

Minutes of Ufford Parish Council Meeting

Held on 15th February 2022 ~ 7.00pm

Ufford Community Hall, The Avenue, Ufford

Present

Cllr. Kathryn Jones (Chair)

Cllr. Nick Crocker

Cllr. Steve Mayhew

Cllr. Nigel Smith

Cllr. Vincent Smith

Judi Hallett (Clerk)

Cnty. Cllr. Alexander Nicoll (until 7.21pm)

The Chair welcomed everyone to the meeting and the Clerk confirmed that the meeting was quorate.

1. To receive Apologies for absence:

Apologies had been received from Cllr. David Pearce (Unwell), Cllr. Keith Bennett (Family Commitment), Cllr. Pat Edworthy (Away), Cllr. David Findley (Away) and Cllr. Jane Hawthorne (Away); these were noted. Apologies had also been received from Dist. Cllr. Carol Poulter.

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

Cllr. Mayhew declared a Non-Pecuniary interest in item 5. c), as a neighbour of the property.

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** – Reported on the following items: Bus Back Better (a meeting that day had been very positive and Suffolk CC was hopeful of obtaining funding to improve bus services in the County and support other services currently on trial); Improving Transport Links (a second meeting that day had looked at having a joined up approach to transport across the County); HGV Survey (data currently being analysed and hubs such as Bentwaters Park are being looked at closely); Development off St Andrew's Place, Melton (this application will be heard again by ESC next week); Ufford Arts Festival (a grant will be made); Water Sampling of the Deben (Cllr. Nicoll would be interested in hearing more about the project once the Parish Councillors had discussed it); and Grant for Accessibility Bay and Hand Rail (Clerk asked to get details to Cllr. Nicoll).
- **Dist. Cllr. Carol Poulter** – Cllr. Poulter's report had been circulated.

Chair's initials.....

4. To sign Minutes of meeting dated 18th January 2022:

The minutes of the Full Council meeting dated 18th January 2022 had been circulated. The minutes were proposed as a true record by Cllr. N. Smith, 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

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

- a) DC/22/0176/TCA - 1. Chestnut - heavy reduction - up to 8m - because of very rotten root plate. 2. Old overgrown Beech hedgerow - Remove three trees closest to neighbouring property (The Orangery) and shape & reduce remaining tree by up to 2m. - Neighbours are worried about roots affecting their walls and drains. 3. Silver Birches at front of property - Reduce by up to 6m - They have become quite tall and tower over the property - reduction would be to stop any potential damage to the property if they were to snap out in high winds. | The Gate House, Ufford Place, Ufford. Councillors made the following comments:
- [Summary from Ufford Tree Warden "He agreed the Chestnut has basal decay, and recommends felling with stump grinding. Agrees with the Beech Tree request . However, the three Silver Birch Trees he thinks are an asset to the landscape and should be left alone. Silver Birch do not benefit from pruning, it causes bleeding and decay]
 - Reducing the Silver Birch trees by 6m will make them look very ugly. There's only a very small window in which that work could be done or the trees will bleed.
 - A Silver Birch can live for up to 60 or 70 years and these are only about 30 years old, they form a very nice entrance to Ufford Place and I can't see them falling backwards
 - Agree with the Tree Warden's comments
 - **Conclusion:** Objection - using text provided by the Tree Warden (Prop. Cllr. Jones, Sec: Cllr. N Smith, Councillors voted 'all in agreement' to this motion). The Clerk agreed to submit comments to ESC. The Clerk was also asked to request a copy of the decision when it is sent to the applicants.
- b) DC/21/5509/LBC | Listed Building Consent - Proposed amendments to Listed Building consent DC/19/2843/LBC Listed Building Consent - Removal of internal wall and door, installation of wood burning stove, removal of part of ceiling, installation of new limecrete floor, alteration to fences and gates. Existing ceiling to Snug to be retained and new ceiling to be inserted over part of former kitchen. | Church Cottage Church Lane Ufford. Councillors made the following comments:
- This is just internal work and will not be seen
 - I have no objections

- **Conclusion:** No Objection (Prop. Cllr. Crocker Sec: Cllr. N Smith, Councillors voted 'all in agreement' to this motion). The Clerk agreed to submit comments to ESC.
- c) DC/22/0283/FUL - Demolition of various single storey elements, erection of new two storey rear extension, and associated work at Woodcott, Byng Hall Road, Ufford.
Councillors made the following comments:
- Cllr Mayhew made a statement to the Council that as a close neighbour he would refrain from discussion or voting on this item, however he wished to highlight that a proposed landing window on the SE side of the proposed property would overlook several windows in his property including a bedroom
 - All the houses along Byng Hall Road are individual, this one is not out of place
 - The style of the cladding is unusual but that makes the property individual
 - This is a small plot but the property will not be out of scale
 - **Conclusion:** No objection but a request that a condition is applied to ensure the glass in the window on the SE side of the building is opaque, in order to maintain residential amenity and prevent overlooking (Prop. Cllr. N. Smith, Sec: Cllr. V. Smith, Councillors voted 4 'For' this motion with 1 'abstention'). The Clerk agreed to submit comments to ESC.
- d) No Planning Applications had been received since publication of the Agenda.
However, it was noted that the proposed development at The Malt House, Spring Lane (DC/21/4801/FUL) had been withdrawn.

Action: Clerk

6. To acknowledge previous months list of ESC Planning decisions (none in January 2022) 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: Cllr. Jones reported that the ESC Planning Portal had not been updated but that a new date of 15th March was being displayed on the Planning Inspectorate Portal. Cllr. Jones would again request to attend and speak at the Appeal, if possible.
- b) Update on DC/21/3237/FUL - Former Crown Nursery – Cllr. Jones reported that there were no further documents on the ESC Planning Portal, the last one being a letter from SCC Highways, with holding objection.
- c) Additional Item – Woods Lane (DC/20/1636/OUT) – Cllr. Jones gave a report on the Appeal for this application in Melton, which had been attended by herself, with the Clerk dialling in for the first hour.

Action: Clerk/Cllr. Jones

7. To receive update on Neighbourhood Plan Launch Meetings:

Cllr. Jones reminded Councillors of the Neighbourhood Plan Launch Meetings, pencilled in for 6th and 7th April. It was felt that these could go ahead, if the Covid case levels did not increase again. Different methods of advertising the meetings were discussed.

The Clerk was asked to set up a Zoom call between Cllrs. Jones, Mayhew and Findley, and herself, for early March, in order to plan promotion of the Launch.

Action: Clerk

8. Finance Matters:

- a) To receive Accounts as at 31st January 2022 – The Clerk reported that there had been no questions following circulation of the accounts and that Cllr. Mayhew had verified the figures.
- b) To receive update on adding two new bank signatories – The Clerk reported that both Cllr. Findley and Cllr. Mayhew now had full online access and could both set up and authorise payments.
- c) To agree purchase of a Metal Tree Guard and Watering Bag for the Platinum Jubilee Oak – The Clerk reported that the tree would be collected the following day and would be planted, by the Friends of Parklands Wood Group, on Monday 28th February at 9.00am. Cllr. Jones proposed that both the metal tree guard and watering bag should be purchased (at a net cost of approx.. £140). This was seconded by Cllr. Crocker and all were in agreement.
- d) To authorise the following Invoices for Payment:
 - ii. J Hallett (Salary and Expenses) £608.18
 - iii. SCC Pension Fund (Clerk's Pension) £164.31
 - iv. Thurlow Nunn Standen Ltd (Gloves and First Aid Kit) £19.68
 - v. SEH Asphalt Ltd (Accessible Bay Marking) £594.00
 - vi. Ufford Community Hall (Hall Hire) £63.00
 - vii. SC Norse Ltd (Grass Cutting for April 2021 ~ March 2022) £486.33

The Clerk stated that there had been an error on the agenda, which had shown the payment to SEH Asphalt Ltd as £495.00. This was actually the net cost and the gross payment was £594.00.

The above payments were proposed by Cllr. V. Smith, seconded by Cllr. N. Smith and all were in agreement they be paid. The Clerk agreed to contact Cllrs. Bennet and Mayhew to request they authorise the online payments the following day.

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

f) To note Payments received since last meeting:

i. BMX Group (Insurance Contribution)	£200.00
ii. ESC (Grant for Sogenhoe Chapel Bench)	£277.00

The Clerk remarked that Realise Futures had amended their prices and as a result the bench at Sogenhoe Chapel may cost slightly more than the grant received. However, it was felt the Council had sufficient reserves to meet this. The Clerk also agreed to place an article in the PUNCH to promote the grant received.

Action: Clerk

9. Queen's Platinum Jubilee:

a) To receive an update from Cllr. Crocker on Country Wide celebrations – Cllr.

Crocker had earlier circulated an update on County wide plans for the Platinum Jubilee celebrations.

b) To discuss a suitable celebration for Ufford and possible formation of an organising Committee – Councillors made the following comments and suggestions:

- It would be good to know what other villages are doing
- There are lots of nation-wide events, we perhaps need to avoid anything whilst these are taking place
- The Art Festival group are happy to be involved but do not wish to mix up fund raising events that they may be planning with the celebrations
- Let's not over complicate it, keep it local and simple and people (especially children) will all join in
- The Recreation Ground is a lovely, safe and central place in the village, perhaps an event should be there
- Street Parties are good but they cannot be held in 'through' roads and it would be good to also have everyone at one single event
- The village has changed and grown in recent years and it will be good to bring everyone together

In conclusion, it was agreed the Parish Council strongly endorsed the idea of a community event. The Clerk was asked to send a PUNCHLine asking for anyone interested in being part of an Organising Committee to contact her and to look up the budget set aside for the Queen's 90th Birthday celebrations or the Diamond Jubilee, and at a future meeting decide any grant to be made for the celebrations.

Action: Clerk

10. To discuss working with the Deben Climate Focus Area Group and taking part in Water Sampling of the River Deben:

Details of this project had been sent to Councillors previously and all those present were very interested in being involved. Cllr. Jones advised that the project was closely linked to University of Suffolk and that Woodbridge TC would loan the equipment necessary to carry out the sampling, in the first instance, if required.

However, it was decided to place the item on to the March Agenda as it was possible that some Councillors who were absent may wish to play a part in the project and may also need to give consent for equipment to be stored at their property; and it was agreed this permission should not be presumed.

Action: Clerk

11. To discuss the Community Governance Review in East Suffolk (lead by East Suffolk Council) - sent to Councillors on 31st January 2022:

This consultation had been circulated to all. It was suggested that a smaller parish, such as Pettistree, may wish to join forces with Ufford; at the very least, working more closely on items such as planning applications for a large number of properties or a project such as the Solar Farm. It was also suggested that some boundaries were slightly blurred at present, especially along Lower Road, Yarmouth Road and to the South west of the A12 towards Bredfield.

In conclusion Cllr. Jones agreed to draft a letter that could be considered at the next meeting.

Action: Cllr. Jones

12. Updates to Agenda Style – Following Clerk’s attendance at SALC training, to discuss amendments to the style of the agenda:

The Clerk had distributed a suggested amended style for items 1 and 2 on the agenda and explained that this had been the recommended layout for ‘Apologies for Absence’ and ‘Declarations of Interest’ from SALC. Councillors discussed the merits of having the items set out individually against incorporating them in to the Standing Orders. In conclusion, it was agreed to trial the new layout for 6 months and review at the September meeting.

Action: Clerk

13. Project Updates – To receive updates on the following projects:

a) Youth Club – The Clerk reported that the resident interested in setting up a Youth Club had been in communication again and was now concerned that there were not sufficient numbers of young people in Ufford to make the project viable. The matter had been left in his hands and he would contact the Clerk if the matter became viable.

- b) Broadband Project – Cllr. Mayhew was congratulated on obtaining the number of pledges required to make the Broadband Project achievable. Ideally a few additional voucher pledges were required (which would act as a buffer) and an article would appear in the March PUNCH, along with a Q&A section, to encourage those who had not signed up, to do so.

Action: Clerk and Cllr. Mayhew

14. Clerk's Update on Previous Minutes and Actions:

- a) Sogenhoe Chapel geophysical survey – The Clerk reported that the geophysical survey on the land around Sogenhoe Chapel had had to be postponed until the end of the year as the team were a little behind schedule and the Oil Seed Rape on the field would very soon grow too tall to work there without damage.
- b) Ufford Arts Festival 2022 – Use of Ufford Place Gates and Walls – The Clerk reported that the Arts Festival Group had asked to use the Walls at the entrance to Ufford Place as an exhibition platform. Cllr. Crocker explained the initial thinking around the suggestion and that, ideally, the notice board would be temporarily removed to reveal more of the wall. It was thought that only inanimate objects of very low value would be placed in the niches in the walls and that these may be removed each night and then replaced in the morning.

It was agreed that the walls could be used in principle (with the notice board temporarily being taken down) - Proposed by Cllr. Mayhew, seconded by Cllr. N. Smith, with all in agreement - but that greater detail on the project would be welcome. It was also suggested that the grass around the walls would need to be cut nearer the time.

- c) Community Friendship Bench – The Clerk reported that ES Norse had not responded to her mails regarding the installation of the Community Bench; she would now approach the Maintenance Man, Mr Coe.

Action: Clerk and Cllr. Crocker

15. Recreation Ground and Parklands Woods:

- a) To receive update on installation of the Hand Rail – The Clerk reported that the hand rail should be installed in the next few weeks. Once the cost was known, she would ask Cllr. Nicoll for the grant he had previously promised.
- b) To discuss contracting Tree Surgeon to work on trees on Recreation Ground (especially abutting The Avenue) at a cost in the region of £600 – After discussion it was agreed that this work was necessary and that this had to be professionally carried out due to the proximity of the trees to the highway. Cllr. Jones proposed the expenditure be authorised. This was seconded by Cllr. V. Smith and all were in agreement.

Action: Clerk

16. Highways/Footpaths:

- a) To discuss quotes for the purchase of a new SID – The Clerk had circulated a comparison sheet of SID's offered by companies of which she had had experience. After discussion Cllr. Jones proposed the SID supplied by Westcotec Ltd be purchased. This was seconded by Cllr. V. Smith and all were in agreement. The Clerk agreed to look at where the additional funds (£1,400) could come from but it was thought there was CIL money available.

It was agreed to suspend Standing Order 3. x. to allow the meeting to conclude.

- b) To receive update on refund requested of original SID's manufacturers – The Clerk reported that no response had been received from SG Manufacturing to her latest letter. It was agreed that a final letter be sent, advising that if a response was not received then a claim to the Small Claims Court would be considered.
- c) To discuss holding a Litter Pick/Spring Clean and to decide upon a format and date(s) – It was agreed that the Litter Pick should be held on Saturday 12th March, between 10.00am and 12.00pm. The Clerk agreed to advertise the event in the PUNCH and on the PUNCHLine.

Action: Clerk

17. Documentation – To acknowledge review and adoption of the following documents:

- a) Suffolk Code of Conduct – *sent to Cllrs. 12th January 2022*

All Councillors present confirmed they had reviewed the Suffolk Code of Conduct. The Clerk was asked to write to all Councillors not present, to request they confirm in writing that they had reviewed the code.

Action: Clerk

18. To receive reports on meetings attended on behalf of the Council

No meetings had been attended but it was noted that Cllr. Hawthorne had attended the Awards Ceremony for the ESC Quality of Place Award, on behalf of the Parish Council, and that the award of 'Highly Commended' had been a great achievement by all concerned, especially members of the Friends of Parklands Wood Group.

19. To receive agenda items for next meeting and agree date of Next Meeting (15th March 202):

- Review of Risk Assessments
- Dispensation Policy
- Community Governance Review

The Clerk was thanked for her notes on the SALC Councillor Training and was asked to speak to SALC to ask if 'Local Non Pecuniary Interest' was the same as 'Non Pecuniary Interest'.

Action: Clerk

Chair's initials.....

The meeting was closed at 9.31pm

Signed:.....

Date:

Chair: Dr. Kathryn M Jones

Judi Hallett
Clerk to Ufford Parish Council

Chair's initials.....