

Minutes of Ufford Parish Council Meeting

Held on 17th November 2020 ~ 7.00pm

Via Zoom Video Conference

Present

Cllr. Kathryn Jones (Chair)	Cllr. Keith Bennett	Cllr. Nick Crocker
Cllr. Pat Edworthy	Cllr. David Findley	Cllr. Guy Foscett
Cllr. Jane Hawthorne	Cllr. Stephen Mayhew	Cllr. Ashley O'Malley
Cllr. David Pearce	Cllr. John Skinner (<i>from 7.13pm</i>)	
Judi Hallett (Clerk)	Cnty. Cllr. Alexander Nicoll	Dist. Cllr. Carol Poulter

No members of the public were present

1. To receive Apologies for absence:

No apologies for absence had been received.

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):

- There were none.

b) Reports or comment from ESC and SCC Councillors:

- **Cnty. Cllr. Alexander Nicoll** – Cllr. Nicoll explained that the majority of his recent time had been taken up by the proposed development of Sizewell C. The additional consultation would open the following day and comments had to be submitted by 18th December. He understood enhanced plans for moving freight by rail and sea were being proposed but was cautious as to the impact of these, especially as extra night-time trains would disturb residents in Woodbridge, Melton and Campsea Ashe with apparently no plans for additional day-time trains. Cllr. Nicoll also commented on Quiet Lanes and a recent site visit to Byng Hall Road where a number of actions were agreed with Highways officers [the Clerk confirmed BHR had been registered as a candidate to be designated a Quiet Lane]. Finally Cllr. Nicoll spoke about planning issues and the need to work closely with ESC, especially on sites such as Base Park (formally Bentwaters Park). In response to the question “Recent press reports indicated that Sizewell would very soon be given the ‘go-ahead’, is that correct?” he stressed that the proper DCO process can’t be bypassed and has to be followed, and will be.

Chair’s initials.....

- **Dist. Cllr. Carol Poulter** – Cllr. Poulter’s report had been circulated and she expanded upon subjects such as Sizewell C and Community Partnerships. Cllr. Poulter said it was important that larger towns such as Wickham Market and Framlingham did not receive all the funding available through the Community Partnership and suggested that perhaps Ufford could put forward some ideas.

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

- a) 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 – *To ratify comments sent in.* Councillors made the following comments:
 - The letter was drafted and circulated to all and a number of comments were made.
 - The final letter has already been sent.
 - **Conclusion: Objection** on a number of grounds (letter available from Clerk)
(Proposed by Cllr. Jones, seconded by Cllr. Bennett, all Councillors in agreement).

- b) DC/20/3884/TCA - 1. Prune back Beech and Sweet Chestnut trees by 1.5-2m from the house. 2. Dying Plum tree - fell. 3. Fell Eucalyptus tree. 4. Reduce Sweet Chestnut by 3m. 5. Fell Ash and Pine trees to allow room for adjacent Oak and Beech. All work is to let light into property, maintain larger trees and get rid of non-native smaller trees. 6. Reduce Beech by 3m. - Strawberry Hill, Loudham Lane, Ufford. Councillors made the following comments:
 - The work will allow the property to have a much better view and the trees concerned are not specimen trees
 - The application can only be described as ‘scrappy’ and it is a pity an Arboricultural report was not available
 - [On examination of the Planning Portal it was discovered ESC had already concluded this application and therefore there was no point in UPC responding]
 - **Conclusion: No response sent as application already concluded.**

- c) *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. To ratify comments already sent in:
 - After further examination of the plans it was agreed, via e-mail, that UPC would respond. Very good letters had been submitted by Wickham Market PC and Pettistree PC and these were supported
 - The letter was drafted and circulated to all and a number of comments were made.
 - The final letter has already been sent
 - **Conclusion: Objection** on a number of grounds (letter available from Clerk)
(Proposed by Cllr. Jones, seconded by Cllr. Crocker, all Councillors in agreement).

d) *Additional Item* - DC/20/3968/CLP Certificate of Lawful Use (Proposed) - Conversion of existing garage to habitable accommodation. Incorporation of new window within front elevation – Meadowside, Ufford Place, Ufford. Councillors made the following comments:

- This is just for information as the work has already been completed under ‘Permitted Development’ rules, and CLP is not for consultation.
- **Conclusion: No action**

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 October had been circulated and were available from the Clerk.

- a) To discuss joining a local consortium of parishes with a view to sharing Planning and Highways matters – Councillors felt it would be a very positive move to join this consortium and to share our recent experiences. After discussion it was concluded that the 2nd Crown Nursery Application from Landex would be beneficial to share with the group. The Clerk and Cllr. Jones agreed to draft a response and take part in any meetings.
- b) Additional Item – To receive notification that Application DC/20/3722/VOC would be approved – The Clerk informed Council that this application had been considered by the Referral Panel that day, and they saw no reason for it to go to the Planning Committee. The application would therefore be approved, as per the officer’s recommendations.

Action: Clerk

6. To sign Minutes of meeting dated 20th October 2020:

The minutes of the Full Council meeting dated 20th October 2020 [incorrect date displayed on Agenda] had been circulated. The minutes were proposed as a true record by Cllr. Mayhew, seconded by Cllr. Skinner and all Councillors were in agreement that they be signed.

The Clerk agreed to publish the minutes on the website.

Action: Clerk

7. To receive update on the purchase of the Speed Indicator Device:

The Clerk reported that the device had finally been received and had been placed on the pole on Yarmouth Road by Cllr. Foskett and Mr Barkley (a resident of Ufford). However, it had taken many attempts to set up, fuses had blown and a connection within the device was loose. Mr Barkley had reported that as at today it was working but had suggested either 'giving it one more go' to see if it continued to work or 'sending it back straight away' and asking for a replacement.

Cllr. Foskett did remark that, although there had been problems and delays with delivery, the manufacturers had been very helpful in trying to resolve these. After discussion it was agreed to monitor the device for 4 or 5 days and then make a decision as to whether a second system was requested as a replacement. The Clerk was asked to liaise with Mr Barkley, who was thanked for his continuing work. It was also suggested an official 'thank you' be noted in the next PUNCH article.

Action: Clerk

8. Community Partnership – To receive report from Cllr. Jones with reference to ESC Cycling and Walking Strategy:

Cllr. Jones' report on the latest Community Partnership meeting had been circulated to all. She highlighted the Cycling and Walking Strategy Consultation that was presently being undertaken by ESC and suggested this would be a subject in which many Ufford residents would be interested. If improvements or designations of Quiet Lanes or a 20mph speed limit could be made it could slow traffic and improve the lives and recreation of many people.

The Clerk agreed to circulate the link again to all Councillors and to place an item on the PUNCHLine.

Action: Clerk

9. Clerk's Update on Previous Minutes and Actions:

- a) Young Persons Survey – Only one response so far but a further article would appear in the December PUNCH.
- b) Electric Car Charging Point – No response from SCC as yet but this would be chased.
- c) Census 2021 – Contact made with the Area Manager and information will be published in the January PUNCH.

Action: Clerk

10. Highways/Footpaths:

- a) To receive update on Gates to the churchyard at NE and SE corners – The Clerk reported that she had e-mailed the Asset Management Team at ESC but had had no reply as yet. However, Cllr. Poulter had provided an alternative contact's details which would be tried in the next few days. It was acknowledged that, if SC Norse could not replace the gates with suitable alternatives, possibly a 'Friends of' society could be established to undertake this work, in conjunction with St Mary's PCC.
- b) To discuss review of the Heritage Trail and the possibility of using QR codes to provide information to walkers – Cllr. Findley reported on the research he had conducted with two other parishes on the use of QR (Quick Response) Codes to guide people to online information about an area, location or building. The following comments were recorded during discussion:
- QR Codes can be link to pictures, audio and video as well as to text; this a visitor to access more information about a site.
 - Sounds excellent but we do have poor mobile phone coverage in many areas of the village, so before we embark on a project we have to ensure it will work on most networks
 - This is quite a big job and would involve a historian, a person capable of editing the Web and a lot of research and 'leg work'
 - Who would it be for? [Tourists and Locals alike] We wouldn't want hordes of people coming to Ufford. This was felt to be unlikely as St Mary's Church is probably the only really significant site of historical interest.
 - We have lots of visitors to the village who come specifically to walk around the area; QR Codes will allow them to learn so much more about Ufford.
 - It may help local businesses like the pubs and also contribute to the church's fundraising
 - How much do the codes cost [thought from zero to £10 max]
 - Perhaps we could do a simple trial at the Church (with permission of the PCC) to make sure that the QR code scan to different mobile networks)

In conclusion it was agreed to create a code for the Church and trial it (perhaps using a laminated code temporarily), asking all Councillors with smart phones to test their network and report back to Cllr. Findley.

In addition to this project, Cllr. Findley and others were thanked for the latest Footpath Report and their work to maintain the path network to a very high standard.

- c) To discuss working with neighbouring parishes to hold a joint meeting with SCC and ESC regarding traffic volumes caused by the expansion of Bentwaters Park – Councillors felt this was a very positive idea and requested that the Clerk contact the Clerk of Campsea Ashe PC to register our interest in any future meetings.

Action: Cllr. Findley and The Clerk

11. Recreation Ground and Parklands Woods:

- a) To receive update on WWII Information Board – Cllr. Hawthorne’s full report had been circulated. She further reported that the Information Board had been redesigned to feature Ufford Place more prominently and that a draft should be available shortly.
- b) To receive an update on other football teams to play ‘one-off’ matches on the Recreation Ground – A report from Cllr. Skinner and the Clerk, following a meeting they had held with the Football Club Chair, had been circulated. It was acknowledged that perhaps more teams had been using the pitch than was previously thought and that the pitch was in quite bad condition.

It was further agreed that, although in the past three teams had used the pitch in the same season, a further regular team was not sought as the area had also to remain available for general use by residents.

In conclusion, the Clerk was asked to take the following steps:

- Re-send a copy of the current licence to the Ufford Football Club and remind them that ONLY THEY can use the pitch for home matches on a Saturday and training one week day in the summer
 - Advise the Football Club that they can sublet the pitch on a maximum of five occasions each calendar year; but at all times a responsible member of the Ufford Football Club must be in attendance whilst the game is in progress and details of the managers of both teams playing should be held.
 - Advise that use of the Community Hall by any team sub-letting the pitch must be arranged separately with the Hall Booking Secretary
- c) To receive an update regarding BMX Track and IBC Safety Inspection – The Clerk explained that she had had both conversation and e-mail contact with the IBC Inspector who had raised two ‘high priority’ concerns about the BMX Track. The inspector was also now in touch with the track manager and the issues had been rectified. The Clerk agreed to monitor the situation.
- d) To discuss maintenance contract and Inspections of Play Park with Ipswich Borough Council – The Clerk raised concern that, although IBC were definitely carrying out quarterly inspections of the Play Park (as these were visible on the PCC System), they were very slow to deal with any reported issues and they had not sent an invoice for the past 2 years’ worth of inspections.

As many of the issues had been resolved by the Maintenance Man, and only the repairing of the surface under the swing was now outstanding (although acknowledged as urgent), the Clerk was asked to chase IBC one more time before the contract was re-considered.

- e) To discuss using a new Maintenance contractor – The Clerk reported that her husband, Paul Hallett, now had £1m of Public Liability insurance in place and would be prepared to carry out occasional maintenance work for the Council, preferring to carry out a number of small jobs all at once. His hourly rate would be £16, plus any materials. Cllr. Jones proposed this offer was accepted, this was seconded by Cllr. Skinner and all were in agreement.
- f) To discuss allowing trees in Parklands Wood to be lit up for Christmas – A proposal and draft Risk Assessment had been circulated to all prior to the meeting. The following general comments were made:
- This is a lovely idea but why is it only up for two days? [due to lights needing monitoring when the exhibition is closed]
 - If ladders are going to be used, have the users had the correct training?
 - Does the PC need insurance for this event? [We have standard event insurance as part of our policy but we will need to advise the insurance company of the details and ensure a full RA has been carried out]
 - Two days could be a trial, perhaps we could have a longer event next year?
 - Offers of help from Cllrs. O'Malley, Hawthorne and Edworthy, plus the Clerk
 - This would just be for Ufford residents and must not be advertised outside the village or people encouraged to attend who are not residents
 - Too late for the PUNCH but they could do a report and PUNCHLine could be used.
 - We MUST follow all Covid-19 rules, if they say we cannot organise an event it may have to be postponed until next year. We must have hand gel available.
 - Paths need to be well lit and there should be a one-way system with stewards.
 - This needs to be encouraged as it is good to have new residents getting involved
 - We must ensure it is tidied up after the event; there is no glass and no naked flames

In conclusion, Cllr. Jones proposed use of the woodlands be permitted for this event, with the proviso that the organisers worked closely with the Parish Council on all matters and adhered to Covid-19 rules of the time. This was seconded by Cllr. Findley and all were in agreement. The Clerk was asked to contact the organisers.

- g) To discuss a Councillor attending the full RoSPA Play Equipment Checking Training – This item was deferred to the December meeting but Councillors were asked to consider if they would be willing to attend the training.
- h) To discuss licence with Ufford Sports and Social Club for the Community Hall and the need to update the document to reflect the new Charity's name – The Clerk reported that the original lease was in the old name of the Ufford Sports and Social Club and would need amending to the Ufford Community Hall Charity. She agreed to re-draft the document and send around to all for review.

Action: Clerk

12. Finance Matters:

The Chair requested permission for Standing Order 3. x. to be suspended to allow the meeting to conclude; this was agreed by all.

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

The Accounts to 31st October 2020 had been sent to all. The Clerk was asked to take the statements to a Councillor for examination.

b) To receive an update on the On-line Banking Arrangements and to discuss possible amendments to the Bank Mandate:

The Clerk explained that, upon use of the online banking system, it had become apparent that she did not have to be an authoriser (as the original literature from Lloyds had suggested), she could have amended access to a status of 'Full Access – Create Only' which would mean she could create all payments and two authorised Councillors could authorise them. She had also conducted a test, with Cllr. Pearce observing the activity, and they had proved that a full mandate, signed by authorised signatories, was required to amend any authorisation limits.

It was agreed that the November payments should go through as per the current arrangements. After that time, a mandate should be completed to return to 'Two Authorisers to sign' and the Clerk's access amended to 'Create Only'. This was proposed by Cllr. Jones, seconded by Cllr. Edworthy and all were in agreement. Cllr. Pearce was thanked for his assistance with this matter.

The Clerk confirmed the Financial Regulations would be amended once the mandate was amended.

c) To discuss Grant requests received:

The Grant requests spreadsheet had been circulated, along with the applications and accounts. Councillors referred to their policy on giving grants and agreed that they would only give to organisations based in the village. The individual requests were discussed and the following grants were agreed:

- Ufford PUNCH: £800 – the Clerk was asked to request that if the PUNCH team were themselves to decide to make any donations in the future the council must first be notified
- Ufford Players: £145
- Ufford Arts Festival: £250
- St Mary's Ufford PCC (For Maintenance of Burial Ground): £600

The above were proposed by Cllr. O'Malley, seconded by Cllr. Crocker and all were in agreement.

d) To discuss draft budget for 2021/22:

It was agreed to defer this item until the December meeting and agree the final budget at the January meeting. The Clerk did however ask Councillors to review the draft and think seriously about the need to put up the Precept request, given that many parishioners would have suffered a reduction in income this year.

e) To discuss Precept Request for 2021/22:

As per item d)

f) To authorise the following Invoices for Payment:

i. J Hallett (Salary + Office & mileage expenses)	£594.98
ii. SCC Pension Fund (Clerk's pension)	£170.07
iii. SALC (Planning Webinar)	£30.00
iv. P Hallett (Maintenance)	£24.00
v. STC Solutions Ltd (CCTV Repairs)	£264.00

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 set up the payments, send electronic copies of the invoices to the authorisers and request second and third authorisation.

g) To note Payments made since last meeting:

- i. None

h) To note Payments received since last meeting:

- i. Mr and Mrs Alexander (Rent for Land at rear of 17 Nicholls Close) £112.72

i) *Additional Item - Emergency work to trees overhanging The Avenue*

Cllr. Hawthorne had recently met with tree surgeon, Matthew Allen, about a tree she had concern with, which was over hanging The Avenue and had a volume of dead wood within it. Mr Allen had quoted £450 to remove the dead wood and manage a short term road closure. Due to the proximity of the tree to the highway, Cllr. Mayhew proposed this work was undertaken as soon as possible, this was seconded by Cllr. Jones and all were in agreement

Action: Clerk

13. Documentation – To receive and adopt the following documentation:

- a) Asset Register (November 2020) – This document had been circulated and slight amendments had been suggested. Cllr. Mayhew proposed it be adopted. This was seconded by Cllr. Crocker and all were in agreement. The Clerk agreed to finalise the document and publish on the website.

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

The Chair reported that meetings with SALC, the Police/ESC and Community Partnerships had all been attended and reports had been circulated.

She further stated that she had laid a wreath on behalf of the Parish Council on Remembrance Sunday, at the War memorial in Melton Churchyard, which was accessible during Covid 19 restrictions.

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

- Budget and Precept for 2021/22
- Amendment to Finance Regulations re Online Banking
- Broadband Project

The date of the next meeting was confirmed as **15th December 2020 at 7.00pm**, via Zoom Video Conferencing.

Action: Clerk

The meeting was closed at 9.26pm

Signed:.....

Date:

Chair: Dr. Kathryn M Jones

Judi Hallett
Clerk to Ufford Parish Council

Chair's initials.....