



UFFORD PARISH COUNCIL

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NOTICE OF THE UFFORD PARISH COUNCIL ANNUAL MEETING TO BE HELD ON TUESDAY 23RD MAY 2023 THE PARISH HALL, CHURCH LANE, UFFORD, AT 7.00pm

All Parish Councillors are summoned to attend a meeting of the Parish Council as detailed above.
All public and press are also cordially invited.

Agenda

1. To elect the Chair of the Council for 2023/24 and signing of the 'Declaration of Acceptance of Office'
2. Apologies for absence
 - a) To Receive Apologies
 - b) To Accept Apologies
3. To receive any:
 - a) Declarations of Pecuniary Interest in Agenda Items
 - b) Declarations of Non-Pecuniary Interest in Agenda Items
 - c) Applications for Dispensation on Agenda Items
 - d) Declarations of Gifts or Hospitality received over the value of £25.00
 - e) Notification of Lobbying with reference to any Planning Application to be discussed
4. Public Session (15 mins max):
 - a) Reports or comment from any members of the public
 - b) Reports or comment from ESC and SCC Councillors
5. Planning - To discuss and agree response to the following Planning Applications or Appeals:
 - a) DC/22/4985/FUL - Construction of 1 dwelling at Hungarian Lodge , High Street, Ufford (Revised Plans and re-consultation by ESC)
 - b) DC/23/1495/FUL Make the existing dormer larger and slightly change the first floor layout - Hill House, Ufford Place, Ufford
 - c) DC/23/1737/AME | Non Material Amendment of DC/22/3257/FUL - Erection of single storey extension following demolition of conservatory and previous extension. Demolition of garage. New dormer window to existing roof - Change powder coated aluminium windows to anthracite uPVC, change standing seam zinc to Danosa standing seam single ply membrane and change vertical larch cladding to Pearl Grey Hardie VL Plank horizontal boarding | Vespers, The Avenue, Ufford
 - d) DC/23/1704/FUL | Single storey side extension and alterations | The Orchards, Old Bredfield Road, Ufford

Please be aware that recording of meetings is probable

6. To sign Minutes of meeting dated 18th April 2023
7. To elect the Vice- Chair of the Council for 2023/24 and signing of the 'Declaration of Acceptance of Office'
8. To appoint persons to the following offices:
 - a) Responsible Finance Officer
 - b) Tree Warden
 - c) Footpaths Warden
 - d) SALC Representative (+ meetings)
 - e) Police/ASB Liaison (+ meetings)
 - f) Internal Auditor
 - g) Maintenance Officer
 - h) Ufford Community Hall representative
 - i) Representative of ESC Community Partnership
 - j) Friends of Parklands Wood representative
9. To advise Members to complete their entry on the ESC Register of Interests Website
10. To confirm all Standing orders and Direct Debits presently set up for the Council
11. Election:
 - a) To receive notification of the result of the 2023 District Council Election
 - b) To complete the Declaration of Acceptance of Office Forms for all Ufford Parish Council Members
 - c) To discuss co-option of a Councillor to the Parish Council
12. To acknowledge previous months list of ESC Planning decisions and to discuss any other planning matters or reports, including:
 - a) Wickham Market Neighbourhood Plan Additional Consultation – to decide if a formal response is required.
 - b) To consider making a FOI request to ESC, regarding land formally known as Crown Nursery and if any pre-application advice had been given to the owners on the whole site.
13. Neighbourhood Plan:
 - a) To receive an update on the work done by NP Steering Group
 - b) To receive an update on funding for 2023/2024 and to discuss if UPC wish to allocate funding for up to 12 hours work of the Consultants (max £540.00) whilst Locality funding is sought.
 - c) To review Clerk's working hours and to discuss when to revert back to 12.5 hours a month
14. Finance Matters:
 - a) To receive and Accounts as of 30th April 2023
 - b) To declare Ufford Parish Council has the Power of Competence and can use it until the next Council Elections.
 - c) To discuss converting the Reserves Account in to a Savings Account (earning interest)
 - d) To discuss up to four members of the Friends of Parklands Wood attending a 'Meadow Creation Course' – total cost not exceeding £70.00

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| e) To authorise the following Invoices for Payment: | |
| i. SCC Pension Fund (Clerk's Pension) | £237.85 |
| ii. K N Coe (Maintenance) | £100.00 |
| iii. Matthew Allen (Felling of dead Elm) | £240.00 |
| iv. <i>Any invoice coming forth</i> | |
| f) To note Payments made since last meeting: | |
| i. J Hallett (Salary and Expenses) | £978.17 |
| g) To note Payments received since last meeting: | |
| i. Astco Recycling (Clothes Bank) | £tbc |

15. Project Updates – To receive updates on the following projects:

- a) Placecheck Data Actions
- b) Deben Water Quality – Update and a proposal for 2023/24 costs

16. Recreation Ground and Parklands Woods:

- a) To discuss setting up an additional CCTV Camera at the Recreation Ground
- b) To receive report on new Inventory for trees within Parklands Woods
- c) To receive update regarding Football on the Recreation Ground

17. Ufford Community Hall:

- a) To receive report on the Resource Shed break-in and discuss repairs

18. Highways/Footpaths:

- a) To receive report on signage at top of The Avenue

19. Documentation – To review and adopt:

- a) Model Councillor Code of Conduct 2020 - *sent to Councillors on 15th May 2023*
- b) UPC Standing Orders (May 2023) - *sent to Councillors on 15th May 2023*
- c) UPC Financial Regulations (May 2023) - *sent to Councillors on 15th May 2023*

20. To receive reports on meetings attended on behalf of the Council

21. To receive agenda items for next meeting and agree date of Next Meeting (20th June 2023)

Judi Hallett - Clerk to the Parish Council (18th May 2023)