

## Minutes of Ufford Parish Council Meeting

Held on 18<sup>th</sup> August 2020 ~ 7.00pm

Via Zoom Video Conference

### Present

Cllr. Kathryn Jones (Chair)  
Cllr. David Findley  
Cllr. David Pearce

Cllr. Keith Bennett  
Cllr. Guy Foscett  
Cllr. John Skinner

Cllr. Pat Edworthy  
Cllr. Jane Hawthorne

Judi Hallett (Clerk)

Cnty. Cllr. Alexander Nicoll

Dist. Cllr. Carol Poulter

1 member of the public was present

### **1. To receive Apologies for absence:**

Apologies for absence had been received from Cllr. Nick Crocker (household emergency), Cllr. Ashley O'Malley (previous engagement) and Cllr. Stephen Mayhew (previous engagement). These were accepted.

### **2. To receive any Declarations of Interest on Agenda Items and any applications for dispensation:**

There were none.

### **3. Public Session:**

#### **a) Reports or comment from any member of the public (notes only):**

- Purchase of land behind 3 Nicholls Close – The residents of 3 Nicholls Close thanked the Clerk for attending a site visit and explained that they wished to purchase the whole parcel of land and not two thirds of it. They indicated that they would probably place a 'close board' fence along the boundary but that they were happy to receive alternative suggestions. It was also felt that large trees close by did not have roots high in the piece of land in question. *The Chair explained that the matter would be discussed under Clerk's Report.*

#### **b) Reports or comment from ESC and SCC Councillors:**

- **Dist. Cllr. Carol Poulter** – Cllr. Poulter's report had been circulated that evening and she expanded on the following items: The use of Video Conference systems to continue Council business (praising UPC for effective Zoom meetings); assistance given to local organisations through the Covid-19 pandemic (amounting to over £63m); laptops loaned to residents to aid communications and the Community Partnership meetings. Cllr. Poulter answered a question regarding the recent Covid-19 'Test and Trace' exercise but explained the results were still being analysed and capabilities were still an unknown until fully tested in a live environment.

---

*Chair's initials.....*

- **Cnty. Cllr. Alexander Nicoll** – Cllr. Nicoll reported mainly on the Sizewell C DCO Process and the importance of villages like Ufford registering an interest, even if they have commented before. Major concerns for villages such as Wickham Market and Marlesford were the Southern Park and Ride (just to the north of WM) and traffic volumes that would not be monitored (such as smaller vans and trucks). A recent energy project off the North Norfolk coast had been refused by the Planning Inspectorate, only to be permitted by the Secretary of State. There was also a fear that Bentwaters Park could be used unofficially as a hub for storage or an informal park and ride and this would create additional traffic on many smaller non-approved routes. The Chair and Clerk agreed to review previous comments and draft a letter for others to review.

**Action: Cllr. Jones and Clerk**

**4. To discuss and agree responses to the following Planning Applications:**

- a) DC/20/2351/FUL - Extension to roof from 'hip' to 'gable' to match existing to left. Removal of rear chimney. Installation of flat roof porch above front door. Moving of existing window towards front of house. - Autumn Lodge, Loudham Lane, Ufford.  
Councillors made the following comments:
  - Very clear drawings that appear to balance up the property
  - Alterations are small scale and will approve the appearance of the building
  - **Conclusion: No objection** (Proposed by Cllr. Bennett, seconded by Cllr. Edworthy and with all Councillors in agreement) - The Clerk was asked to send response directly to ESC.
- b) DC/20/2809/TPO - Oak - Weight Reduction of southern lowest lateral limb by removing regrowth and installing a dynamic brace. This is due to a large longitudinal fracture on the primary scaffold limb. - Land Between 1 And 3 Nicholls Close, Ufford.  
Councillors made the following comments:
  - Another very detailed application and the work clearly needs doing to save the tree
  - I wholeheartedly support the application and welcome the money being spent to save it.
  - **Conclusion: Support** (Proposed by Cllr. Jones seconded by Cllr. Edworthy and with all Councillors in agreement) - The Clerk was asked to send response directly to ESC.

**Action: Clerk**

**5. To acknowledge previous months list of SCDC Planning decisions and to discuss any other planning matters or reports:**

The planning decisions taken by ESC in July had been circulated and was available from the Clerk.

- a) To discuss if UPC wish to comment on any of the current Government Planning Consultations – Considerable concern was raised at the reduction in local consultation should the elements in the White Paper be implemented. There was also concern into which category Ufford may be placed; anything other than ‘protected’ would almost certainly mean further development without the local consultation process currently practised. Councillors were asked to send comments in to the Clerk and Cllr. Jones and the Clerk agreed to co-ordinate these into a draft response.

**Action: Clerk and Cllr. Jones**

**6. To sign Minutes of meeting dated 21<sup>st</sup> July 2020:**

The minutes of the Full Council meeting dated 21<sup>st</sup> July 2020 had been circulated. The minutes were proposed as a true record by Cllr. Skinner, seconded by Cllr. Foskett and all Councillors were in agreement that they be signed.

The Clerk agreed to publish the minutes on the website.

**Action: Clerk**

**7. Clerk’s Update on Previous Minutes and Actions:**

- a) Purchase of Speed Indicator Device – The Clerk confirmed that the SID had been ordered and was expected in the next few days.
- b) New Dog Bins – The Clerk reported that the proposed position of the new dog bin at the Ufford Place gates was approved by ES Norse. However, the proposed location along the Avenue, opposite School Lane was not a suitable place for the driver to stop to empty it. After discussion it was agreed to order just the one new bin for Ufford Place Gates and to review the situation at a later date.
- c) Residents request to purchase land at the rear of 3 Nicholls Close – The Clerk advised that she had attended a site visit with the residents of 3 Nicholls Close. On closer inspection of the land, they wished only to purchase the whole parcel (11.6 m x 3.8m) and not two thirds of it. She had also contacted Birketts to request an estimate of costs to represent UPC, should the sale proceed ( not yet available), and had conversations and e-mail exchange with Mr Williams of ESC (Asset Review Surveyor) about the process for selling off land. Mr Williams had also advised that, if the sale was agreed, planning permission would need to be achieved to change the use from woodland/public land to private garden.

Councillors also discussed the possible ‘uplift’ in value of the land and what percentage ESC might take (it was thought an overage clause in the agreement could cover this). In addition there was also concern that the action might set a precedent but after discussion it was agreed that any further requests would need to be assessed on their merits and that this request was actually following the precedent set by the neighbouring properties in the mid-1990s.

The Clerk suggested the Council could take the following steps:

- i. To agree in principle to sell the whole parcel of land– subject to an agreed sale price, planning permission for change of use obtained, all UPC costs met by the purchaser and permission from ESC with all related costs to them paid by the purchaser
- ii. If i) was agreed, to suggest that Mr Diaper applies for planning permission for the change of use, this would be required in all circumstances.
- iii. Seek clarification of all costs to UPC (Solicitors fees, Agreed Sale Price and Clerk's Time)

This suggestion was proposed by Cllr. Jones, seconded by Cllr. Findley and all Councillors were in agreement. The resident of 3 Nicholls Close thanked the Council for their consideration and the Clerk agreed to put the next steps in writing to him. It was also suggested that, if the Clerk was able to absorb her time on this project in to her normal work load, an extra charge to the purchaser of her time should not be made but that the Clerk should keep a log of hours worked on this item.

**Action: Clerk**

**8. Review of Parish Plan and Parish Review – To discuss document sent out by Clerk on 15<sup>th</sup> January 2020 and re-sent on 4<sup>th</sup> August:**

The Clerk swiftly explained the document that had been sent to everyone. Although some issues were on hold due to Covid-19 the following actions were agreed:

- a) Clerk to draft a Survey for Young People for promotion in the PUNCH and on PUNCHLine
- b) Feedback from Helping Ufford Group (HUG) requested to ascertain if the group should continue and if so in what form
- c) Place an article in the PUNCH about the restarting of the Environmental Forum.
- d) Later in the year place another article in the Punch seeking volunteers for a Speedwatch Group (only 2 volunteers from earlier attempt but just before Covid-19 pandemic).

**Action: Cllrs. Skinner and Jones and Clerk**

**9. To discuss providing a 'Welcome Pack' for new residents:**

After discussion it was agreed that a 'welcome pack' for new residents should be in the form of a 'Post-Card' style note that could be either handed to residents or posted through their door. It would give a simple welcome message and then direct people to a webpage for further information. The Clerk agreed to draft a few examples of the post-card and the web page for discussion.

**Action: Clerk**

**10. To discuss format of meetings going forward; to continue with Video Conferencing or return to 'Face-to-Face' meetings:**

After discussion it was agreed to continue to use Zoom to conduct meetings for the remaining meetings in 2020. This would be reviewed at the December meeting. It was suggested that meetings could potentially be both online and in person but there was concern that the Community Hall did not have Wi-Fi, numbers of members of public may have to be limited and the operation would therefore be quite difficult.

**11. Highways/Footpaths:**

- a) To receive update on Footpath Marking Project – Cllr. Findley's report had been circulated and he was thanked for all his work. In short, Cllr. Nicholls had agreed to a grant that would cover all the costs, the Roundels design was shown and approved and the destination labels were being produced.

It was further reported that EDF had written to local land owners informing them that they no longer wished to consider purchasing land from them, in order to divert path '5A Bromeswell' from over the railway line; this news was welcomed.

Cllr. Findley also advised that the SCC Green Access Strategy had recently been published and that there was now a time limit to register ancient paths. It was suggested that some very old paths had already been officially relocated.

*Cllr. Bennett left the meeting due to technical issues*

- b) To discuss management of Sogenhoe Chapel and path along Yarmouth Road – Cllr. Findley described work that had been undertaken by himself and Cllr. Bennett to clear the undergrowth. A five-point plan was displayed and all parties were thanked for their time and effort. It was also recommended that the bench at the site would need replacing soon.

It was suggested that any deep scarifying should be either avoided or sanctioned by the relevant authorities, given the historic nature of the area and this was accepted.

- c) To discuss residents' concerns for the highway around Hawkeswade Bridge and socialising in the area – Issues of anti-social behaviour, wild camping, dangerous parking, littering and even of indecent exposure had been notified to the Parish Council with one resident writing with particular concern. These issues had been reported to the Police and ESC through the Police ASB Liaison Meeting and the land owner was fully aware of the situation. Councillors were asked to report any incident to the Police on 101, as a PUNCHLine had also informed residents.

**Action: Cllr. Findley, Cllr. Bennett and The Clerk**

**12. Recreation Ground and Parklands Woods:**

- a) To receive update on Lottery Application Funds – A report on the progress of the Five Lottery Projects had been circulated by Cllr. Hawthorne and was expanded upon. Cllr. Hawthorne was thanked for circulating the information about Ufford Place and the Clerk agreed to place the material on to the website.
- b) To discuss replacing the memorial plaque for the WWII Evacuees – Cllr. Findley advised that the exact tree that had originally been planted to commemorate the evacuees had been identified but that it was not easily accessible. Due to time constraints it was agreed to return to this item at a later date, when more research could be carried out and a proposal put to Council.

**Action: Clerk**

**13. Finance Matters:**

- a) To receive accounts for July 2020 and inspect the Bank Statements:

The Accounts to 31<sup>st</sup> July 2020 had been sent to all. Concern was raised that the rent from the Community Hall and the Tennis Club had not been received. The Clerk explained that they had, they were in fact paid before 1<sup>st</sup> April 2020 (despite the invoice asking for payment after 1<sup>st</sup> April) and had therefore appeared in last year's accounts. Cllr. Edworthy agreed to examine the Bank Statement when the invoices were paid.

- b) To receive Conclusion of Audit and Section 3 of Part 3 of the AGAR 2019 20 from PKF Littlejohn LLP:

The Clerk advised that Section 3 of Part 3 of the AGAR 2019/20 had been returned by PKF Littlejohn LLP with no comments or follow-up actions. This, along with the Notice of Conclusion of Audit had been placed on the website and a hard copy of the notice was also in the notice board. The Clerk was thanked for her work on the accounts and audits.

- c) To authorise the following Invoices for Payment:

i. J Hallett (Salary + Office & mileage expenses)	£578.33
ii. SCC Pension Fund (Clerk's pension)	£165.50
iii. PKF Littlejohn LLP (External Audit)	£240.00
iv. Thurlow Nunn Standen Ltd (Chain Saw)	£420.00
v. J Skinner (Chain and other items for Recreation Ground)	£23.43

The above payments were proposed by Cllr. Jones, seconded by Cllr. Hawthorne and all Councillors were in agreement that they be paid. The Clerk agreed to take the cheques to Cllrs. Edworthy and Hawthorne for signing.

For reference the Clerk advised that the bank mandate to move to online banking was progressing with some log-on details and passwords received. Once the process was in place the Financial Regulations would be amended.

---

*Chair's initials.....*

d) To note Payments made since last meeting:

- |  |           |
|--|-----------|
| i. SG Manufacturing Ltd (SID)                | £2,628.00 |
| ii. Brissco Equipment Ltd (Footpath notices) | £367.80   |

e) To note Payments received since last meeting:

- |                        |           |
|------------------------|-----------|
| i. SCC (Grant for SID) | £1,000.00 |
|------------------------|-----------|

Action: Clerk

**14. To receive reports on meetings attended on behalf of the Council:**

The following meetings had been attended:

- ESC Community Partnership – A full report had been produced by the Chair and circulated
- Community Hall Committee – Cllr. Skinner reported that a new treasurer was now in place and that he (Cllr. Skinner) would have his telephone number published for any bookings between 1<sup>st</sup> September and 31<sup>st</sup> December; after which the Clerk had agreed to be the booking secretary (in a personal capacity).

**15. To receive agenda items for the next meeting and to discuss next meeting:**

- *None at the time of the meeting*

The date of the next meeting was confirmed as **15<sup>th</sup> September 2020 at 7.00pm**, via Zoom Video Conferencing.

Action: Clerk

The meeting was closed at 9.03pm

Signed:.....

Date: .....

Chair: Dr. Kathryn M Jones

Judi Hallett  
Clerk to Ufford Parish Council

---

Chair's initials.....