

Minutes of Ufford Parish Council MeetingHeld on 27th July 2021 ~ 7.00pm

St Mary's Parish Hall, Church Lane, Ufford

Present

Cllr. Kathryn Jones (Chair)

Cllr. Nick Crocker

Cllr. Pat Edworthy*

Cllr. David Findley

Cllr. Jane Hawthorne

Cllr. Steve Mayhew

Cllr. Ashley O'Malley

Cllr. David Pearce

Cllr. John Skinner*

Cllr. Nigel Smith

* = After 8.30pm

Judi Hallett (Clerk)

1 Member 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 (Community Hall AGM) and Cllr. Pat Edworthy (Community Hall AGM); they would attempt to join the meeting before it was concluded, and from Cllr. Keith Bennett (Unwell). These were accepted. Apologies had also been received from Dist. Cllr. Carole Poulter and Cnty. Cllr. Alexander Nicoll.

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 had given his apologies.
- **Dist. Cllr. Carol Poulter** – Cllr. Poulter's July report had been circulated

4. To sign Minutes of meeting dated 29th June 2021:

The minutes of the Full Council meeting dated 29th June 2021 had been circulated. The minutes were proposed as a true record by Cllr. Mayhew, 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

Chair's initials.....

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

- a) DC/21/3101/FUL | Erection of two storey front extension at Tarn House, East Lane, Ufford - Councillors made the following comments:
- A relatively small extension that will blend in with the rest of the house
 - No objections to this going ahead
 - **Conclusion: No Objection** (Prop: Cllr. Hawthorne, Sec: Cllr. Crocker, all in agreement)
- b) DC/21/3477/TPO - T1 = Large Poplar Tree, Tree has outgrown small garden and previously lost large boughs. Customer is concerned about the tree's size and would like to reduce to a standing stem around 17 foot tall. T2 Walnut - crown reduce by up to 2m. and lift off building by up to 2m. - Rosemary Cottage, Lower Street, Ufford - Councillors made the following comments:
- [The Clerk confirmed that she had sought clarification from ESC as to why this was a TPO application as the trees did not have a TPO on them ** subsequent to the meeting the ESC Tree Officer confirmed that this application is in fact a TCA**]
 - Cllr Findley commented that he had visited the customer at the property; subject to comments from the Tree Warden, the plans for the walnut tree looked to be acceptable. He noted that the poplar was dwarfing the property , shadowing the garden and was a danger if it were to fall
 - Comment from Tree Warden – Both trees are too big for the garden now, I have sympathy, the Poplar may grow more vigorously if cut back
 - No issues with the Walnut being taken out but the Poplar is a lovely big tree and very unusual, it is providing a great service at taking carbon out of the atmosphere
 - The main public view of the tree is from the garden of The White Lion pub, and will leave a big hole if it is taken down to 17'
 - If the Poplar is taken down to 17' it is unclear if it will survive
 - 2 similar trees have already been reduced and have survived.
 - **Conclusion: Comments to be split: T1 – Objection to the reduction; T2 – No objection to the reduction** (Prop: Cllr. Hawthorne, Sec: Cllr. Pearce, 6 Cllrs voting 'in favour' of the proposal with 2 'abstaining')
- c) *Additional Item* - 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 – It was noted that the new vehicular access to this property had been withdrawn and that, as a consequence, UPC's objection to the development had also been withdrawn (consent obtained via e-mail from seven Councillors).

Action Clerk

6. 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 June had been circulated. The following planning matters were noted:

- a) Further development of land at the former Crown Nursery – It was noted that the EIA Application relating to this site had been permitted, indicating that an Environmental Impact Survey was not required for the FUL application. The FUL application for this development was expected and the Council would need to organise a Public Meeting once the plans were available and very probably an additional UPC meeting in August.

7. Land Adjoining Oakley, 3 Nicholls Close, Ufford – To receive an update:

The Clerk reported that Birketts had been instructed to act on behalf of the Parish Council in this matter and that documentation had been produced by Mr Diaper's solicitors to conclude the sale and satisfy Land Registry requirements.

Action: Clerk

8. Neighbourhood Plan – To receive a report from Cllrs Jones and Findley with reference to a Webinar attended and to open discussions with reference to Ufford creating a Neighbourhood Plan:

The following comments were noted:

- Cllrs Jones and Findley had attended a Webinar organised by SALC and Suffolk Preservation Society (SPS) – Audio and Slides had been circulated, also notes by Cllr Jones.
- The Planning Bill is expected in the Autumn and, if it follows the Planning White Paper, it will put more emphasis on Neighbourhood Plans (NPs)
- A NP may be the best way to protect our assets and environment
- The Local Plan (LP) is current which is a plus but any NP would take precedent if it was more up to date (NP has to be in line with the LP though)
- It could cost £,000's but there are grants available and, if there was a good team much work could be done by volunteers
- Any NP Committee would ideally be made up of 6 – 10 people (perhaps 2 Councillors), to allow for drop out.
- A full consultation with residents is required and the Plan is resident lead (not Parish Council lead)
- Why do we need a Consultant? Do we not have experience and skills in house? A Consultant will know the rules and requirements of NPs and will be able to help us set our NP at the correct level.
- 'Design' is going to play a big part of the Planning Bill and we will need our own design guidelines to suit Ufford

- What are the Advantages and Disadvantages – We need to know these before committing to a plan
- A NP would need regular updates, perhaps as often as once every 3 or 4 years
- We would have to be open minded as residents may have a different vision for Ufford from those held by Councillors
- We already have lots of good information (viz. Conservation Area, QR Codes, Heritage Assets, etc.)
- A NP would develop a series of ‘Policies’ for Ufford
- Perhaps we could speak to Bredfield’s team about their experience?
- A NP would leave a legacy for future Councillors
- The ‘area’ would need to be defined but does not necessarily need to be the whole village.
- The Local Planning Authority can choose to ignore a NP but more weight seems now to be placed on NPs, with the most recent taking precedent

In conclusion the Clerk was asked to:

- a) Request questions from all Councillors with reference to preparing for a meeting with Ian Poole (presented at the Webinar)
- b) Contact Ian Poole from Places4People to ask if he would attend a Zoom meeting with a few Councillors to discuss Ufford establishing a NP
- c) Speak to Bredfield and Easton PCs to ask if they would share their experiences of establishing a NP.

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

- a) Maintenance Person – Regrettably no person had stepped forward to take on any maintenance roles but the Clerk would continue to ask the two or three people who had carried out tasks in the past.
- b) Plug In Suffolk – Electric Vehicle Charging Points – An update on this matter had been passed to Councillors just after the last meeting and the Clerk agreed to chase this on a regular basis
- c) Speed Limit in School Lane – The Clerk had circulated an e-mail from a resident of School Lane regarding traffic calming suggestions. The resident had been advised to speak to Cllr. Nicoll in the first instance (We know from previous requests that there are strict criteria concerning a change in speed restriction to 20mph).

Action: Clerk

10. Festival of Suffolk 2022 and the Queen’s 70th Jubilee – To receive an update and discuss nominating a Champion:

Cllr. Crocker agreed to be the nominated ‘Champion’ for the Festival of Suffolk 2022. It was felt that the 2022 Ufford Arts Festival could play a part in the celebrations and that the PC stand at the 2021 Garden Club Show may seek volunteers to help with organising events and setting up a Jubilee Committee.

Action: Clerk

Chair’s initials.....

11. SID – To receive an update regarding the request for a refund and to discuss what additional steps to take:

The Clerk reported that, as at 10.11am that day, no refund for the purchase price of the SID had been received. She had spoken to Mac at S G Manufacturing earlier in the day and he had claimed he had just come back from holiday and would look at our letter “today or tomorrow”. It was agreed that the Clerk should hold fire with contacting Birketts regarding the matter until Thursday 29th July and to notify S G Manufacturing that the matter would be passed to the solicitors if the refund was not received, with them being expected to pay the Solicitors costs.

Action: Clerk

12. Recreation Ground and Parklands Woods:

- a) To acknowledge report from Cllr. Hawthorne – Cllr. Hawthorne’s report had been circulated and she reported that the AGM had been very successful.
- b) To acknowledge receipt of the New Constitution for the Friends of Parklands Wood Group – Councillors commented that this document was very clear and was good to have in place; its receipt was acknowledged.

Cllrs. Skinner and Edworthy arrived at 8.30pm

- c) To discuss quote for using part of the Redwood Trunk to create wildlife carvings – Cllr. Hawthorne reported how the Redwood carving had been a great success but that a large trunk was still left. The carver (Arnie Barton) had suggested cutting it in to rings and using it for various animal carvings and possibly a Bike Rack for the Play Park; a total of 3 days’ work at a cost of £2,000. The idea of a Bike Rack was discounted as Cllrs. Skinner and Edworthy informed the meeting that the Community Hall were arranging to have one outside the Hall.

After discussion Cllr. Hawthorne proposed the animal carvings were completed by Mr Barton, using the £730 remaining from the Lottery Grant, £1,000 from the sale of the small piece of land to Mr Diaper and by asking Cllr. Poulter for a small grant of £270. This was seconded by Cllr. Pearce and all were in agreement. There was slight hesitation that smaller pieces of wood may be moved and potentially stolen but it was felt they would still be very heavy.

- d) To receive an update on the cleaning/maintenance of the Play Park Equipment – The Clerk confirmed that she had received no reply from IBC. It was suggested she try ES Norse to ask if they could carry out the cleaning task.

Action: Clerk and Cllr. Hawthorne

13. Highways/Footpaths:a) Footpaths:

- i. To welcome the new Footpaths Warden – Ms Rilla Forge was welcomed to the meeting and was introduced to all. She will work with Cllr. Findley and take over the role of the Footpaths Warden from 1st August.
- ii. To receive final report on footpaths from Cllr. Findley – Cllr. Findley's final report had been distributed to all and he expanded on the following issues:
 - Paths through Parklands Wood – Much growth this year but would be trimmed again soon
 - Path 12 (Hawkeswade Bridge to Bromeswell) – path by the footbridge and the river bank are eroding, Cllr. Findley working with land owner, Environment Agency and Internal Drainage Board but no one seems to want to take responsibility. It was agreed the Council would write to the IDB to ask for urgent action (Cllr. Smith gave important history of previous problems).

- b) To discuss management of Sogenhoe Chapel – Cllr. Findley's report on a survey of Sogenhoe Chapel had been circulated and he reported that the neighbouring landowners (Notcutts) were happy for a survey to overlap on to their land, subject to agreement with the contract farmer, once crops had been harvested.

Action: Clerk and Cllr. Findley

14. Finance Matters:a) To receive Accounts as at 30th June 2021:

The accounts had been circulated. Unfortunately Cllr. Hawthorne had had issues logging on to verify amounts in the Bank Accounts but Cllr. Edworthy agreed to do this after the meeting.

b) To receive update on adding two new bank signatories:

The Clerk reported that the Bank Mandate had been returned to her that evening and would be posted the following day.

c) To discuss request from Ufford Sports Football Club for grant towards pitch improvements:

A request from the USFC had been passed to all. It was suggested that the Community Hall would have had the opportunity to apply for a number of grants during the Covid-19 Pandemic and that potentially some of these funds could be used for the pitch improvements. The Clerk was asked to relay this to the USFC Chair, and notify him that, if funds were not available, UPC would re-consider the request for support.

Cllr. Jones expressed concern that the Football Club were having to remove dog faeces from the football pitch on numerous occasions and it was agreed to discuss this matter at the September meeting with the Clerk asked to issue a PUNCHLine message asking for all faeces to be picked up.

d) To discuss quote from SCC Streetlighting Team for upgrade to 11 Streetlights:

A more accurate quote for the Streetlight upgrade had been circulated to all. Cllr. Jones proposed the CIL funds be used for this purpose. This was seconded by Cllr. Mayhew and all were in agreement.

All agreed Standing Orders should be suspended to allow the meeting to conclude

e) To authorise the following Invoices for Payment:

There were no payments to authorise due to the July meeting being held later than usual. The regular payments had been made on the date the meeting would have been held on 20th July.

f) To note Payments made since last meeting:

i. J Hallett (Salary + Office & mileage expenses)	£964.11
ii. SCC Pension Fund (Clerk's pension)	£205.39
iii. HMRC Cumbernauld (Clerk's PAYE)	£48.00
iv. D Findley (Consumables for Trimmer Mower)	£81.11
v. NGF Play (Repairs to Surfacing)	£121.20
vi. J Hawthorne (Fixing for posts and Voucher for Plaque)	£55.89

g) To note Payments received since last meeting:

i. NS&I (Old Post Office Account)	£61.26
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Action: Clerk

15. To discuss Councillors' Portfolios:

This item was deferred to the September meeting.

Action: Clerk

16. To receive reports on meetings attended on behalf of the Council, including:

- a) Community Partnership Meeting (Report from Cllr. Jones sent 19th July) – No further comment
- b) Neighbourhood Plan Training (Report from Cllr. Jones sent 19th July as discussed at Item 8) – No further comment

Chair's initials.....

- c) Additional Item - Clerk's Annual Review – Cllrs. Jones and Findley reported they had carried out the Clerk's Annual Review on 23rd July. Cllr Jones thanked other Councillors for their input, and explained that the Clerk was given an excellent review and thanked for her work. The Clerk thanked Councillors for their kind and encouraging comments and for continuing to pay in to her LGPS pension.

17. To discuss date of October meeting

After discussion it was agreed to move the date of the October meeting back a week to 26th, to allow the Clerk time to prepare the agenda after her holiday.

Action: Clerk

18. To receive agenda items for next meeting and agree date of Next Meeting (17th August 2021 if required, if not 21st September 2021):

- Items carried forward
- Emergency Planning
- Broadband Project

Action: Clerk

The meeting was closed at 9.05pm

Signed:.....

Date:

Chair: Dr. Kathryn M Jones

Judi Hallett
Clerk to Ufford Parish Council

Chair's initials.....