood, Mutford, Lowestoft, Suffolk, NR33 8HG - **Awaiting decision**

**11/24/3 Other Planning Matters**

**SCC/0124/22W** - Construction and operation of anaerobic digestion plant and associated infrastructure, Land at Copland Way, Ellough, Beccles, NR34 7TL - Reconsultation notification of planning application. **Decision: Refused**

**Adjournment for questions from members of the public**

No questions

**12/24 Any other business of which due notice has been given**

It was reported to the Parish Council that there was a recent incident of failure of a sewerage pumping station serving the Mill Road area which led to a residents garden being flooded with sewerage water. It was agreed that the Clerk would write to Anglian Water to request a report back on what might be put in place to ensure this does not happen again. It was suggested that the family inform environmental health of the situation.

**13/24 Requests for items to be placed on the agenda for the next meeting**

Outdoor exercise equipment

**14/24 To consider excluding the public and press for the next item as their presence would be prejudicial to the confidential nature of the matter to be discussed (Public Bodies [Admission to Meetings Act] 1960).**

**15/24 To review the Clerks salary and performance** The Council are satisfied with the clerk's work and agree an increase in salary to SCP 19 backdated to 1st April 2024. Proposed by Cllr Warnes, seconded by Cllr Greenacre.

**16/24 Date and time of next meeting.** The next meeting of the Parish Council will take place on Monday 1st July 2024 at 7pm

**The meeting closed at 8:23 pm**