

Minutes of Ufford Parish Council Meeting

Held on 20th October 2020 ~ 7.00pm

Via Zoom Video Conference

Present

Cllr. Kathryn Jones (Chair)

Cllr. Pat Edworthy

Cllr. Jane Hawthorne

Cllr. David Pearce

Cllr. Keith Bennett

Cllr. David Findley

Cllr. Stephen Mayhew

Cllr. John Skinner

Cllr. Nick Crocker

Cllr. Guy Foscett

Cllr. Ashley O'Malley

Judi Hallett (Clerk)

One member of the public was present

1. To receive Apologies for absence:

Apologies for absence had been received from Cllr. Alexander Nicoll.

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):

- DC/20/3722/VOC – New windows will overlook our property, a boiler is indicated on the plans but with no flue or chimney; we are concerned about the overshadowing of our conservatory (which is not acknowledged on any plans); e-mails to the architect have received no reply.

b) Reports or comment from ESC and SCC Councillors:

- **Dist. Cllr. Carol Poulter** – Not present but regular communications received
- **Cnty. Cllr. Alexander Nicoll** – Not present but regular communications received.

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

- a) DC/20/3722/VOC | Variation of Condition 2 of DC/20/1768/FUL - Revising the internal layout allows for a better arrangement of rooms and this subsequently affects the placement of windows and doors on the elevations. ...at The Walk, Lower Road, Ufford. Councillors made the following comments:
 - Written thoughts had been passed to all Councillors from the Chair, due to the errors found in the plans.

Chair's initials.....

- Plans are very difficult to look at as you are required to continually flick between the 'permitted' and the 'proposed', overall the differences are relatively minor but there are fundamental errors on the plans which should not have been accepted in that state.
 - Prop 1 - North elevation (i.e. looking towards Post Office Cottages) now two dormer windows. Previously and now the one nearest to the road junction is a bathroom window, assumed will be of obscured glass; the second and new one is in Bed 4, will have clear glass and therefore allow overlooking towards the cottages, however at some distance. On the West elevation (looking towards Carousel) there was previously a triangular window, previously described as '*with no opportunity for overlooking toward the neighbouring property, Carousel*', however, now a new casement window, with potential to overlook Carousel, albeit at a distance. Overall footprint has increased, if marginally.
 - Prop 2 – Window in the roof would potentially look directly in to The Orangery; Boiler room shown but no flue or chimney – this room is only 3m from the neighbouring property; shading of neighbouring property not taken in to consideration.
 - New 'Dormer' windows will allow more overlooking than the original v-lux designs
 - **Conclusion: Objection** on the grounds of overlooking potential of neighbouring properties (Proposed by Cllr. Findley, seconded by Cllr. Jones and with all Councillors in agreement) - The Clerk was asked to draft a response to ESC as quickly as possible and send to the Planning Councillors for final review.
- b) DC/20/3884/TCA - Work to trees at Dower House, Lower Street, Ufford. Councillors made the following comments:
- The trees can be seen from The Drift, however, there are many trees within the property curtilage and this is really only 'thinning',
 - Some trees may suffer in the short term but they should survive if the work is carried out at the correct time of year.
 - **Conclusion: No objection** (Proposed by Cllr. Jones, seconded by Cllr. Bennett and with all Councillors in agreement) - The Clerk was asked to respond directly to ESC.
- c) *Additional Item* - DC/20/1521/FUL | Care Village comprising an 80 bedroom care home together with 75 assisted care bungalows, cafe?/club house, bowling green, car parking, open space provision with associated infrastructure and access | Land Off Yarmouth Road, Melton. Councillors made the following comments:
- It had been noted that 50 new documents had been placed on the ESC Planning Portal the previous week
 - ESC had confirmed that a re-consultation would take place with certain objectors being notified and a three week deadline for submissions
 - It was thought that UPC might not be automatically consulted
 - **Conclusion: Cllr. Jones to prepare reply once additional plans had been studied.** Councillors acknowledged that any reply would need to be agreed via e-mail and ratified at the November meeting.

- d) *Additional Items* - DC/20/3361/FUL and DC/20/3264/FUL | Hybrid Planning Application (Duplicate): (i) Full Planning Application - Residential development of 129 dwellings (including affordable housing) together with public open space, roads, accesses, parking, garages, drainage and associated infrastructure; (ii) Outline Planning Application - 7 No. serviced Self Build Plots with associated access and infrastructure at Land Between High Street And Chapel Lane, Pettistree. Councillors made the following comments:

- Cllr. Findley notified Councillors of these applications and the Clerk agreed to send the details to all
- **Conclusion: No further actions were agreed at the time of the meeting**

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 September had been circulated and were available from the Clerk. The Chair commented that the recent application at the property called Tauranga in School Lane had also been approved.

- a) To agree wording of the letter re. the Planning White Paper – The original draft and a second version of the letter had been circulated to all and there were no further amendments. The Clerk was asked to distribute the letter to the Planning Inspectorate, Dr Therese Coffey MP, Cllr. Carole Poulter, Cllr. Alexander Nicoll, Mrs Liz Beighton and Mr Philip Ridley. The Chair was thanked for her research and time producing the communication.

Action: Clerk

6. To sign Minutes of meeting dated 15th September 2020:

The minutes of the Full Council meeting dated 15th September 2020 had been circulated. The minutes were proposed as a true record by Cllr. Skinner, seconded by Cllr. Hawthorne 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) Parish Review Items – *Individual items covered below*
- b) Welcome Postcard – Distribution to five Councillors with bulk of cards held by the Clerk. Councillors were asked to check with the Clerk before handing out any cards to avoid duplication.
- c) Dog Bin at Byng Hall Road – Delivered to Cllr. Mayhew, who had kindly agreed to install the bin alongside Cllr. Findley.
- d) Community Hall Defibrillator – Now installed in the cabinet with the old machine presently at the Clerk's house for investigations in to the fault.

Chair's initials.....

- e) Young Persons Survey – No responses received so far but a reminder had been sent out on the PUNCHLine that day.
- f) PA System transferring to St Mary's PCC – PCC had agreed to take ownership of the system and the Asset Register had been amended.
- g) Purchase of the Speed Indicator Device – Device still not delivered, very poor communications with the company (including the phone being put down on the Clerk), request to deliver goods or refund purchase price had not been met, Clerk asked to speak to Birketts Solicitors for advice and to investigate the Small Claims Court process.
- h) Community Speedwatch Volunteers update – one further volunteer but still only three volunteers in total, Clerk to place the item on the agenda in the Spring of 2021 when more volunteers may be available.

Action: Clerk and Cllr. Findley and Mayhew

8. 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 path marker project was now complete and four new 'Finger Posts' has been delivered. Cllr. Findley raised two additional Items:
 - Renewal of Heritage Trail – It has been suggested that the placing of QR Codes around the Heritage Trail would allow for visitors to learn more about the different locations. It was agreed that this should be placed on the November agenda for full discussion
 - Gates around Churchyard – The Clerk had been contacted the previous day by the PCC, asking if the gate on to The Drift from the Churchyard could be repaired, the PCC had stated that they did not own the gate. Discussion was held over possible ownership of the gates around the churchyard (they had never been on the UPC Asset Register) and the need to ensure any repairs or replacements abided by the rules governing the listing of the building. It was suggested the options be: removing the gates altogether, repairing them, replacing them with cheaper alternatives or replacing them with like-for-like quality timber, which would be very expensive. It was suggested that the Ufford Charities gave funds to the PCC on an annual basis and that perhaps some of these funds could be used. It was also acknowledged that the church was in financial difficulties. The Clerk was asked to further investigate the situation.
- b) To receive update on management of Sogenhoe Chapel – Cllr. Findley reported that the grass had been cut again and that the bonfire had been lit to dispose of the excess vegetation. It was still hoped that a local resident would be able to assist in improving/updating the information board and the Clerk was asked to place this on the March 2021 agenda.

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

9. Recreation Ground and Parklands Woods:

- a) To receive update on Lottery Projects – A report on the progress of the Five Lottery Projects had been circulated by Cllr. Hawthorne and was expanded upon:
- WWII Information Board – A draft of this had been sent to all and comments were invited within the next 48 hours.
 - New Members of the Friends of Parklands Wood Group – At least two new members had recently joined the group and were interested in future projects.
 - Growing of vegetables and Fruit Trees at Parklands – Cllr. Hawthorne gave details of a resident of Parklands who was interested in cultivating a small area of land and planting fruit trees. The land in question had been identified as belonging to Flagship Housing and details of a suitable contact were passed to Cllr. Hawthorne. The Council were fully supportive of this initiative and it was suggested the resident come back to the Council once permission to use the land had been granted, in writing, by Flagship.
- b) To receive an update on the new football team and to discuss allowing other football teams to play 'one-off' matches on the Recreation Ground – The Clerk confirmed that the 'new' football team had found another home ground and no longer required the pitch at Ufford Recreation Ground.

The Councillors debated the request to allow other teams to use the facilities as a 'one-off' but it was felt there was not enough information available to them to make an informed decision. The Clerk was asked to obtain further information and report back.

- c) To discuss investigating placing an Electric Car Charging Point at the Community Hall/Recreation Ground – After discussion it was agreed that the Clerk should make initial enquiries in to this project and report back.
- d) To receive report regarding BMX Track and IBC Safety Inspection – The Clerk reported that two 'high risk' issues had been reported by the latest IBS Safety inspection on the BMX Track. The manager of the track had agreed to make changes but had questioned some of the recommendations, especially that the carpets should be removed. The Clerk was in contact with IBC for further advice and would report back.
- e) Basket Ball Net – The Clerk was asked to purchase a new Basket Ball Net for the MUGA.

Action: Clerk

10. Finance Matters:

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

The Accounts to 30th September 2020 had been sent to all. The Clerk answered a question regarding the transfer of funds to the Reserves Account. The Clerk was asked to continue to take the statements to a Councillor for examination each month.

b) To discuss and agree Budget Time Table for 2021/22:

The Clerk set the following timetable for the 2021/22 Budget and it was agreed:

- 1st Nov – Draft budget established and sent to Finance Councillors
- Approx. 10th Nov – Finance Councillors Meeting and draft budget amended
- By 12th Nov – Amended budget sent to all
- 17th Nov – Draft budget discussed at full council
- 15th Dec – Budget agreed by full council

c) To authorise the following Invoices for Payment:

The Clerk reported that the online banking was now fully set up and all authorisers had completed their log-on process.

It was further reported that, initially the system only required one authoriser and the Clerk's salary payment had been processed without second and third authorisation. The settings had now been amended and all payments now required three individuals to authorise. The Clerk agreed to work with Cllr. Pearce (who had experience of such set-ups) to discover how the individual authorisation was permitted when the signed mandate clearly requested three authorisers.

i. J Hallett (Salary + Office & mileage expenses)	£817.66
ii. SCC Pension Fund (Clerk's pension)	£242.31
iii. Glasdon UK Ltd (Byng Hall Road Dog Bin)	£116.16
iv. SALC (Payroll Service for 6 months)	£54.00
v. Suffolk Digital	£32.40
vi. Thurlow Nunn Standen (Cleaning Equipment)	£31.11

The above payments were proposed by Cllr. Jones, seconded by Cllr. O'Malley and all Councillors were in agreement that they be paid. The Clerk agreed to establish a new process for the payment of invoices online and to send the invoices to the authorisers.

d) To note Payments made since last meeting:

i. S J Wolfram-Wheeler (Wood Carver)	£100.00
ii. Direct365Online Ltd (New Defibrillator)	£1,128.00

e) To note Payments received since last meeting:

i. Precept (50%)	£10,233.00
ii. Wayleave	£44.33

Action: Clerk

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

The following meetings had been attended:

- SALC Councils Forum – Cllr. Mayhew had attended the SALC Councils Forum and the following items were included:
 - Registration with the Planning Inspectorate with reference to the Sizewell C DCO - the Clerk confirmed this had been actioned.
 - Quiet Lanes – After discussion it was agreed to suggest Byng Hall Road was designated a Quiet Lane and the Clerk was asked to contact David Chenery.
- ASB Police Liaison Meeting – Cllr. Findley asked that any anti-social behaviour be reported to him in order that he could report it at the ASB Police Liaison Meeting the following Thursday.

Action: Clerk

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

- Grants
- Budget for 2021/22
- Amendment to Finance Regulations re Online Banking

The date of the next meeting was confirmed as **17th November 2020 at 7.00pm**, via Zoom Video Conferencing.

Action: Clerk

The meeting was closed at 9.00pm

Signed:.....

Date:

Chair: Dr. Kathryn M Jones

Judi Hallett
Clerk to Ufford Parish Council

Chair's initials.....