

**Minutes of Ufford Parish Council Meeting**  
Held on 14<sup>th</sup> December 2021 ~ 7.00pm  
Ufford Community Hall, The Avenue, Ufford

Present

Cllr. Kathryn Jones (Chair)	Cllr. Nick Crocker	Cllr. David Findley
Cllr. Jane Hawthorne	Cllr. Steve Mayhew ( <i>until 9.00pm</i> )	Cllr. David Pearce
Cllr. Nigel Smith	Cllr. Vincent Smith ( <i>after item 3</i> )	
Judi Hallett (Clerk)	One Member of the Public ( <i>until item 3</i> )	

*The Chair welcomed everyone to the meeting*

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

Apologies had been received from Cllr. Pat Edworthy (previous engagement), Cllr. Ashley O'Malley (unwell) and Cllr. Keith Bennett (unwell); these were accepted. Apologies had also been received from Cnty. Cllr. Alexander Nicoll and Dist. Cllr. Carol Poulter.

**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 Councillor and witness signing of the Declaration of Acceptance of Office:**

The Chair reported that Mr Vincent Smith had indicated that he was willing to join the Parish Council and she formally proposed the co-option. Cllr. Mayhew seconded this proposal and all Councillors were in agreement.

Cllr. V. Smith joined the meeting and signed the Declaration of Acceptance of Office. The Clerk agreed to register Cllr. V. Smith with ESC.

**Action: Clerk**

**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** – No report submitted
- **Dist. Cllr. Carol Poulter** – Cllr. Poulter's report had been circulated

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*Chair's initials.....*

**5. To sign Minutes of meeting dated 16<sup>th</sup> November 2021:**

The minutes of the Full Council meeting dated 16<sup>th</sup> November 2021 had been circulated. The minutes were proposed as a true record by Cllr. Hawthorne, seconded by Cllr. Crocker 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/21/5256/TCA | To fell mature Beech tree to rear of property. The tree is 2.4m from outbuildings and less than 7m. from main house and is considered to be a risk to inhabitants. At Little Springs, Loudham Lane, Ufford. Councillors made the following comments:

- This is a great shame as it is a significant tree, over 100 years old and it is not diseased. However, it is very close to the property and would do severe damage if it were to fall.
- Could we just ask for a reduction?
- The owner has planted many more trees on this property and although it is a shame to lose this one it cannot be seen from the road and will not have an effect on the view of the Conservation Area.
- We are experiencing more windy conditions now and, should it fall, upheaval of the roots could also cause significant damage.
- **Conclusion:** No objection (Prop. Cllr. Findley, Sec: Cllr. Mayhew, 7 votes in favour with 1 abstention)

b) No Planning Applications had been received since publication of the Agenda.

**Action: Clerk**

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

- a) Update on the Appeal of refusal of DC/20/1521/FUL Care Village off Yarmouth Road, Melton: The Chair reported that this appeal had been postponed but that no reason for the postponement had been given and the Parish Council could only wait for the revised date to be published.
- b) Additional Item - Crown Nursery – It was reported that the Penn Commercial website was now showing amended plans for the proposed Commercial units at land next to Nursery Lane. These plans had not been formally submitted to the Parish Council for consideration.

**Action: Clerk/Cllr. Jones**

**8. Finance Matters:**

- a) To receive Accounts as at 30<sup>th</sup> November 2021 – The Clerk reported that there had been no questions following circulation of the accounts and that Cllr. Hawthorne had verified the figures. It was commented that some figures on the ‘Budget Spreadsheet’ seemed to show an overspend but that these were probably balanced by grants received. The Clerk agreed to distribute the detailed Accounts Spreadsheet so that each and every payment and receipt could be viewed.
- b) To receive update on adding two new bank signatories – The Clerk reported that this was still ongoing and that Cllrs Findley and Mayhew were still awaiting their cards and card readers.
- c) To discuss and agree Budget for 2022/23 – There had been no suggested amendments to the draft budget since the November meeting. The Clerk suggest that, once the Precept request was agreed, she would adjust the Stationary/Admin figure to ensure the budget balanced. She would also adjust any figures to read whole pounds. After discussion Cllr. Pearce proposed the draft budget be accepted. This was seconded by Cllr. Findley and all were in agreement.
- d) To discuss and agree Precept Request for 2022/23 – The Clerk confirmed that the Finance Councillors had suggested a small (approximately 2.5%) increase in the Precept is requested and that this would mean a larger increase in the future was less likely, especially as inflation figures were currently rising; this was felt to be a sensible approach to take. After further discussion Cllr. Jones proposed a Precept amount of £22,103 is requested for 2022/23. This was seconded by Cllr. Mayhew and all Councillors were in agreement. The Clerk was asked to request this amount.
- e) To authorise the following Invoices for Payment:
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|--|-----------|
| ii. J Hallett (Salary and Expenses)  | £722.17   |
| iii. SCC Pension Fund (Clerk’s Pension)                                    | £205.39   |
| iv. Notice Board Company (UK) Ltd (Community Centre Board)                 | £918.70   |
| v. K N Coe (Work at Sogenhoe Chapel and Notice Board)                      | £285.00   |
| vi. Suffolk Building Society (for F of P’Woods (Funds for fuel and tools)) | £250.00   |
| vii. J Hawthorne (expenses for Winter Wonderland)                          | £111.26   |
| viii. NGF Play Ltd (Resurfacing under swings)                              | £3,905.40 |

The above payments were proposed by Cllr. Jones, seconded by Cllr. Crocker and all were in agreement they be paid. The Clerk agreed contact Cllrs. Bennett and Hawthorne to request they authorise the online payments the following day. It was agreed to hold back the payment to NGF Play until the surface could be assessed once the Heras fencing had been removed.

- a) To note Payments made since last meeting:
- i. None

b) To note Payments received since last meeting:

i. AXA Insurance (Claim for Fencing)\* £550.00

\* - This figure being net of excess payment x 2 x £250 for the two different fences

**Action: Clerk**

**9. Neighbourhood Plan - To receive an update on the plans for the Launch**

**Meetings/Exhibition:**

Cllrs. Jones, Findley and Mayhew gave details of the proposed exhibitions and meetings on 12<sup>th</sup> and 13<sup>th</sup> January 2022. All materials had been shared and printing of these should occur before Christmas. It was acknowledged that the Covid-19 restrictions at the time of the launch and inclement weather would be critical to determining if the sessions could go ahead and it was agreed to hold a 'Go/No Go' Zoom call around 5<sup>th</sup> January.

All details would be in the January PUNCH and would be further promoted on PUNCHLine, HUG Facebook Page and NextDoorUfford nearer the time. Whether the project was continued depended on the level of support over the two days and it was critical that enough support was shown for at least the Steering Group to be established.

It was agreed that only the Post Code of attendees to the launch events would be captured, alongside the full contact details of anyone specifically expressing a wish to be involved with the project. The purpose of the meetings/exhibitions was explained and it was agreed that all materials could be placed on to the website, after the sessions, to allow residents who were not able to attend to view the materials and to make comment (anonymously or not). The Councillors and Clerk were thanked for their work to date.

**Action: Clerk and Cllrs. Findley, Mayhew and Jones**

**10. Youth Club – To discuss setting up a Youth Club with a dedicated Youth Worker:**

The Clerk had circulated a statement from a resident who wished to explore the possibility of setting up a Youth Club in the Community Hall. Councillors discussed the suggestion at length; the positive aspects such as enhancing the wellbeing of Ufford's youth and providing a safe place for children to socialise, against the challenges of the suggestion, such as finding and paying for a qualified Youth worker, having suitable activities for a wide age range, obtaining support from parents and guardians, and the need for DBS checks for all involved, including parents, etc.

In conclusion the Council agreed with the resident's suggestion that the first step would be to establish a need for the group. It was suggested the Clerk work with the resident to draft an article for the February PUNCH (to be put out on the PUNCHLine and on HUG Facebook Page and NextDoorUfford in early February) asking for interest.

Cllr. Jones reported that 'Youth' was one of the three priorities of the Community Partnership and that some funding may be available if the need was established.

Action: Clerk

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

Cllr. Mayhew reported that he had received very positive news from the project manager. It was likely that the DCMS would approve Ufford's plan shortly and this would then lead to the project progressing quickly.

Action: Cllr. Mayhew

**12. Councillor Training – To discuss the possibility of organising an In-House training session with SALC:**

It was agreed that training was an essential element of being a Councillor and that it was important to keep up to date with best practice. After discussion it was agreed that the Clerk would produce a list of SALC courses available and that all Councillors would notify her of any they would like to attend; with a view to reporting back to all Councillors.

Action: Clerk

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

- a) Lorry Route Consultation – The Clerk reported she had obtained Cllr. Nicoll's approval to log the two issues discussed at the last meeting and that these had formally been submitted.
- b) EV Charging Point – The Clerk reported that the Community Hall Treasurer was now in contact with Anglia Car Charging, who were organising this project.

**14. SID – To receive an update on the request for a replacement device to be dispatched:**

The Clerk reported that further pictures of the SID had been sent to SG Manufacturing and that they had verbally agreed to replace the SID "in the New Year".

Action: Clerk

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

- a) To acknowledge report from Cllr. Hawthorne - Cllr. Hawthorne's report had been circulated and the following items within it were agreed:
  - Woodland group to purchase a Copper Beech
  - Cllr. Hawthorne to contact Lisa Mills with reference to re-submitting the Quality of Place Application to cover the whole of the Woodlands Group (who had been Highly Commended in the 2021 awards)
  - Clerk to write to Mr Foscett to thank him for his time in putting in place the sculptures
  - Cllr. Hawthorne to engage services of a local electrician to review the power supply to the woods for the Winter Wonderland event (burying of cables was authorised)

- Cllr. Hawthorne to complete a Risk Assessment and send it to the Clerk before the Winter Wonderland event started.
- There was mutual congratulation to the FPW on attaining the Highly Commended Award in the Quality of Place Awards.

- b) To receive update on the relocation of the Accessible Parking Bay and the Hand Rail – The Clerk reported that the handrail would be installed in the new year by Mr Coe. Having chased SCC Highways she had been told that their contractors (Kier MG) were very behind on quoting for work and that we may be best to use the private contractor. After discussion it was agreed that the Clerk should engage the services of SEH Asphalt Ltd to complete the job, as per their original quote and to complete the Grant Application form for Cllr. Nicoll's suggested grant of £700.

*It was agreed to suspend Standing Order 3. x) in order to conclude the business of the meeting*

*Cllr. Mayhew left the meeting at 9.00pm*

- c) To consider request from ES Norse to extend the Community Centre Car Park to the rear of the building – The Clerk reported that ES Norse were hoping to find car parking close to their Ufford depot, due to the requirement to house more refuse lorries at the depot when kerb-side collections were expanded in the near future. They had asked if they could develop a small car park for up to 15/16 cars to the rear of the Community Centre.

It was commented that the depot provided local employment and that, if Norse were to have to find alternative accommodation, a 'Brown Field' site like that may be open for residential development. However, it was further stated that the depot caused issues for residents of Parklands and perhaps should not be able to increase the number of vehicles on site. It was also suggested that a car park to the rear of the Community Centre would also make any possible extension in the future very difficult.

It was suggested that Norse should be encouraged to set their proposals out in a clear plan; in order that these could be fully assessed.

In conclusion, Cllr. Findley proposed that the suggestion from Norse be acknowledged but that it was made clear that the Council did not wish to pursue the matter further. This was seconded by Cllr. Hawthorne and Councillors voted six in favour with one abstention.

- d) To discuss where to plant the Platinum Jubilee Oak – Various possible locations for the Platinum Jubilee tree were discussed and were discounted. It was agreed that all Councillors should be encouraged to think about possible locations and present these at the January meeting.

**Action: Clerk**

**16. Highways/Footpaths:**

- a) To receive an update on missing road signs in Lower Street – Cllr. Findley and the Clerk had surveyed the situation and the purchase of 3 small signs (with 6 brackets) had been suggested, at a total cost of £67.50 (plus VAT). Cllr. Jones proposed this expenditure. This was seconded by Cllr. N. Smith and all were in agreement.
- b) To discuss placing a Grit Bin at the junction of Goldsmiths/Nursery Lane – The Clerk had received a request from a resident of Goldsmiths for a Grit Bin at the junction of Nursery Lane and Goldsmiths. However, Cllr. N. Smith had pointed out that both these roads were not adopted by SCC and were therefore ‘private’. It was suggested that the Clerk go back to the resident, explain the situation and suggest they contact either the Estate Management Company or Landex regarding the request.

**Action: Clerk and Cllr. Findley**

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

- a) Cllr. N. Smith – Meeting with reference to Traffic Volumes to and from Bentwaters Park – A full report was given on the meeting attended on 8<sup>th</sup> December. It was reported that surveys had been undertaken, which showed a marked increase in traffic volumes around Bentwaters Park and at all times of the day, not just rush-hours. These surveys also showed traffic volumes increasing in parallel through Eyke and through Bridge Street (Ufford) around 8.15am, indicating traffic from Rendlesham and Eyke using Ufford as a ‘cut through’ to get to the A12 without using the Melton Crossroads. It was also commented (by SCC Highways) that more attention should be paid to the highways consultation responses that they submit to the ESC Planning Department to ensure that both new and incremental developments in an area consider the additional road traffic impact and do not overload the highway routes. Cllr. N. Smith agreed to continue to report back on these meetings.

**18. To receive agenda items for next meeting and agree date of Next Meeting (18<sup>th</sup> January 2022):**

- Items carried forward from this meeting

**Action: Clerk**

The meeting was closed at 9.25pm

Signed:.....

Date: .....

Chair: Dr. Kathryn M Jones

Judi Hallett  
Clerk to Ufford Parish Council

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*Chair's initials.....*