

## Minutes of Ufford Parish Council Annual Meeting

Held on 4<sup>th</sup> May 2021 ~ 2.00pm

Via Zoom Video/Audio Conference

### Present

Cllr. Kathryn Jones (Chair)

Cllr. Pat Edworthy

Cllr. Steve Mayhew

Cllr. Keith Bennett

Cllr. David Findley

Cllr. David Pearce

Cllr. Nick Crocker

Cllr. Jane Hawthorne

Cllr. John Skinner

Judi Hallett (Clerk)

No members of the Public

*The Clerk welcomed everyone to the meeting.*

### **1. To elect the Chair of the Council for 2021/22 and signing of the 'Declaration of Acceptance of Office':**

The Chair stepped down and handed proceedings over to the Clerk. The Clerk asked if there were any nominations for the role of Chair. Cllr. Skinner nominated Cllr. Jones. This was seconded by Cllr. Crocker and Cllr. Jones indicated that she would be willing to stand, for one further year. The Clerk asked if there were any other candidates; there were not. Councillors voted all in favour of Cllr. Jones being the Chair for a further year.

Cllr. Jones took the Chair.

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

Apologies for absence had been received from Cllr. Ashley O'Malley (Work). These were accepted.

### **3. 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.

### **4. 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 had previously confirmed he was in Purdah period but was happy to answer any questions and that he was working as usual.

---

*Chair's initials.....*

- **Dist. Cllr. Carol Poulter** – Cllr. Poulter's report was received after the meeting and circulated.

**5. To elect the Vice- Chair of the Council for 2021/22 and signing of the 'Declaration of Acceptance of Office':**

The Chair reported that Cllr. Bennett had indicated to her that he did not wish to stand for the position of Vice-Chair going forward. Cllr. Bennett was thanked for his work as Vice-Chair over a number of years, especially as much of it went unseen and unreported to others, and for stepping in for Cllr. Jones on one occasion.

The Chair stated that she believed it would be appropriate to appoint a Vice-Chair who, upon the wishes of the Council, would be willing to take over as Chair next year. With this in mind she had spoken to Cllr. Findley who had expressed a willingness to stand for the role and shadow Cllr. Jones. Accordingly, Cllr. Jones proposed Cllr. Findley as Vice-Chair. This was seconded by Cllr. Mayhew. There were no other candidates and Cllr. Findley was appointed as Vice-Chair unanimously.

The Clerk indicated that the 'Declaration of Acceptance of Office' forms would need to be signed by both Cllrs. Jones and Findley and that she would arrange this.

**6. To sign Minutes of meeting dated 27<sup>th</sup> April 2021:**

The minutes of the Full Council meeting dated 27<sup>th</sup> April 2021 had been circulated. The minutes were proposed as a true record by Cllr. Bennett, 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. To appoint persons to the following offices:**

The following appointments were proposed by Cllr. Jones, seconded by Cllr. Skinner and all were in agreement

- a) Responsible Finance Officer – Mrs Judi Hallett (the Clerk)
- b) Tree Warden – Mr Rob Flory (Clerk to double check he was happy to stand)
- c) Footpaths Warden – Cllr. Findley (interim) – *see below*
- d) SALC Representative (+ meetings) – Cllr. Steve Mayhew
- e) Police/ASB Liaison (+ meetings) – Cllr. David Findley
- f) Internal Auditor – Mr Trevor Brown
- g) Maintenance Person – Mr Paul Hallett – *see below*
- h) Ufford Community Hall representative – Cllr. Edworthy – *see below*
- i) Representative of ESC Community Partnership – Cllr. Kathryn Jones
- j) Friends of Parklands Wood Group representative – Cllr. Jane Hawthorne

Cllr. Findley agreed to remain the Footpaths Warden in the interim but that he would like to pass the role over as soon as possible. It was agreed that Cllr. Findley and the Clerk would work on an advertisement promoting the role for the PUNCHLine and PUNCH.

The Clerk indicated that her husband was willing to undertake occasional maintenance jobs but that his work was very busy. It was agreed that another maintenance person should be sought.

Cllr. Edworthy was thanked for stepping up to this role.

**8. To receive any Changes to Member's interests and to remind Councillors to review their entry on the ESC Register Of Interests Website:**

The Clerk reminded Councillors that it was their responsibility to declare and review their Register of Interests on the ESC Website. She agreed to send around notes to aid with the completion of the register and a link in order that each Councillor could check their present entries.

Action: Clerk

**9. To confirm all Standing orders and Direct Debits presently set up for the Council:**

The Clerk confirmed that there was only one Standing Order set up for the Council, that being the £35 paid to the Information Commissioners Office annually. Cllr. Findley proposed that this continue. This was seconded by Cllr. Edworthy and all were in agreement.

**10. Finance Matters:**

a) To receive Accounts as at 30<sup>th</sup> April 2021:

The Clerk apologised that due to the very early date of this meeting and the Bank Holiday, the accounts were still to be finalised. These would also include a revision to the Reserves Allocations, as promised at the April meeting.

b) To authorise the following Invoices for Payment:

There were no payments to authorise due to the April meeting only being held one week previously. However, the Clerk indicated that she would organise a payment run on 18<sup>th</sup> May (the date the meeting should have been held) and would e-mail a list of the payments for authorisation.

c) To note Payments made since last meeting:

- i. None

d) To note Payments received since last meeting:

- i. Precept (50%) + Tax Base Grant

£10,623.50

Action: Clerk

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

- a) DC/21/1949/HDG Removal of hedges planted in the 1980's as windbreaks .....Land Between Lower Ufford Road And B1438 High Street, Ufford - Councillors made the following comments:
- The removal of the hedging is regretful but understandable and will allow the field to be cultivated in both directions.
  - Removal of these hedges will have an effect on the local wildlife and I wonder if it is possible any mitigation of this could be achieved by planting hedges elsewhere and/or leaving a margin around the field?
  - Mr Notcutt has helped considerably with one or two issues on footpaths over his land; we could ask him to create a wildlife corridor alongside the existing footpath.
  - **Conclusion: No objection to East Suffolk Council but a letter to Mr Notcutt suggesting the creation of a wildlife corridor and margin around the field** (Cllr. Findley to provide map to assist Clerk with letter)

Action Clerk and Cllr. Findley

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

The planning decisions, for Ufford taken by ESC in April had been circulated. There were no following further planning matters to note.

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

Cllr. Mayhew reported that there had been no change since his report of last week. He was currently waiting to hear from Openreach regarding a decision to be made by the Department of Culture, Media and Support about funding. The Openreach project manager had however agreed to arrange for an article in the local press with Dr Therese Coffey MP and Cllr. Mayhew would draft an update for PUNCHLine and social media.

Action: Cllr. Mayhew

**14. Ufford Community Hall Charity – To receive update on any candidates for the role of Trustee and Committee Member to the Ufford Community Hall Charity:**

Cllr. Edworthy agreed to step forward in the role (her appointment being formally proposed and seconded at item 7. h)). Cllr. Edworthy was, once again, thanked for this and Cllr. Skinner suggested he accompany Cllr. Edworthy to the next Committee meeting; after which he would tender his resignation formally.

Action: Cllrs. Edworthy and Skinner

**15. Clerk's Update on Previous Minutes and Actions:**

- a) Resignation of Cllr. Foskett – had been reported to ESC and notices were due in the next week.
- b) Meeting Formats (following High Court Case on Remote meetings) – The High Court case had been dismissed and therefore remote meetings would cease after 6<sup>th</sup> May, until there was further legislation passed.
- c) Annual Parish Meeting – The Clerk suggested this took place on 1<sup>st</sup> June, at The Parish Hall. Social distancing would still be required and places limited. This was agreed and the Clerk was asked to complete the necessary arrangements and advertising.
- d) Redwood Carving – This was now complete and a report would be in the June PUNCH. Cllr. Hawthorne reported that the Woodlands Group would be attempting to create a new path to the carving on Monday 10<sup>th</sup>, that would circumnavigate Redwood Terrace. It was agreed that the carving would be announced on the PUNCHLine, after the new path was created.

**Action: Clerk**

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

- a) To consider allowing a Forest School to use part of the Woodlands – This request had been passed to all for consideration. Cllr. Hawthorne reported that the Woodlands Group were not in favour as they felt the wood was too small to be partitioned off.

Councillors agreed with this and the Clerk was asked to write to inform the correspondent of the Council's decision.

- b) To consider placing a Bicycle Rack close to the Children's Play Area – This item was discussed at length. It was felt a metal rack may have an urban feeling but would be sturdy.

Cllr. Hawthorne reported that the carver of the Redwood stump, Mr Barton, had used an off-cut to create a wooden bike rack for the BMX Track. She agreed to investigate if there were any other suitable pieces of wood that could be moved to the Play Park.

**Action: Clerk and Cllr. Hawthorne**

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

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

- None

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

- SID – Reliability and technical issues

The date of the next meeting was discussed and it was agreed that, if the legislation was amended and remote meetings were permitted again, the meeting would be held on **15<sup>th</sup> June at 7.00pm via Zoom.**

If the law was not changed it would be held on **29<sup>th</sup> June 2021 at 7.00pm**, at St Mary's Parish Hall, Church Lane, Ufford.

**Action: Clerk**

The meeting was closed at 3.05pm

Signed:.....

Date: .....

Chair: Dr. Kathryn M Jones

Judi Hallett  
Clerk to Ufford Parish Council

---

*Chair's initials.....*