



# Mutford PARISH COUNCIL

## Minutes of the Ordinary Meeting of the Parish Council

held at Mutford & Rushmere Village Hall on Monday 4th November 2024 at 7pm

**Councillors Attending:** Cllr Warnes (Chair), Cllr Simpson, Cllr Read, Cllr Armstrong, Cllr Greenacre,  
**Also Attending:** Angela Colbridge (Clerk), ESC Cllr Smith, Members of the public x 2

- 68/24 Apologies for absence.** SCC Cllr Cloke, MPC Cllr Glendinning
- 69/24 Declaration of interest personal or prejudicial to this agenda.** None
- 70/24 To consider requests for dispensation.** None
- 71/24 Minutes of the Ordinary meeting of the Parish Council on Monday 7th October 2024.**  
It was proposed by Cllr Read, seconded by Cllr Armstrong, that the minutes of the meeting of 7th October 2024 be accepted as a true record. This was agreed. The minutes were signed by the Chair.
- 72/24 Matters arising not otherwise on the agenda**  
The Clerk has reported residents concerns of anti-social behaviour in the village to Suffolk Police and to the Community Partnership Group. The East Suffolk Council Community Officer will liaise with the Suffolk Constabulary Community Policing Team with regards to these concerns. Our local Suffolk Police Beat Officer has requested that any incidents seen to be taking place be reported by residents with as much information as possible. This will enable intelligence to be submitted and a bid for some more patrols in the area by the Suffolk Police proactive teams. Details of how to report incidents can be found on the Suffolk Constabulary Website.
- 73/24 Chairs Item.** None
- 74/24 Reports**  
**74/24/1 East Suffolk Council** - ESC Cllr Letitia Smith will circulate a report in due course which will be uploaded to the parish council website once received. Cllr Smith asked if there were any projects that the parish council is currently looking for financial support towards. The Clerk noted that it had previously discussed getting 'In case of Emergency' information signage to be displayed at the play area. It was agreed that the Clerk would obtain quotes for this and then apply for funding through the ESC Enabling Communities Budget.  
**74/24/2 Suffolk County Council** - A report has been received from SCC Cllr Cloke and can be viewed in full on the parish council website. The Clerk noted that SCC are seeking feedback from residents, businesses and community organisations as it prepares its budget for the next financial year. There is an online consultation which closes on Monday 16th December 2024.  
**74/24/3 Police** – From the Police.Uk website for the month of September there was 1 x reported crime on or near Beccles Road under the category of Other Theft.
- 75/24 Correspondence.**  
**a) Suffolk Highways - Missing road sign on Chapel Road.** Suffolk Highways have responded to the provision of images in relation to the previous report of a missing 'Oncoming vehicles in middle of road' sign on Chapel Road stating that the sign indicated can not be used on its own, it can only be used in conjunction with a triangle warning sign, therefore Highways cannot replace it. If it is felt that a sign is warranted in this location, it should be taken up with the Community Liaison Engineer who will be able to assess whether a sign is required. The Clerk will contact the CLE for the area with regards to this sign and also signage on the whole of Chapel Road including repeater 30 signs.  
**b) Suffolk Highways - Grit bins.** Communication has been received that Suffolk Highways will begin refilling grit bins over the next few weeks ready for the winter season. The Clerk has checked the 5 bins in the village and made sure they are in good condition and clear of any rubbish ready for any refilling required. It was suggested that an additional grit bin at the bottom of Chapel Road may be of benefit. The Clerk will look into this.  
**c) East Anglian Air Ambulance - Community Fundraising.** The Clerk read out an email highlighting ways that the EAAA could be supported by local councils and also promoting their Challenge Badge, aimed at schools, groups and clubs. The Clerk has displayed the Challenge Badge information poster in the parish council noticeboard.

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

## 76/24 Finance

### 76/24/1 Approval of Outstanding invoices

A Colbridge Expenses replacement bark for play area as authorised at the last meeting £427.20  
R Sawyer weed and install new bark in play area and supply and fit gate closer at play area £170.39  
R Sawyer Playground Maintenance October 2024 £55.20  
Roberts & Son newsletter printing September 2024 £40, October 2024 £40  
A Colbridge Clerks Salary September/October 2024 £536.64  
T. Stock Book Swap Box maintenance October £20  
D. Benham Mutford News Expenses £31.40

### Proposed by Cllr Simpson, Seconded by Cllr Read

**76/24/2 Account balance** The Clerk noted a rolling balance of £12,030.10

**76/24/3 To review and approve the bank reconciliation for 7th October 2024.** Approved.

**76/24/4 Budget to Actual.** Within budget

**76/24/5 To note any receipts.**

East Suffolk Council CIL payment 25th October 2024 £156.94

East Suffolk Council grant for replacement bark for play area £505.96

## 77/24 Planning

**77/24/1 To consider any planning applications.** None

**77/24/2 To receive outcomes of planning applications from ESC.**

**DC/24/3172/FUL** Change of use of section of land from agricultural to garden. 1 Oceans Gift, Hulver Road, Mutford, Beccles, Suffolk, NR34 7UL. **Awaiting Decision.**

**78/24 Safeguarding Policy.** The Parish Council are undecided on the extent of the draft policy. An amended draft will be circulated to councillors for consideration at the December meeting of the Parish Council.

**79/24 Sexual Harassment Policy and Procedure.** The Clerk updated councillors 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 has been circulated to Councillors and this will be discussed at the December meeting with a view to approve an appropriate policy.

**80/24 Neighbourhood Watch.** The Clerk has found some information online and updated council that Neighbourhood Watch Schemes are run by volunteers across England and Wales, supported by volunteer associations and by the Neighbourhood Watch Network, the National umbrella organisation for the movement. A new date for a previously postponed Neighbourhood Watch information meeting with Suffolk Police is to be put forward. A representative will look to attend this meeting to gain further information.

**81/24 Defibrillator pads.** The Clerk noted that replacement pads for the defibrillator are due in December. Purchase of these was approved so that they can be ordered and received in time. **Proposed by Cllr Simpson, seconded by Cllr Read.** The Clerk will order the replacement pads.

**82/24 Thermal Imaging equipment hire.** The Clerk has secured the free hire of thermal imaging equipment though the current Keep the Heat scheme for a two week period in February 2025. The aim is to raise awareness about insulation and help residents improve the energy efficiency of their homes. Information will be provided in the January edition of the Mutford News where residents will then be able to express interest in having their house included in the survey.

**83/24 Play area safety surfacing.** The Clerk provided details of a quote received from Matta Products to resurface the current bark pit in the play area with alternative safety matting. The cost would be £17,566.40 plus VAT. It was suggested that the matting would possibly not need to cover the full area of the bark pit. The Clerk will check this with Matta Products and also source further quotes for comparison.

## Adjournment for questions from members of the public

- i) It was queried who could use the grit from the village grit bins and whether there is any liability involved with this. The Clerk will check with Suffolk Highways
- ii) It was asked whether another community litter pick could be arranged for February 22nd 2025. The Clerk will check with ESSL whether equipment can be booked for this date.
- ii) It was noted that Wifi is being installed at the Village Hall on 5th November 2024.

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

**84/24 Any other business of which due notice has been given**

- i) The Clerk noted that a letter had been received from Lloyds Bank detailing a change to the account the parish council currently has with them. The new account will have an Account Maintenance Fee of £4.25 per month and charges for day-to-day banking. The Clerk will look into alternative banking arrangements and report back at the December meeting.
- ii) The Clerk reported that a resident has been in touch with regards to Fibre Broadband not being available to all properties in Welch Close still. The Clerk will look into this. It was also reported that the road surface in certain places on Welch Close is deteriorating. The Clerk will look to report this on the Suffolk Highways online reporting tool.
- iii) A resident has reported an overflowing dog waste bin in the Mutford Wood area. It was noted that this bin is not the responsibility of the parish council and was installed by a resident for the benefit of those using this area.
- iv) The Clerk read out a letter of resignation from the Parish Council from Cllr Wilby and the reasons for the resignation were discussed. This led to a discussion regarding some dissatisfaction with the progress on safety issues raised on and around the Chapel Road area. The Clerk noted the following: The reported missing 'Oncoming vehicles in middle of road' warning sign is still being investigated by the parish council; Near misses coming into the village on Mutfordwood Lane approaching Chapel Road have been reported via the Suffolk Highways online reporting tool by the parish council, with a suggestion of a possible 'double bend first to right' warning sign or 'sharp deviation to left/right' signs. A response is yet to be received from Highways; An item on Road Safety on Village Roads was included in the October issue of the Mutford News. The Clerk will look into the possibility of a traffic survey or deployment of the Suffolk Police Speed Detection Radar on Chapel Road between the Church and Church Farm. The Clerk will investigate the possibility of the speed limits on Chapel Road and Mill Road being reduced from 30mph to 20mph. It was noted that a Speed Indicator Device is not able to be used on Chapel Road because of the straight road distance required for it to operate. It was noted that there are currently warning signs of horses and cyclists on the roads in the village.

**85/24 Requests for items to be placed on the agenda for the next meeting**

None

**86/24 Date and time of next meeting.** The next meeting of the Parish Council will take place on Monday 2nd December 2024 at 7pm

**The meeting closed at 8:55 pm**