

## Minutes of Ufford Parish Council Meeting

Held on 15<sup>th</sup> September 2020 ~ 7.00pm

Via Zoom Video Conference

### Present

Cllr. Kathryn Jones (Chair)

Cllr. Keith Bennett

Cllr. Nick Crocker

Cllr. David Findley

Cllr. Guy Foskett

Cllr. Jane Hawthorne

Cllr. Stephen Mayhew

Cllr. David Pearce

Cllr. John Skinner

Judi Hallett (Clerk)

Dist. Cllr. Carol Poulter

Zero members of the public were present

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

Apologies for absence had been received from Cllr. Pat Edworthy (previous engagement) and Cllr. Alexander Nicoll. 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):**

- None.

#### **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 Sizewell C DCO (many answers from EDF still required, options for Sea and Rail transport not fully explored, no details of a meeting between EDF and Network Rail, SCC taking a robust approach)
  - Community Partnerships (focusing on Rural Isolation and Opportunities for Young People – especially reinstating bus services between Wickham Market, Campsea Ashe, for rail station, and Framlingham)
  - [Statement from UPC Chair] UPC's letter re. Sizewell will concentrate on roads and transport and will be copied to the District and County Councillors
  - Q. *What is ESC's position on Sizewell C?* This is still to be agreed. The recent motion (to which I abstained) was asking for ESC and EDF to work more closely together to mitigate against the issues.
- **Cnty. Cllr. Alexander Nicoll** – Cllr. Nicoll had communicated with the Council earlier in the day regarding Neighbourhood Plans.

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*Chair's initials.....*

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

- a) DC/20/3323/FUL - Construct single story side extension and 2 no. dormer windows. - Brierly, The Avenue, Ufford. Councillors made the following comments:
- An explanation of the location was given
  - The plans seem reasonable but the dormer windows will be clearly visible from School Lane
  - It is close to the boundary but there have been no comments from the neighbours
  - There are no planning reasons to object to it.
  - **Conclusion: No objection** (Proposed by Cllr. Jones, seconded by Cllr. Foskett and with all Councillors in agreement) - The Clerk was asked to respond directly to ESC.
- b) DC/20/3459/FUL- Garage Conversion. - 1 The Oaks, School Lane, Ufford. Councillors made the following comments:
- There is already ample parking and they do not use the garage presently
  - This will be a much more usable space and will not be a noticeable difference to the neighbours
  - A separate parking area has already been constructed on the grass area in the Close
  - We must seek to ensure it is not converted in to a separate dwelling at a later date
  - **Conclusion: No objection – with request for a condition that the annexe is to be part of the original house in perpetuity** (Proposed by Cllr. Bennett, seconded by Cllr. Hawthorne and with all Councillors in agreement) - The Clerk was asked to respond directly to ESC.
- c) DC/20/3559/FUL- Conversion and extension of existing garage into annexe, rear kitchen extension and internal alterations to main house, creating a link between main house and annexe – Tauranga, School Lane, Ufford. Councillors made the following comments:
- A very old cottage in School Lane and of unique character
  - Property has a sizeable garden and the proposed development is thought to be for shared family living
  - It is a shame to alter the character of the cottage and the proposed annexe looks a little agricultural from the side; however there are no neighbours that side.
  - If it was listed and/or in the Conservation Area I believe we should be objecting to it; but it is neither
  - It would be difficult to design something that was in keeping with the original house, given its age.
  - We must seek to ensure it is not converted in to a separate dwelling at a later date
  - The driveway is on to a narrow part of School Lane and it would be best if vehicles did not reverse out of the property.
  - **Conclusion: No objection – with request for a condition that the annexe is to be part of the original house in perpetuity and for a turning area to be placed in the front garden** (Proposed by Cllr. Jones, seconded by Cllr. Findley and with all Councillors in agreement) - The Clerk was asked to respond directly to ESC.

Action: Clerk

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

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

- a) DC/20/1768/FUL - Demolition of the existing dwelling (The Walk) and sub-division of the site into two plots – The Clerk advised that she had communicated with the Planning Department at ESC regarding suspected commencement of the development before the Programme of Archaeological Work had been submitted. She had been advised by ESC that work done to date was superficial and that a DRC application containing the Programme of Archaeological Work would be submitted before the work commenced.
- b) Additional Item – Melton Applications – Cllr. Jones reported that the three large applications recently submitted in Melton (Land off St Andrew's Place, Woods Lane and Yarmouth Road) had all been granted extensions to the decisions dates but were being monitored.

**6. To sign Minutes of meeting dated 18<sup>th</sup> August 2020:**

The minutes of the Full Council meeting dated 18<sup>th</sup> August 2020 had been circulated. The minutes were proposed as a true record by Cllr. Hawthorne, seconded by Cllr. Bennett 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) Comments on the Government's Planning White Paper – Cllr. Jones apologised for not drafting a letter with reference to this consultation before the meeting. Councillors were asked to forward any additional comments to Cllr. Jones within the week and a draft response would be considered at the October meeting.
- b) Speed Indicator Device – The Clerk reported that the 'radar' part of the device was on back order and the item should be delivered to her within two weeks.
- c) New Dog Bin – The Clerk reported that the new dog bin at Ufford Place Gates had been installed.

**8. Parish Review – To receive updates on actions:**

The Clerk gave the following updates:

- a) Survey for Young People – Presently on Website and will be in October PUNCH. Will be further promoted via PUNCHLine in mid-October

- b) Helping Ufford Group (HUG) – very grateful for contact from UPC. They are doing fine at present but preparing for a second wave. They will contact UPC if they need assistance
- c) Environmental Forum – Article will be in the November PUNCH
- d) Volunteers for a Speedwatch Group - Article will be in the October PUNCH

Action: Clerk

**9. Sizewell – To agree letter to various parties with reference to the granting of the DCO for Sizewell C**

A draft letter had been circulated and amended. Cllr. Jones suggested two further amendments to specific words to modify the tone. It was agreed the letter be sent to Dr. Therese Coffey MP, Steve Gallant (Leader of ESC), Matthew Hicks (Leader of SCC) and the Planning Inspector; with copies to both District and County Councillors for Ufford and Woodbridge Town Council (who had offered to send a joint letter from neighbouring parishes).

It was further agreed to amend the letter to Steve Gallant to ask if Ufford could be included in their list of 'indirectly affected parishes' as additional traffic on the A12 and at Bentwaters Park would result in local traffic avoiding Melton and using Ufford as a 'cut-through' and Ufford residents use the A12 and Melton crossroads.

Action: Clerk

**10. To receive update on the Webpage for new residents and to agree Welcome Postcard design:**

The Clerk reported that the webpage was complete and she welcomed any suggestions for amendments at any time.

The draft postcard had been circulated and general opinion was that a dark blue background with white writing was preferred for the reverse. It was further agreed to use a 'summer scene' (Clerk to contact Mrs Cochrane to ask permission to use one of her photographs of Hawkeswade Bridge) and to print 100 cards at A6 size. This was proposed by Cllr. Jones, seconded by Cllr. Pearce and all were in agreement. The Clerk was asked to request a final proof before committing to the print.

Action: Clerk

**11. Highways/Footpaths:**

- a) To receive update on Footpath Marking Project – Cllr. Findley's report had been circulated and he was thanked for his continuing work. The majority of the Footpath naming labels had been added to the finger posts and most of the path number badges had also been placed on the posts. Cllr. Bennet was thanked for his assistance with this project. A report would be sent to Cllr. Nicoll detailing the use of his funding and an article would also be placed in the November PUNCH.

- b) To receive update on management of Sogenhoe Chapel – Cllr. Findley reported that the grass had been cut again and that the bonfire would be lit on an appropriate day. It was still hoped that a local resident would be able to assist in improving/updating the information board.
- c) To discuss purchase of a DR 6.75 Premier Wheeled Trimmer Mower with 22" Cutting Width – Cllr. Findley reported that the Footpaths Working Group had arranged with the Woodlands Working Group to borrow the Brush Cutter but that a wheeled trimmer mower was really needed to cut the paths where the grass grew quickly. The one suggested was a midrange model, suitable for occasional use, was quite light and would be stored in a secure private garage; at a cost of around £550. Cllr. Poulter indicated that she would be happy to fund the project, but that funds would not be available until the following fiscal year. Cllr. Poulter was thanked for this and it was agreed to contact her at a later date. The purchase of the mower was proposed by Cllr. Findley, seconded by Cllr. Jones and all were in favour. It was noted that this equipment would improve the paths for the benefit of the whole village and that these were now in a better state than anyone could remember.
- d) To discuss the missing Refuse Bin at Ufford Place Gates – The Clerk reported that the wire bin at the Ufford Place Gates was missing. She had checked with ES Norse and they had not removed it. After discussion it was decided to monitor the litter situation and revisit the issue if necessary.

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

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

- a) To receive update on Lottery Application Funds; to include commissioning carving of Redwood – A report on the progress of the Five Lottery Projects had been circulated by Cllr. Hawthorne and was expanded upon.

With reference to the carving of the Redwood, Cllr. Hawthorne explained the history of the project. She had hoped that the Council could work with one woodsman from Bury St Edmunds but his designs were not as had been envisaged and this had been disappointing. A second woodsman from north Norfolk, Mr Arnie Barton, had since been contacted and his work came highly recommended from Kelsale-cum-Carlton Parish Council. After discussion the following motions were proposed by Cllr. Jones:

- A gift of £100 be sent to the woodsman from Bury St Edmunds as a 'thank-you' for his time and his fuel when he visited the site.
- Mr Barton be engaged to carve the stump and neighbouring log with a 'suitable woodland scene' (within a maximum budget of £2,000); exact design to be agreed on site when he saw the available timber, and agreed by a few representatives from UPC and FPW.

These motions were seconded by Cllr. Findley and all Councillors were in agreement. The Clerk advised that Mr Barton would camp on site during the works and that she would inform the local residents.

It was further noted that any scene would need to be suitable for the location and should not include any delicate or thin elements that might get damaged.

Cllr. Hawthorne reported that the WWII Information Board was progressing and that a VC with the designer would be arranged to finalise it (Cllr. Bennett agreed to join this).

Cllr. Hawthorne further reported that that the original Information Board was to be replaced by the company who supplied it, as it had deteriorated, and that 120 saplings would be planted in the woods in the coming weeks.

*Cllr. Poulter left the meeting at 8.22pm*

b) To discuss allowing a second team to play football at the Recreation Ground – During the debate on this item the following comments were made:

- How will the ground cope with additional usage?
- The Ufford Football Club manager is happy with a second club using the facilities, he is now working more closely with the Community Hall Committee (as maintenance manager) and would like to improve the income for the hall
- What is in it for Ufford?
- It will be a boost for the Hall's income through hire of the changing facilities (thought to be around £400 - £500 per year).
- The Ufford Football Club arrange all the grass cutting and pitch maintenance so the sharing of this would need to be a separate agreement between the two clubs.
- This could mean the car park will be full on a Sunday morning and there will be further opportunity for inappropriate language to be heard by children using the play park.
- Football is only played in the winter months (September to April) and a second club will help the present one.
- The hall is separate to the changing facilities so access can be limited and controlled. The individual football clubs would be responsible for the changing facilities
- Would an additional team using the facilities clash with any village event? It was thought not as most village events would be during the summer months.
- Sport must be encouraged, especially at this time.
- [Charges for neighbouring facilities were detailed] Any charges must be proportionate to all the costs involved.

Taking the above in to account, Cllr. Skinner proposed the following:

- A second team be permitted to use the pitch on a Sunday morning and for one evening a week for training in the Summer/early autumn (day to be agreed with Community Hall Committee)
- A licence be set up (as per Ufford Football Team) for use of the pitch and a fee of £60 be charged per annum
- Clerk to make contact with the second team and record/hold all contact details
- A separate charge will be made by the Community Hall Committee for use of the changing facilities (new club to be made specifically aware of this)
- Both clubs to agree sharing costs for grass cutting and pitch maintenance (new club to be made specifically aware of this)
- This arrangement would be for a trial period of one football season and would be reviewed at the end of the season or at any other time if, circumstances demand.

These proposals were seconded by Cllr. Hawthorne and Councillors voted 7 'For' with 2 abstentions. It was further unanimously agreed that no additional teams would be permitted and that the present amenities must not be adversely affected by the additional team.

- c) To discuss creating a separate web page for the former Ufford Place – Cllr. Hawthorne reported that a number of documents and pictures had been obtained from the Wickham Market archives. The Clerk agreed to scan these and create a separate page on the website.

**Action: Clerk**

### **13. Asset Review – To receive report from Clerk and to discuss:**

- a) Replacing Defibrillator at Community Hall – The Clerk explained how the present defibrillator had been donated by an Ufford family (who wished to remain anonymous) and they had, very kindly, agreed to replace the present model, which was continually indicating 'maintenance' was required. All Councillors wished their thanks to be conveyed to the family in question and the Chair agreed to write a 'thank-you' letter to them, to be passed on by the Clerk. The Clerk agreed to purchase the new defibrillator.
- b) Replacing bench at Sogenhoe Chapel – The present bench was showing signs of wear but it was agreed to postpone any replacement until the site was cleared and better access could be established.
- c) Replacing Dog Bin in Byng Hall Road – It was agreed to replace the dog bin in Byng Hall Road as its state was deteriorating. The Clerk agreed to purchase the bin and place it on the existing post. This expenditure was proposed by Cllr. Mayhew, seconded by Cllr. Bennett and all were in agreement.

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*Chair's initials.....*

- d) Replacing Wire Refuse Bin at Ufford Place Gates –Discussed in item 11. d)

**Action: Clerk**

**14. Finance Matters:**

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

The Accounts to 30<sup>th</sup> August 2020 had been sent to all. It was agreed that the statements would be examined when the cheques were signed.

- b) To discuss the suggested new Pay Scale rates for Clerks from NALC/SLCC and approve any amendments:

The new suggested pay rates from NALC and SLCC had been circulated. Cllr. Jones proposed these new rates should be followed and the Clerk's hourly rate be increased to £11.53, back dated to 1<sup>st</sup> April 2020. This was seconded by Cllr. Pearce and all were in agreement. The Clerk was asked to advise SALC.

- c) To discuss moving reserve allocations in to the Second Bank Account:

The Clerk suggested any funds earmarked in specific reserves be moved to the second Lloyds account. Cllr. Foskett proposed £6,500 was moved across. This was seconded by Cllr. Skinner and all were in agreement. The Clerk agreed to draw a cheque for this transfer.

- d) 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. HMRC Cumbernauld (Clerk's PAYE) – dated 5th October	£57.20
iv. Came and Company (Insurance)	£965.95
v. Suffolk Digital (Footpath Labels)	£105.60
vi. SC Norse Ltd (New Dog Bin)	£234.00
vii. Friends of Parklands Wood (transfer for fuel and chemicals)	£250.00
viii. Ufford Parish Council (transfer to second account)	£6,500.00

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

For reference the Clerk advised that the bank mandate to move to online banking was still progressing. Two new forms were required due to errors on the original mandate and these would be taken to the cheque signatories over the next few days. Once the process was in place the Financial Regulations would be amended.

- e) To note Payments made since last meeting:

- i. None

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*Chair's initials.....*



f) To note Payments received since last meeting:

- |  |         |
|--|---------|
| i. Grant from SCC (Footpaths Marker Project) | £412.00 |
| ii. VAT Refund                               | £894.40 |
| iii. Ufford Football Club                    | £60.00  |

**Action: Clerk****15. To receive reports on meetings attended on behalf of the Council:**

The following meetings had been attended:

- Police Liaison Meeting – A full report had been produced by Cllr. Findley and circulated
- SALC Councils Forum – Cllr. Mayhew reported that he would be attending the SALC Councils Forum the following week. They would be discussing the subject of Community Fibre Broadband and he had distributed information to everyone. Anyone who was interested was asked to contact Cllr. Mayhew. It was also suggested the project should be circulated on the PUNCHLine and further debated at the October meeting. Cllr. Skinner asked if Broadband could be installed at the Community Hall and Cllr. Findley asked if the project might also look at mobile phone reception in Lower Ufford.

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

- *Items noted above*

The date of the next meeting was confirmed as **20<sup>th</sup> October 2020 at 7.00pm**, via Zoom Video Conferencing.

The Clerk reminded Councillors of her forthcoming holiday.

**Action: Clerk**

The meeting was closed at 9.13pm

Signed:.....

Date: .....

Chair: Dr. Kathryn M Jones

Judi Hallett  
Clerk to Ufford Parish Council

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*Chair's initials.....*