



# Mutford PARISH COUNCIL

**Notice is hereby given of the Annual Meeting of the Parish Council**

**The meeting will be held at Mutford & Rushmere Village Hall on  
Monday 20th April 2024, immediately following the Annual Parish Meeting  
which commences at 7pm**

## **AGENDA**

1. **Election of the Chair:** Invite nominations and elect a Chair for the ensuing municipal year (2024/2025) and to receive the Declaration of Acceptance of Office by the Chair
2. **Election of the Vice-Chair:** Invite nominations and elect a Vice-Chair for the ensuing municipal year
3. **Apologies for absence:** To receive any apologies for absence
4. **Declaration of interest personal or prejudicial to this agenda**
5. **Minutes of the Ordinary meeting of the Parish Council on Monday 8th April 2024**
6. **Matters arising not otherwise on the agenda**
7. **Chair's Item**
8. **Reports**
  - a) ESC
  - b) SCC
  - c) Police
9. **Correspondence**
  - a) East Suffolk Council - Bulb Scheme 2024
  - b) East Suffolk Council - Local Validation List and Guidance
  - c) AEPA - Representative from the Parish Council
  - d) SALC - Training opportunities
  - e) SALC - Pension requirements as an employer
  - f) Lowestoft U3A - Charity promotions in noticeboards
  - g) HMRC - Employment Allowance 2024/25
10. **Finance**
  - (a) **To approve payments outstanding**  
R Sawyer - Maintenance/dog loo bins April  
Roberts & Son Newsletter printing May 2024 £40  
Clerks Wages March/April 2024 £500  
Telephone Box Book Swap £20
  - (b) **Account Balance – rolling estimate**
  - (c) **To receive and approve the draft accounts for the year ending 31st March 2024**
  - (d) **To agree to complete the Certificate of Exemption**
  - (e) **Internal Audit**
  - (f) **Annual Governance Statement 2023-2024**
  - (g) **Accounting Statements 2023-2024**
  - (h) **To note the Statement of Variance**
  - (i) **To agree the Annual CIL Report 2023/2024**
  - (j) **To approve the dates of the Notice of Public Rights**
  - (k) **To note the receipt of the full balance of the precept 2024/25 £6,600.24**
  - (l) **To note the receipt of neighbourhood CIL payment £151.04**

## 11. Planning

- a) **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 a capacity of up to 3.08MW - 15 year extension to planning permission from 28th March 2039 to 28th of March 2054. | Priory Farm, Mutfordwood Lane, Carlton Colville, Lowestoft, Suffolk - Expiry date 7th June
- b) **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**
- c) **Planning: Other**  
**SCC/0124/22W Re-Consultation Notification of Planning Application** Proposed AD Plant, Land at Copland Way, Ellough, Beccles, NR34 7TL - **Decision: Refused**

## 12. Adjournment for questions from members of the public.

### Re-opening of the meeting

13. Any other business of which due notice has been given
14. Requests for items to be placed on the agenda for the next meeting
15. 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).
16. To review the clerk's salary and performance
17. To agree the date of the next meeting of the Parish Council

Clerk to the Parish Council: Angela Colbridge Tel: 017584 136402 Email: <a href="mailto:clerk.mutfordpc@outlook.com">clerk.mutfordpc@outlook.com</a>
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