

## **Minutes of Ufford Parish Council Meeting**

Held on 29<sup>th</sup> June 2021 ~ 7.00pm

St Mary's Parish Hall, Church Lane, Ufford

### Present

Cllr. Kathryn Jones (Chair)	Cllr. Keith Bennett	Cllr. Nick Crocker
Cllr. Pat Edworthy	Cllr. David Findley	Cllr. Jane Hawthorne
Cllr. Steve Mayhew	Cllr. Ashley O'Malley	Cllr. Nigel Smith (after 3)
Judi Hallett (Clerk)	Cnty Cllr. Alexander Nicoll	2 Members of the Public

*The Chair welcomed everyone to the meeting.*

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

Apologies for absence had been received from Cllr. John Skinner (Away), Cllr. David Pearce (At work) and Dist. Cllr. Carol Poulter. These were accepted.

#### **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. To co-opt a Parish Councillor and sign the 'Declaration of Acceptance of Office' form:**

The Chair explained to all how the vacancy for Parish Councillor had come about and the process that had been followed. She proposed Mr Nigel Smith be co-opted on to the Council. There were no other nominations. Cllr. Bennett seconded Mr Smith's co-option and all Councillors were in agreement. Cllr. Nigel Smith joined the Council and signed the Declaration of Acceptance of Office.

#### **4. Public Session:**

##### a) Reports or comment from any member of the public (notes only):

- A member of the public indicated that he was present to listen to the Councillors' debate on item 10 on the agenda but did not wish to speak.

##### b) Reports or comment from ESC and SCC Councillors:

- **Cnty. Cllr. Alexander Nicoll** – The Chair congratulated Cllr. Nicoll on his re-election. He thanked the Parish Council for their support and advised that he would be the last Councillor for the Wickham Market division as it was being disbanded in 2025 following the boundary review and the reduction to 70 Councillors County wide.

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*Chair's initials.....*

He also disclosed that he had been appointed as Deputy Cabinet Member for Transport Strategy and that there was a new Highways Cabinet Member in Cllr. Paul West. He looked forward to working with the Parish Council, especially on planning matters; of which he asked to be kept informed. He also advised that an HGV Survey would shortly be issued and encouraged the Council to take part.

- **Dist. Cllr. Carol Poulter** – Cllr. Poulter's next report would be available in July

**5. To sign Minutes of meeting dated 4<sup>th</sup> May 2021:**

The minutes of the Full Council meeting dated 4<sup>th</sup> May 2021 had been circulated. The minutes were proposed as a true record by Cllr. Bennett, seconded by Cllr. Findley and all Councillors were in agreement that they be signed.

The Clerk agreed to publish the minutes on the website.

**Action: Clerk**

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

- a) DC/21/2644/FUL - Alterations and extensions to residential dwelling along with proposed alterations to residential garage. - Strawberry Hill, Loudham Lane Ufford - Councillors made the following comments:
- Site is much more exposed now that some trees have been taken down
  - The Design and Access Statement provides a good description with photographs
  - The new windows and roofline will improve the overall appearance
  - What is meant by 'residential garage'? Is this for a separate dwelling/or living accommodation? We should insist it is not used as a separate dwelling or holiday let
  - At present it is not a 'residential garage', it is just a standard garage; it is unusual to have a shower and kitchenette in a garage
  - **Conclusion: Two distinct comments: a) No objection to the extensions and alterations to the main house but b) Objection to the development of the garage as this appears to be capable of becoming a separate dwelling** (Prop: Cllr. Jones, Sec: Cllr. Mayhew, all in agreement)
- b) DC/21/2670/FUL - Erection of a one and a half storey side extension, with link and rear single storey extension and creation of new additional vehicular access off the High Street - Hillside Cottage, High Street, Ufford - Councillors made the following comments:
- Not a listed building and situated on the corner of High Street and Spring Lane
  - Property sits at an angle to the road and a vehicular entrance on to the High Street may have a very poor visibility splay from the Wickham Market direction
  - If the driveway is hardstanding the property may become an island surrounded by roadways which would spoil the street scene
  - There is currently a small pedestrian gate on to the High Street but a vehicular access will result in hedging being removed.

- Access on the High Street will result in vehicles stopping and waiting for gates to be opened/closed and the speed of traffic, especially from the Wickham Market direction, can often exceed 30mph
  - Neighbours are happy with the extension but not with the proposed new access
  - **Conclusion: Objection on the grounds that the new entrance is not in a safe location** (Prop: Cllr. Jones, Sec: Cllr. Bennett, all in agreement)
- c) DC/21/2716/FUL | Two storey extension to rear of existing two storey dwelling. | Oak Cottage Ufford Road, Ufford - Councillors made the following comments:
- Similar application to two years ago, except rooms now opposite to original plans
  - Property is on a large plot and the development is set well back
  - **Conclusion: No objection** (Prop: Cllr. Findley, Sec: Cllr. Mayhew, all in agreement)
- d) *Any application coming forth – There were none*
- e) To ratify comments made to ESC, following electronic consultation with Councillors, to the following applications:
- i. DC/21/2014/FUL | To erect a timber summerhouse to replace a previous one that was damaged by wind... | Strawberry Hill, Loudham Lane, Ufford – No Objection
  - ii. DC/21/2114/FUL | Minor extension to residential curtilage | Land To The Rear Of 3 Nicholls Close, Ufford - No Objection
  - iii. DC/21/2234/FUL | New single storey front porch extension. | 2 Yarmouth Road, Ufford - No Objection
  - iv. DC/21/2509/FUL - Front and side extensions, remodelling, conversion and associated works. - Cambrai House High Street Ufford - No Objection

Cllr. Jones proposed the above decisions be ratified. This was seconded by Cllr. Bennett and Councillors voted 8 In Favour with 1 Abstention.

Action Clerk

**7. To acknowledge previous months list of ESC Planning decisions and to discuss any other planning matters or reports, to include:**

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

- a) Further development of land at the former Crown Nursery – The Chair confirmed that the EIA Application on this site was still outstanding but that no further information regarding this possible development had come to the Parish Council. However, when and if it did, an exhibition of the plans would be held along with a Parish Meeting (either online or face-to-face) to gather comments from residents.

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Chair's initials.....

**8. Ufford PUNCHLine – To discuss how circulation can be increased:**

It was felt that the present number of subscribers to PUNCHLine (312) was good for a village the size of Ufford and that some people did not have online access or wish to receive the notifications. After discussion it was agreed that the PUNCHLine should be promoted on Next-door Ufford and the Helping Ufford Group Facebook page. Cllr. Mayhew agreed to assist the Clerk with the Facebook page.

**Action: Cllr. Mayhew and Clerk**

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

Cllr. Mayhew reported very little change in the project, with the exception that the Project Manager had indicated news was imminent.

**Action: Cllr. Mayhew**

**10. Land Adjoining Oakley, 3 Nicholls Close, Ufford – To discuss valuation and agree a sale value and to discuss next steps for the sale of the land:**

[This item was discussed after item 4]

The Chair recalled the history of the item for the benefit of all and verified that East Suffolk Council had confirmed that there was no covenant on the land preventing a resale. The Clerk had circulated the valuation of the land (carried out by Clarke and Simpson) and reconfirmed the figure given as £1,000. Councillors felt this valuation was fair given the benefit the purchaser would gain from the additional garden space. Cllr. Jones proposed the sale price of £1,000 be agreed. This was seconded by Cllr. O'Malley and all were in agreement.

Councillors did discuss the prospect of a gate being placed in the fence but it was felt that this would be a matter for the householder to consider and that many other properties surrounding the woodlands had access gates.

The Clerk was asked to write to the purchaser to confirm the sale price and to instruct a solicitor at Birketts to act on behalf of the Council in the sale, at the purchaser's expense.

**Action: Clerk**

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

- a) Maintenance Person – An advert had been placed in to the July PUNCH and it was hoped at least one person would step forward. It was also felt that there could possibly be a link with maintenance of the Footpaths, to be discussed at 14. c)
- b) Community Bench – This was being safely stored in a Summer House, awaiting installation by ES Norse

- c) Electric Vehicle Charging Points – The Clerk was asked to chase SCC on progress of this project.

**Action: Clerk**

**12. Festival of Suffolk 2022 – To receive information on the Festival for celebrate the Queen's 70<sup>th</sup> Jubilee and to nominate a Champion:**

The following comments were made:

- The event could be combined with the Ufford Arts Festival (although that was planned for September 2022)
- Some villages are planning events close to the “celebration weekend” but avoiding the dates of national events to allow people to enjoy both
- Perhaps a local person with PR knowledge could be asked to be involved?
- We possibly need a separate committee?
- The Woodlands group will be planting a special tree for the occasion

In conclusion Cllrs. Crocker and Findley agreed to speak to a local person with PR experience and the Arts Festival Group and report back to the next meeting.

**Action: Cllrs. Crocker and Findley**

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

- a) To acknowledge report from Cllr. Hawthorne – Cllr. Hawthorne's report had been circulated. It was acknowledged that the Friends of Parklands Wood Group would be discussing a new Constitution at their AGM on 10<sup>th</sup> July and that the Council would formally accept this once confirmed.
- b) To discuss using part of the Redwood Trunk to create a new Village Sign – After discussion it was felt that the trunk would be better used for smaller woodland carvings (probably animals) to be placed around the wood and possibly a bike rack at the Play Park. Cllr. Hawthorne agreed to speak to Mr Barton to obtain a quote for the work. It was agreed that the £730 remaining Lottery Grant would be spent on this project.
- c) To consider entering the Redwood Carving for the ESC Quality of Place Awards 2021 – This was agreed and the Clerk was asked to complete the entry form.
- d) To discuss request from resident for a Clothes Bank at the Recreation Ground – After discussion it was agreed not to pursue this matter further but to encourage people to donate clothes to local Charity shops or use clothes banks at other nearby locations.
- e) To request a 5<sup>th</sup> Play Park Inspector joins the team – It was agreed that, when Cllr Skinner retired, the group of 5 inspectors would be reduced to 4.
- f) To discuss Ufford Youth Team using Football Pitch on Saturday mornings – No comments had been received with reference to the use of the football pitch on Saturday mornings and it was therefore agreed to allow the Youth Team to continue.

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- g) To discuss cleaning/maintenance of the Play Park Equipment – The Clerk was asked to speak to Ipswich Borough Council to ask if they could perform a clean of the equipment.
- h) Additional Item – Availability of Toilets at the Recreation Ground – The lack of toilet facilities at the Recreation Ground was raised and discussed. In conclusion it was agreed that supplying a toilet would be very costly, would require regular cleaning and locking/unlocking and that most users of the grounds would be local and so could go home to use the facilities.

Action: Clerk and Cllr. Hawthorne

#### 14. Highways/Footpaths:

- a) To discuss management of Sogenhoe Chapel – Cllr. Findley reported that the Footpaths Working Group had recently cleared the scrub within the grounds. He also reported that he had been in conversation with the Suffolk Archaeological Service, whom he was meeting on Friday, to discuss a possible survey being varied out. The Clerk was asked to list the item again on the July and/or September agendas
- b) To discuss reliability issues with the Speed Indicator Device (SID) and whether to ask for a replacement or refund – The Clerk had previously forwarded a mail from Mr Barkley (who had been managing the SID), recommending that the device was not fit for purpose and that a full refund be requested. The Councillors agreed with this and asked the Clerk to request a full refund and collection of the kit
- c) To receive notification from Cllr. Findley with reference to:
  - i. Footpaths Report – This had been circulated to all
  - ii. Footpaths Warden – Cllr. Findley reported that Rilla Forge had agreed to take up this position and would be invited to the July meeting to meet everyone.
  - iii. Volunteer Working Party Lead – This item was still under discussion with various parties but nothing to report
  - iv. Maintenance contract for Footpaths in Ufford – Cllr. Findley reported that SCC had asked if the Ufford Footpaths Volunteers would be willing to take over the formal contract for keeping the paths cut in the village. After discussion it was agreed that this role should remain the responsibility of the County Council.
- d) Additional Item – Streetlight Upgrade – The Clerk was asked if there was any news on the streetlight upgrade and there wasn't. She agreed to chase SCC.

**15. Finance Matters:**

a) To receive Accounts as at 31<sup>st</sup> May 2021:

The accounts had been circulated and Cllr. Bennett had verified amounts in the Bank Accounts.

b) To agree one or two new bank signatories:

Cllrs. Mayhew and Findley agreed to be added as Bank Authorisers and this was agreed by all. The Clerk was asked to draft a bank mandate for signature.

c) To discuss request from resident for further streetlight in Parklands:

After discussion it was agreed that no further streetlights should be installed as this may harm the Bats in the Woodlands

e) To discuss continuing with the Zoom account:

As remote meetings were now concluded it was agreed to close the Zoom account and use the free service if any short meetings were required.

f) To discuss the surplus of £730 in the 'Woodlands Special Projects' budget:

This item had been covered in item 13. B)

g) To authorise the following Invoices for Payment:

There were no payments to authorise due to the June meeting being held later than usual. The regular payments had been made on the date the meeting would have been held on 15<sup>th</sup> June.

h) To note Payments made since last meeting:

i. J Hallett (Salary + Office & mileage expenses)	£596.18
ii. SCC Pension Fund (Clerk's pension)	£164.31
iii. Suffolk Digital (Heritage Trail Printing)	£238.00
iv. J Hawthorne (Mileage to pick up trees)	£29.70
v. Glasdon UK Ltd (Friendship Bench)	£764.04

i) To note Payments received since last meeting:

i. HMRC (VAT Refund)	£335.46
ii. Hollesley PC (Zoom Use for past year)	£48.00
iii. M Allen (Wood)	£200.00

Action: Clerk

**16. Documentation – To receive and adopt the following documentation:**

- a) Internal Control Statement and Report – Councillors felt this was a very clear document that captured all the actions already taken by the Council, but in one place. Its adoption was proposed by Cllr. Mayhew, seconded by Cllr. O'Malley and all were in agreement.

**Action: Clerk**

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

No Councillors had attended meetings since 4 May.

**18. To discuss format of future meetings and date of July meeting**

It was agreed to hold the July meeting on 27<sup>th</sup> July, to allow for four weeks between meetings and, in the absence of legislation allowing online meeting, to meet face-to-face, with social distancing as advised.

It was envisaged that a meeting in August would only be held if there was an urgent planning application to discuss and that meetings would return to the usual third Tuesday from September.

**19. To receive agenda items for next meeting and agree date of Next Meeting:**

- Items carried forward

**Action: Clerk**

The meeting was closed at 9.00pm

Signed:.....

Date: .....

Chair: Dr. Kathryn M Jones

Judi Hallett  
Clerk to Ufford Parish Council

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