

## Minutes of Ufford Parish Council Meeting

Held on 21<sup>st</sup> September 2021 ~ 7.00pm

St Mary's Parish Hall, Church Lane, Ufford

### Present

Cllr. Kathryn Jones (Chair)  
Cllr. Pat Edworthy  
Cllr. Ashley O'Malley

Cllr. Keith Bennett  
Cllr. David Findley

Cllr. Nick Crocker  
Cllr. Steve Mayhew

Judi Hallett (Clerk)

Zero Members of the Public

*The Chair welcomed everyone to the meeting and asked, as cases of Covid 19 had been detected in the village, if everyone would mind wearing masks and ensuring social distancing at all times.*

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

Apologies for absence had been received from Cllr. Jane Hawthorne (unwell), Cllr. Nigel Smith (Away), and Cllr. David Pearce (Prior Engagement). These were accepted. Apologies had also been received from Dist. Cllr. Carol Poulter and Cnty. Cllr. Alexander Nicoll.

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

Cllr. Mayhew declared a Non-Pecuniary interest in items 3. a) and 6. b), as a Trustee of the Ufford Charities.

### **3. Public Session:**

#### **a) To receive notification of proposed Extension to Ufford Almshouses to provide accessible accommodation:**

- Mr Dennis (Trustee of the Ufford Charities) had informed the Council via email of a forthcoming planning application to extend the Ufford Almshouses in order to facilitate ground floor living for the residents, if necessary. The Council thanked Mr Dennis for this notification and would look at the application when it arrived.

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

- None

#### **c) Reports or comment from ESC and SCC Councillors:**

- **Cnty. Cllr. Alexander Nicoll** – Cllr. Nicoll had sent his apologies.
- **Dist. Cllr. Carol Poulter** – Cllr. Poulter had sent her apologies and her report had been circulated. Cllr. Findley suggested there may be funding available and agreed to look at the report in full after the meeting.

**Action: Cllr. Findley**

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*Chair's initials.....*

**4. To sign Minutes of meeting dated 10<sup>th</sup> August 2021:**

The minutes of the Full Council meeting dated 10<sup>th</sup> August 2021 had been circulated. The minutes were proposed as a true record by Cllr. Mayhew, seconded by Cllr. O'Malley and all Councillors were in agreement that they be signed.

The Clerk agreed to publish the minutes on the website.

**Action: Clerk**

**5. To receive notice of resignation of Cllr. Skinner**

The Chair notified all of Cllr. Skinner's resignation and that the official notification from ES Council was currently being displayed. It was agreed further discussion about the co-option of a Councillor would be needed in the near future. Expressions of appreciation were made for all the work undertaken so diligently by Cllr Skinner over the many years he served on UPC.

**Action: Clerk**

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

- a) DC/21/4069/FUL - Two storey side extension and two single storey rear extensions to existing dwelling house. Single bedroom detached annexe building to rear of plot at 10 Spring Lane, Ufford - Councillors made the following comments:
- The extensions are large but I do not have a problem with that, however, I do have an issue with the annexe. It is a separate property with separate fenced in garden and no explanation for the use
  - Comments from SCC Highways are not achievable as there is no turning circle
  - Neighbour's extension (No. 6) is much more in keeping with the area
  - I would rather see the extension set back further, so that it is distinguishable; it is only a few inches back and is very large
  - The Black windows and bricks are not in keeping with the street scene but are popular today
  - Any annexe must have a specific family use; this has none and is a completely separate dwelling, in the Countryside, contrary to the Local Plan
  - Any annexe should not be physically separated from the original property with a new curtilage
  - **Conclusion: Objection on the grounds that the Annexe is a separate property with its own curtilage (contrary to the Local Plan), and the proposed buildings amount to over development of the site** (Prop: Cllr. Jones, Sec: Cllr. Findley, 6 Councillors in agreement, 1 abstention)

- b) DC/21/4231/TCA - T1 Almond; fell, tree is touching building and roots are risk to foundations. T2, T3 Conifers; fell, trees blocking path. (Ufford Charities Trustees to plant 10 saplings in Ufford Thicks) - 2A Almshouses, Church Lane, Ufford - Councillors made the following comments:

- It is a shame but these trees are too close and are blocking light
- **Conclusion: No objection** (Prop: Cllr. Bennett, Sec: Cllr. O'Malley, 6 Councillors in agreement, 1 abstention)

- c) DC/21/4081/FUL - Proposed single storey side extension - Lime Cottage Church Lane, Ufford – Councillors made the following comments:

- [The Clerk reported that, despite being notified of the error, ESC had not displayed the Design and Access Statement for the proposed development and the Site Notice had not been erected]
- This is a minor extension and will not be seen
- The cladding and render will ensure the work blends in
- No neighbours' comments have been posted on the portal and no-one has contacted the PC
- **Conclusion: No objection** (Prop: Cllr. Jones, Sec: Cllr. Bennett, all in agreement)

Action Clerk

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

- a) To discuss comments from Melton resident regarding possible development by Hopkins Homes around Melton Park: The Council concluded that it is not their practice to comment on hearsay or rumour and that consequently they would not make any comment on this situation, until a full set of plans were published by East Suffolk Council.
- b) Additional Item – Appeal AP/21/0039/REFUSE Melton Care Village, Yarmouth Road, Melton – The Chair notified all that an appeal against the decision on application DC/20/1521/FUL had been made and would be heard by Public Enquiry. Comments had to be in to the Inspector by 17<sup>th</sup> October. Cllr. Jones offered to analyse the appellant's statement and draft a reply for review. The Clerk was asked to be prepared to format the letter on her return from holiday.

Action Clerk

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

The Clerk reported that advertisements regarding this proposed sale had been placed on the PUNCHLine (two weeks in a row), on the UPC notice boards and on the fence at 3 Nicholls Close; no comments had been received and this fact had been passed to the solicitors dealing with the sale who had acknowledged this and stated they would pass the draft Transfer over to the buyer's solicitor soon.

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Chair's initials.....

**9. Neighbourhood Plan:**

- a) Meeting with Ian Poole, and comments received from other Parish Councils: Notes on these meetings had been passed to all Councillors prior to the meeting.
- b) To discuss and decide whether to proceed with making a Neighbourhood Plan for Ufford: A full discussion was held; a brief summary of the comments was as follows:
- We need to know what the aim of the NP is before we can commit to completing one
  - A NP will not stop development but it may help to preserve certain aspects of the village
  - Should we not wait and see what Michael Gove (newly appointed SS for Department for Housing, Local Government and Communities) does?
  - The White Paper threatened to take away our ability to comment on proposed development and to categorise land in to three different zones; if this proceeds it will be even more important to have a NP
  - Local Plans (LP) and NP are given the same weight and the ESC LP will be reviewed in 2025 so it is very good timing for Ufford to do a NP
  - There will always be 'windfall' development in various sites but a NP would allow us to set design standards
  - Engagement for village projects is hard enough now, how are we going to recruit the suitable residents who could see this through?
  - The Consultant we use is key and we must engage the whole village; we may get ideas that we don't feel are right. We mustn't start with the conclusion, we must let the engagement with the residents drive the plan
  - We must learn from other's mistakes. Some plans promise much and then cannot deliver and this has led to very angry residents
  - This is a lot of work and the Steering Group would ideally be stable (perhaps 6 – 10 people; perhaps 3 or 4 Councillors)
  - A Launch Meeting would set the scene but how much work is needed to get to that stage? And what if no one shows up, is it all wasted effort?

It was concluded that no decision should be made at this meeting. Councillors who were still unsure of the project were asked to put their concerns in writing to all others and these would try to be answered before the October meeting. Cllr. Jones also offered to speak to ESC regarding the initial processes.

- c) If agreed to proceed, to outline the next immediate steps, including how to set up a Steering Group: See above

**Action: All Councillors**

**10. Emergency Plan – To discuss establishing an Emergency Plan as suggested by Cllr. Hawthorne:**

In Cllr. Hawthorne's absence the Clerk reported that examples of a 'Full' and 'Lite' plan had been circulated. Calls for offers of assistance would be in the October PUNCH and a decision as to whether a Full or a Lite plan were developed would be taken at the October meeting.

**11. Broadband Project – To receive an update on the Broadband Project:**

Cllr. Mayhew reported that there was little progress but there was a full update in the October PUNCH.

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

- a) Electric Vehicle Charging Point – The Clerk advised that a second round of installation of these points would shortly be underway and that Ufford was on the list.
- b) Maintenance Tasks – The Clerk reported that Mr Kevin Coe had been engaged and had completed all the outstanding maintenance tasks.
- c) Additional Item – Clerk's Holiday – it was agreed that Mrs Ruth Johnson (Clerk to Bucklesham PC) should monitor the UPC e-mail account in the Clerk's absence and would be asked to forward anything urgent. The Clerk agreed to set up a quick Zoom introduction meeting with the Chair.

**Action: Clerk**

**13. SID – To receive an update on the Insurance Claim following the fire within the device:**

The Clerk reported that the claim was still being assessed and that she would chase if a response had not been received by the next meeting.

**Action: Clerk**

**14. Community Engagement – To discuss suggested improvements to Community Engagement within Ufford:**

This item was deferred until the October meeting.

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

- a) To acknowledge report from Cllr. Hawthorne - Cllr. Hawthorne's report had been circulated

- b) To receive an update on the Redwood Wildlife Carvings - The Clerk reported that the carvings would hopefully start on Monday (27<sup>th</sup> September) and would take 3 days. It was agreed that payment to Mr Barton would be prepared by the Clerk but only authorised once the carvings were complete.
- c) To discuss adjustments to the Zip Wire Platform to make the Button more accessible to young children - The Clerk reported that she had spoken to Mr Coe about the Zip Wire and he had recommended not altering the settings. Guidelines had also been investigated and it was recommended that Zip Wires were not used by children under 1.3m tall, approximately 8 years old.
- d) To discuss Dogs on the Recreation Ground and around the Play Equipment and the provision of Dog Poo Bag Dispensers around the village – After discussion it was felt enforcing a rule that dogs must be kept on a lead would be very difficult. It was agreed to continue with the occasional reminders to residents regarding dog fouling. It was also agreed that the Council would not fund and provide Dog Poo bags, as this is really the responsibility of dog owners.
- e) To discuss suggestions from resident about improvements to accessibility and Parking at the Recreation Ground - The Clerk had previously circulated a quote for steel hand rails from the Car Park to the Community Hall and to the Recreation Ground. However, she had more recently spoken to Mr Coe who had indicated that this would be work he could undertake. It was agreed that the Clerk should ask Mr Coe for a quote. It was felt that the handrail to the Community Centre and the moving of the Accessible Parking Bay was a good idea and the Clerk was asked to pursue these. However, it was felt the handrail to the Recreation Ground was not appropriate and should not be pursued.
- f) To discuss Woodland Winter Wonderland for December 2021 – It was agreed that this event could go ahead, as long as agreement was made by the Friends of Parklands Wood Group. The Clerk was asked to check this had been actioned.
- g) To discuss request from Hall Committee to assist with funding for Bicycle Rack – After discussion Councillors felt a basic Bike Rack was all that was needed. As a suitable one could be purchased for around £50, it was agreed the maximum the PC would pay towards a rack would be £25. The Clerk was asked to send details of this in a reply to Cllr. Edworthy.
- h) Additional Item – Attendance at Woodland Conference by Cllr. Hawthorne (cost £27.60) – This expenditure was agreed.

Action: Clerk

## 16. Highways/Footpaths:

- a) To discuss management of Sogenhoe Chapel – It was agreed to defer this item to the October meeting

**17. Finance Matters:**

- a) To receive Accounts as at 31st August 2021 – The Clerk reported that there had been no questions following circulation of the accounts and that Cllr. Edworthy had verified the figures.
- b) To acknowledge receipt of the Notice of Conclusion of Audit and Section 3 or Part 3 of the 2020/21 AGAR from PKF Littlejohn LLP – The Notice of Conclusion of Audit and Section 3 or Part 3 of the 2020/21 AGAR had both been circulated and posted on the Website, with the Notice also posted on the Notice Board. Acknowledgement of these was proposed by Cllr. Mayhew, seconded by Cllr. Crocker and all were in agreement.
- c) To receive update on adding two new bank signatories – The Clerk reported that there were no further updates but that she would chase the bank before the next meeting.
- d) To receive an update on Ufford Sports Football Club's efforts to obtain grants towards pitch improvements – It was suggested to defer this item to the October meeting as no recent update had been available from the Football Club Chair.
- e) To discuss purchasing a new Notice Board for the Community Hall Car Park – The Clerk reported that there were mixed opinions amongst the Hall Committee with reference to the notice board being placed on the wall. In order to move the item forward it was proposed by Cllr. Jones that a free standing board be purchased (at a cost of £755.58). This was seconded by Cllr. O'Malley and all were in agreement.
- f) To discuss quote for cleaning Play Equipment – The Clerk reported that Mr Coe had indicated he could clean the play equipment with a bleach solution. However, he would not do this until the spring. This was agreed.
- g) To discuss quote for work on Oak Tree bordering property in Ufford Place – The quote from Mr Allen had been circulated. Cllr. O'Malley proposed this work was undertaken. This was seconded by Cllr. Findley and all were in agreement. The Clerk agreed to complete the TPO and TCA Planning Applications for the work.
- h) To authorise the following Invoices for Payment:
- |  |           |
|--|-----------|
| i. J Hallett (Salary and Expenses)     | £725.17   |
| ii. SCC Pension Fund (Clerk's Pension) | £205.39   |
| iii. Mr K Coe (Maintenance)            | £330.50   |
| iv. Matthew Allen (Fell of dead Oak)   | £180.00   |
| v. Came and Company (Insurance)        | £1,278.40 |

The Clerk had alerted Council to a rise in the insurance premiums, due to two outstanding claims on the policy.

The above payments were proposed by Cllr. Jones, seconded by Cllr. Bennett and all were in agreement. The Clerk agreed to arrange payment the following day.

i) To note Payments made since last meeting:

i. J Hallett (Salary and Expenses)	£639.83
ii. SCC Pension Fund (Clerk's Pension)	£164.31
iii. PKF Littlejohn LLP (External Audit)	£240.00

These were noted

j) To note Payments received since last meeting:

i. HMRC (VAT Refund)	£750.79
ii. Eastern Power Networks Plc (Wayleave for Poles at Parklands)	£44.33

These were noted.

**Action: Clerk**

**18. To discuss Councillors' Portfolios:**

This item was deferred to the October meeting

**19. Documentation:**

- a) To review 'Standing Orders (July 2020 England)'
- b) To review 'Financial Regulations (February 2021)'
- c) To review and adopt 'Asset Register (September 2021)'

All Councillors present confirmed these documents had been reviewed. Cllr. Mayhew proposed they be adopted *en masse*, this was seconded by Cllr. O'Malley and all were in agreement. The Clerk was asked to finalise the Asset Register and publish on the website.

**Action: Clerk**

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

There were no further meetings to report on. However, Cllr. Findley acknowledged that he would be deputising for Cllr. Mayhew at the forthcoming SALC meeting.

**Action: Cllr. Findley**

**21. To receive agenda items for next meeting and agree date of Next Meeting (26<sup>th</sup> October 2021):**

- Items carried forward
- Re-appointment of Two Representative Trustees to the Ufford Charities (Messrs Dennis and Osbourne)



Cllr. Jones asked permission to write to Mr Michael Gove MP to express the Council's concerns over the lack of availability to hold meetings remotely, where Covid was prevalent in a location; citing that 'face-to-face' meetings put both Councillors, members of the public and the Clerk at risk and therefore discouraged attendance. This was agreed.

**Action: Clerk**

The meeting was closed at 9.02pm

Signed:.....

Date: .....

Chair: Dr. Kathryn M Jones

Judi Hallett  
Clerk to Ufford Parish Council

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*Chair's initials.....*