

Minutes of Ufford Parish Council MeetingHeld on 16th February 2021 ~ 7.00pm

Via Zoom Video/Audio Conference

Present

Cllr. Kathryn Jones (Chair)
Cllr. Pat Edworthy
Cllr. Stephen Mayhew
Cllr. John Skinner

Cllr. Keith Bennett
Cllr. David Findley
Cllr. Ashley O'Malley

Cllr. Nick Crocker
Cllr. Jane Hawthorne
Cllr. David Pearce

Judi Hallett (Clerk)
One member of the Public

Cnty. Cllr. Alexander Nicoll

Dist. Cllr. Carol Poulter

1. To receive Apologies for absence:

Apologies for absence had been received from Cllr. Guy Foskett (previous engagement). These were noted.

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

There were no declarations of interest and therefore, no applications for dispensation.

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:

- **Cnty. Cllr. Alexander Nicoll** – Cllr. Nicoll reported on the following items:
 - [Cllr. Nicoll was thanked for his work to rectify an issue with a drainage cover outside Goldsmiths and on the progress towards designation of Byng Hall Road as a Quiet Lane]
 - Byng Hall Lane – The QL status will be a good start but other improvements to signage and hedge depths are being planned
 - Sizewell C – Still progressing but nothing further to report
 - Highways Meeting – A meeting of neighbouring parishes to Bentwaters Park is to take place in early March (see item 13. d)); this will also look at the issues with Melton Crossroads and the impact of further development. Both SCC and ESC will be present and past permissions will be cross examined
 - Q. *Could SCC put in place a programme to visit all Grit Bins in East Suffolk to re-fill them, in stead of Clerks having to report each individual bin?* That sounds very sensible, please e-mail me the details and a map of locations if you have one.

Chair's initials.....

- **Dist. Cllr. Carol Poulter** – Cllr. Poulter's report had been circulated and she further commented on the following items:
 - [Cllr. Poulter was thanked for agreeing to fund a bench for the village from her Enabling Communities Budget for 2020/21 – see item 13. b)]
 - Covid 19 – Figures are improving but we must not be complacent, vaccination programme is now much improved and it was great to see local farmers assisting during the bad weather
 - Pettistree Applications (DC/20/3361/FUL and DC/20/3264/FUL) – Had been heard at ESC Planning Committee but had been approved, only positive element was that it was agreed that the developer would liaise with Wickham Market, Pettistree and Ufford Parish Councils
 - Business Grants - These are available from ESC and details on the ESC Website
 - Comment. *We did ask to speak at the Planning Committee where the Pettistree applications were discussed but this was refused. We plan to ask to speak when the Melton Care Village (DC/20/1521/FUL) is discussed at the March meeting but this is not guaranteed, even though the development, if approved, would have a massive impact on Ufford.*

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

- a) DC/21/0466/VOC | Variation of Conditions 1, 7 & 8 off DC/15/2374/OUT - Erection of 7x single storey bungalow dwellings and Condition 2 & 3 off DC/18/5042/ARM - All matters: Access, Appearance, Landscaping, Layout, Scale | Land At Hill Farm, Yarmouth Road, Ufford - Councillors made the following comments:
- The plans are a vast improvement on previous ideas and it is excellent that the majority of the trees will be retained within the development
 - I am concerned about the height of the entrance wall, especially the southern section (plans and representative picture of existing wall displayed). This will be very dominant, especially in such a prominent place as you enter/exit the village.
 - The entrance is on a hill the wall has to be that height on the south side, to match the north side, which is a reasonable height. If it were reduced it would look odd
 - It is a great shame that the pavement is so narrow in that location, especially on the north side of the entrance towards Pettistree [This is not a matter for the developer but perhaps something we can report to SCC]
 - The Bin store only shows 14 spaces for a potential 21 bins; perhaps the green bins will be stored at the houses
 - **Conclusion: No objection**
- b) DC/20/5278/FUL | A phased development of 75 dwellings, car parking, public open space, hard and soft landscaping, and associated infrastructure and access. | Land To The North And West Of Garden Square And Gardenia Close Rendlesham – A letter objecting to this had been agreed via e-mail and sent on 8th February. This was to be re-sent as it had not appeared on the Portal. Prop: Cllr. Jones, Sec: Cllr. Hawthorne and all in agreement.

Action: Clerk

Chair's initials.....

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 January had been circulated and were available from the Clerk. The following further planning matters were noted.

- a) To discuss draft guidance on dealing with planning applications outside the Parish Boundary – The draft guidance had been circulated and was displayed. It was agreed that it was a very good guide and should be promoted in PUNCH when an opportunity arose. It was agreed to review it periodically.
- b) 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, – It was reported that this application was now *not* to be heard by the ESC Planning Committee (South) on Tuesday 23rd February; but had been delayed until the March meeting (UPC will seek permission to speak at the hearing).
- c) Additional Item - A12 Improvements – Details of planned alterations to the A12 between the Seven Hills Roundabout and the Woods Lane Roundabout had been circulated by the Clerk and the following comments were noted:
 - The plans were quite complicated and individuals were, of course, free to comment, however a comment from the PC may hold more weight
 - We should push for the plans to be extended and for there to be both exits and entrances on and off the A12 at the Pettistree junction and the Grove Farm junction. This would ease traffic through the village
 - The dualling of the section between Seckford Roundabout and Dobbies Roundabout must result in the trees being lost [it was thought not]
 - Having a pedestrian crossing just north of the Seckford Roundabout is not well thought out. It will cause vehicles to suddenly stop after exiting the roundabout and pulling up the hill and it will cause pollution with cars and HGVs sitting idling and then pulling away on a hill.
 - The aim is to keep the traffic flowing and this needs traffic management at some locations
 - It was not pleasant to see the area described as the 'Energy Coast'

In conclusion it was agreed that the Clerk would draft a letter from the comments received and send around for remarks and approval (final to be cc'd to Cllr Reid, Cllr. Poulter and Cllr. Nicoll).
- d) Additional Item - Pettistree Applications (DC/20/3361/FUL and DC/20/3264/FUL) - As per Cllr. Poulter's report, these applications had been approved by the ESC Planning Committee (Decision notice not as yet published).

Action: Clerk

Chair's initials.....

6. To sign Minutes of meeting dated 19th January 2021:

The minutes of the Full Council meeting dated 19th January 2021 had been circulated. The minutes were proposed as a true record by Cllr. Skinner, seconded by Cllr. Pearce and all Councillors were in agreement that they be signed.

The Clerk agreed to publish the minutes on the website.

Action: Clerk

7. Annual Parish Meeting – To discuss the date and Format:

The Clerk informed the meeting that, to date, there had been no indication that the requirement to hold an Annual Parish Meeting would be suspended for a second year and that, therefore the Council should plan to hold one. The Clerk also advised that the ability to hold online meetings was only in place until 6th May 2021 and although various groups were lobbying to have this extended, the deadline may be enforced.

It was therefore suggested, by the Clerk, that the Ufford APM for 2021 was held on Tuesday 27th April, at 7.00pm, via Zoom, with no guest speaker. This was agreed.

8. To receive update on the Broadband Project from Cllr. Mayhew:

Cllr. Mayhew gave the following updates on the project:

- Flyers and an article in the February PUNCH had boosted sign-up from 88 to 148.
- Only 203 residential properties were now required in total as 9 businesses were signed up but still 70 additional residential properties were needed
- There are a number of low signup areas identified and these could be targeted with additional flyers
- Properties technically outside of Ufford that were on the telephone exchange could also sign up. Flyers to Melton and Bromeswell properties to be delivered.
- It is important we move quickly as it is possible budgets may be cut by the Government

Cllr. Pearce suggested that there may be concern from some residents that costs would increase when they had to sign up to a different package and some residents who rented properties may not feel they were entitled to sign up.

It was agreed that a revised flyer would be designed that set out the process as clearly as possible and informed residents of examples of current contracts. All Councillors were asked to notify Cllr. Mayhew if they were available to deliver further flyers.

Action: All Councillors

9. Ufford Community Hall Charity – To receive notification from Cllr. Skinner that he intends to retire from the Parish Council in May 2021 and to discuss appointment of a Trustee and Committee Member to the Ufford Community Hall Charity:

Councillors expressed sadness upon hearing Cllr. Skinner was intending to retire and he was thanked for many years of service to the Council.

Cllr. Skinner and the Clerk explained the role and that a meeting of the Hall Committee was coming up in two weeks; any prospective candidate may like to take the opportunity to come along to see what was involved before they made a decision. Any prospective candidate was asked to contact the Clerk.

The Clerk suggested that it may be helpful to Members to understand the co-option process and she agreed to set this out in an e-mail.

Action: Clerk

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

- a) Speed Indicator Device – This was still not working as it should but Mr Barkley was continuing to work with the manufacturers on the configuration. Councillors asked that a request to host the new ANPR camera was submitted to SCC.
- b) Laptops for Schools – The Ufford Community Hall Committee had funded 5 machines for local schools and the requirement was now fulfilled.
- c) MUGA Fencing – The Clerk reported that her husband would assess the present fence when he was next in the area, with a view to extending the netting.

Action: Clerk

11. Finance Matters:

a) To receive accounts for January 2021 and inspect the Bank Statements:

The Accounts to 31st January 2021 had been sent to all and Cllr. Bennett had verified the figures to the accounts to the actual amounts when viewed online.

b) To authorise the following Invoices for Payment:

i. J Hallett (Salary + Office & mileage expenses)	£616.23
ii. SCC Pension Fund (Clerk's pension)	£170.07
iii. Ufford Punch Newsletter (Broadband Flyer)	£104.00

The above payments were proposed by Cllr. Jones, seconded by Cllr. Pearce and all Councillors were in agreement that they be paid. The Clerk agreed to set up the payments, send electronic copies of the invoices to the authorisers and request authorisations.

The Clerk advised of further upcoming expenditure to reprinting the Ufford Footpath Leaflet. The total cost for 300 would be £94.00 and this was agreed.

c) To note Payments made since last meeting:

- i. None

d) To note Payments received since last meeting:

- i. None

Action: Clerk

12. Recreation Ground and Parklands Woods:a) To acknowledge report from Cllr. Hawthorne – Cllr. Hawthorne's report had been circulated and she expanded on a couple of items.b) To receive update on WWII Information Board and to agree final wording and images to be used – The final text was displayed and there were no further suggested amendments. Cllr. Bennett proposed it be sent to the designer. This was seconded by Cllr. Skinner and all were in agreement. Cllr. Hawthorne suggested she and Cllr. Findley should set out some guidance for the design, when the text was submitted and this was agreed.c) To discuss extending the Permissive Path from the Car Park to the existing footpath off The Avenue – Councillors made the following comments:

- The Avenue is very unsafe to walk down, but many do and some are pushing buggies
- Is there enough room beside the Football Pitch [it was thought so]
- The slope up to the existing path is very steep, you would need a mechanical digger to make a path. We may have to have steps up the slope.
- Why can't the path cross the car park and use the existing tarmac slope up to the path on top of the bank? This would be much easier for people
- The bank is lower towards the Avenue
- Might walkers damage the football pitch? When football is being played it may be dangerous to walk in such close proximity to the game.

In conclusion, Councillors were asked to submit their 'Pros and Cons' to Cllr. Hawthorne for a paper to be produced and discussed at the next meeting.

Action: All Councillors

13. Highways:a) To discuss holding public consultation on designating Byng Hall Road as Quiet Lanes, with public meeting planned for 24th March, at 6.00pm – The Clerk gave a quick update on the project and the public meeting on 24th March was agreed. The Clerk was asked to send the draft presentation to all Councillors for their review before the meeting.

- b) To discuss placing a bench in the village (suggested locations sent to Councillors during February) and to agree location – The Clerk reported that location 8 (along Bridge Road, overlooking the Water Meadows) was the winner of the Councillors votes. However, after discussion, it was realised that the location may not be suitable. The second placed site was location 9 (where School Lane meets Crownfields, next to post-box) and this was deemed more appropriate and on the circuit; it would also be handy for the elderly who wanted to rest after posting a letter.

In order to ensure the bench was purchased before 31st March the Clerk was asked to circulate two quotes and Councillors were asked to pick one. The Clerk would then submit a request for the total cost to Cllr. Poulter. In the meantime, the Clerk was also asked to request permission from SCC Highways for a bench to be placed in that location.

- c) To discuss requesting a weight limit or 'Local Vehicles Only' designation for Lower Street and Bridge Road – After discussion it was agreed not to pursue this item
- d) Additional Item - Highways Meeting – Cllr. Jones agreed to attend the Highways meeting mentioned by Cllr. Nicoll in his report. It was acknowledged that no Councillor had responsibility for Highways matters and that that may need to be rectified at the May meeting.

Permission was granted for Standing Orders to be suspended to allow the meeting to conclude.

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

- a) Suffolk Code of Conduct (2014) – The Clerk asked Councillors to confirm that they had reviewed the Code and this was answered in the affirmative from all.
- b) Risk Assessment (Financial) – Cllr. Hawthorne asked if the risk of hand tools being stolen from the shed at the Recreation Ground should be added to the assessment and it was felt it should. The Clerk agreed to add this item and re-send for review.
- c) Risk Assessment (Non-Financial) – *Postponed until the March meeting*

Action: Clerk

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

Councillors had attended (and reported on) the following meetings:

- Community partnerships meeting attended by Cllr. Jones on 21st January - notes already circulated on 26 January .

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

- Items moved forward from this meeting
- Meeting Format (remote or face-to-face)

The date of the next meeting was confirmed as **16th March 2021 at 7.00pm**, via Zoom.

Action: Clerk

The meeting was closed at 9.10pm

Signed:.....

Date:

Chair: Dr. Kathryn M Jones

Judi Hallett
Clerk to Ufford Parish Council

Chair's initials.....