



# Mutford PARISH COUNCIL

## Minutes of the Ordinary Meeting of the Parish Council

held at Mutford & Rushmere Village Hall on Monday 2nd September 2024 at 7pm

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

**Also Attending:** Angela Colbridge (Clerk), ESC Cllrs Scrancher and Smith, SCC Cllr Cloke, Members of the public x 1

**32/24 Apologies for absence.** Cllr Armstrong, Cllr Wilby

**33/24 Declaration of interest personal or prejudicial to this agenda.** None

**34/24 To consider requests for dispensation.** None

**35/24 Minutes of the Ordinary meeting of the Parish Council on Monday 1st July 2024.**

It was proposed by Cllr Glendinning, seconded by Cllr Read, that the minutes of the meeting of 1st July 2024 be accepted as a true record. This was agreed. The minutes were signed by the Chair

**36/24 Matters arising not otherwise on the agenda**

i) Following a recent query of the planning conditions for Windy Acres, Mutfordwood Lane, ESC will carry out a review that the planning conditions are being adhered to.

ii) The Clerk noted that Anglian Water have been in contact with an update on the recent failure of a sewerage pumping station serving the Mill Road area.

iii) The Clerk has been in contact with Jess Asato MP regarding the Broadband issues being experienced by some residents of Welch Close. It was suggested that the residents also make contact with the MP on this matter. The Clerk gave information from the Open Reach website regarding this matter. It was suggested that the Clerk and residents write to Open Reach to make them aware of the issues being experienced.

**37/24 Chairs Item.** The Chair noted that there have been reported cases of Blue Tongue in livestock in the village.

**38/24 Reports**

**38/24/1 East Suffolk Council** - Cllr Scrancher introduced Cllr Letitia Smith as a newly elected district councillor for the area. Cllr Smith is keen to work with the parish councils and hear our ideas for the community with money possibly being available for projects that we might be looking to work on. Cllr Scrancher provided information on Winter Grant Schemes which are open for applications from 9th September. Further information can be found on the ESC website. The Gull Wing Bridge will open on Saturday 7th September with a community event in the morning before opening to traffic from midday. Road closures will be in place on Sunday 8th September for the Tour of Britain event.

**38/24/2 Suffolk County Council** - Cllr Cloke's report can be read in full on the Parish Council website.

**38/24/3 Police** – From the Police.Uk website for the month of May there was 1 x reported crime on or near Beccles Road under the category of violence and sexual offences and for the month of June there was 1 x reported crime on or near Beccles Road under the category of theft from the person.

**39/24 Correspondence.**

**a) North Cove & Barnby Churches** - The Clerk noted the receipt of a Thank You letter from the churches for the donation made in respect of the Internal Audit.

**b) East Suffolk Council PROW** - The Clerk noted that part of Mutford Footpath 12 (from Byway 13/14 to the stile at the track) is on their cutting schedule for 2 cuts per year. The route was due for its second cut to start on the 8th of July 2024.

**c) PKF Littlejohn** - The Clerk noted confirmation from the external auditors of receipt of documents for the notification of exempt status 2024.

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

**40/24 Finance**

**40/24/1 Approval of Outstanding invoices**

R Sawyer Playground Maintenance July 2024 £55.20, August £55.20

Roberts & Son newsletter printing January 2024 £40, July 2024 £40, August 2024 £40

A Colbridge Clerks wages July/August 2024 £463.04

A Colbridge Clerks Expenses ICO Data Protection Registration £40, Bunting for Tour of Britain event £249.75

T. Stock Book Swap Box maintenance July £20, S Knights Book Swap Box maintenance August £20

Henstead with Hulver Street Parish Council SALC Planning Webinars £35

East Suffolk Council VAT amount to be returned on original Rotabounce funding £341.65

**Proposed by Cllr Glendinning, Seconded by Cllr Simpson**

**40/24/2 Account balance** The Clerk noted a rolling balance of £13,448.09

**40/24/3 To review and approve the bank reconciliation for 22nd July 2024.** Approved

**40/24/4** The Clerk noted the receipt of £249.75 from East Suffolk Council for the Tour of Britain funding

**41/24 Planning**

**41/24/1 To consider any planning applications.** None

**41/24/2 To receive outcomes of planning applications from ESC**

i) **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. **Application Permitted**

ii) **DC/24/1379/DRC** Discharge of Condition Nos. 5,7,8,13 of DC/23/2817/FUL - Conversion of barn to form to residential dwellings following Class Q prior approval including change of use of surrounding land to garden land - Bin storage, Cycle Storage, Site Investigation and Landscaping details - Oakes Farm, Mutfordwood Lane, Carlton Colville, Suffolk, NR33 8HG. **Application Permitted**

**42/24 Insurance Renewal.** The Clerk informed council that the renewal premium has been received from Zurich Insurance for the 12 month period commencing on 1st October 2024 at a cost of £241. This is the same premium cost as the previous 12 months and considered very competitive by the council. On a proposition from Cllr Glendinning, seconded by Cllr Simpson, it was agreed that the council would renew the insurance with Zurich Insurance and the Clerk would raise a cheque to cover the payment.

**43/24 Code of Conduct Policy Approval.** The Councillor Code of Conduct was reviewed and approved. **Proposed by Cllr Glendinning, seconded by Cllr Simpson.**

**44/24 Safeguarding Policy.** The proposed draft was discussed and it was agreed that the Clerk would remove some irrelevant sections. An amended draft will be considered at the next meeting of the Parish Council.

**45/24 To review the Standing Orders.** It was agreed that the Standing Orders are adequate for the Parish Council. **Proposed by Cllr Warnes, seconded by Cllr Simpson.**

**46/24 Outdoor Exercise Equipment.** The Clerk updated council that costs of equipment have been sourced. The Clerk has liaised with The Village Hall Committee and is awaiting a response. Discussions were held on possible funding opportunities. It was suggested that a piece be put in the next edition of the Mutford News to gage residents interest in this potential community project.

**47/24 Tour of Britain event.** The Tour will be passing through Mutford on Sunday 8th July. Bunting has been purchased from East Suffolk Council funding specifically for this event. A request has been put in the Mutford News for residents who may be able to display bunting along the route through Mutford.

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

**48/24 Mutford Play Area.** A discussion was held on the maintenance of the play area and the bins which the Parish Council are responsible for. It has been noted that the bark pits are becoming weeded over and the emptying of bins could be tied in with the current fortnightly emptying of the Village Hall bin. The Clerk will discuss this with R. Sawyer. The recommended depth of the bark in the bark pits was also discussed. It was agreed that additional bark be purchased to top up the pits following the busy summer period. The Clerk will obtain quotes for possible alternative surfaces for the future. It was noted that Cllr Simpson and his wife had worked a full day volunteering in the play area and hard court area as part of a "Volunteer Day" allowed by the Food Standards Agency. Thanks go to them all for this contribution to the community.

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

i) It was noted that the defibrillator pads need replacing later in the year. The Clerk will look into ordering the replacement pads.

ii) It was queried on behalf of The Village Hall Committee whether the Parish Council would be willing to support costs involved in the possible installation of wifi in the village hall. It was suggested that The Village Hall Committee could increase the booking costs slightly to help cover the ongoing monthly costs. The Parish Council could apply for a grant to cover the start up costs of the project.

**49/24 Any other business of which due notice has been given**

It was noted that there have been some 'near misses' as some vehicles are travelling at inappropriate speeds around our narrow, rural roads, specifically coming into the village on Mutfordwood Lane approaching Chapel Road and then along Chapel Road. The Clerk will check the road markings and road signs in this area and then approach Suffolk Highways with the concerns raised. It was also noted that there is an 'Oncoming traffic in middle of road' sign missing at the northern end of Chapel Road adjacent to St. Andrew's Church. The Clerk will report this on the Suffolk Highways online reporting tool. It was suggested that a reminder to drive safely in the village be included in the next edition of the Mutford News.

**50/24 Requests for items to be placed on the agenda for the next meeting**

None

**51/24 Date and time of next meeting.** The next meeting of the Parish Council will take place on Monday 7th October 2024 at 7pm

**The meeting closed at 9.02 pm**