

Minutes of Ufford Parish Council Meeting

Held on 15th March 2022 ~ 7.00pm

Ufford Community Hall, The Avenue, Ufford

Present

Cllr. Kathryn Jones (Chair)
Cllr. Pat Edworthy
Cllr. David Pearce

Cllr. Keith Bennett
Cllr. Jane Hawthorne
Cllr. Nigel Smith

Cllr. Nick Crocker
Cllr. Steve Mayhew

Judi Hallett (Clerk)

Dist. Cllr. Carol Poulter (until 7.10pm)

5 Members of the Public

The Chair welcomed everyone to the meeting.

1. Apologies for absence:

a) To Receive Apologies:

Apologies had been received from Cllr. David Findley (Unwell) and Cllr. Vincent Smith (At Work). Apologies had also been received from Cnty. Cllr. Alexander Nicoll.

b) To Accept Apologies:

Cllr. Jones proposed that the apologies of Cllrs Findley and V Smith were accepted. This was seconded by Cllr. Bennett and all were in agreement.

2. To receive any:

a) Declarations of Pecuniary Interest in Agenda Items

None

b) Declarations of Non-Pecuniary Interest in Agenda Items

None

c) Applications for Dispensation on Agenda Items

None

d) Declarations of Gifts or Hospitality received over the value of £25.00

None

Chair's initials.....

e) Notification of Lobbying with reference to any Planning Application to be discussed

Cllr. Jones declared that an Ufford resident had spoken to her regarding item 5. b) on the agenda and she had agreed to convey his comments to the Councillors, when the item was discussed (the resident would have been present had he not been recovering from Covid-19).

Cllrs. Hawthorne, Bennett and N Smith also declared they had been contacted by Ufford residents regarding the application to be discussed at item 5. b) on the agenda.

3. Public Session:

a) Report from Mr Cooper with reference to Electric Vehicle Charging Points being installed at the Community Hall Car Park:

- Cllr. Jones ran through a history of the project and introduced Mr Cooper, the Treasurer of the Ufford Community Hall Committee.
- Mr Cooper had sent detailed costings to the Clerk (that had been circulated earlier that day) and advised the installation company were suggesting 4 points would be ideal. He could see 2 issues with this: the loss of 4 parking spaces (as these would be dedicated for charging only) and the monthly costs to the Hall Committee that would only be recovered if 120 visits were achieved each month.
- As this item was not on the agenda for specific discussion, the following actions were agreed:
 - i. Clerk to contact Anglia Car Charging to ask if a decision on the points could be left until after the next UPC meeting
 - ii. If i. was possible, the item would be added to the April meeting agenda
 - iii. If i. was not possible, a separate meeting would need to be called to discuss the options

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

- DC/22/0870/FUL – A resident of Ufford commented on this application:
 - I have concern for the ultimate intent of the applicant of this proposal.
 - The Design and Access Statement referred to the proposal as a 'let', a 'home' and a 'house' in different areas; also as a 'new build'; the applicants claim to have lived at the property but they have not and a pond on the land has covertly all but drained away.
 - The neighbours had, in the past, been threatened with the land being parcelled up and sold off for separate ownership and possible development.
 - We are very much opposed to this proposal
 - *Q. Have the present owners changed the property at all?* No, we believe not.
 - *Q. Were the holiday lets ever rented out?* Yes with the previous owner but not with the current owner
- [The resident was thanked for her attendance and an explanation of the Planning process was given]

c) Reports or comment from ESC and SCC Councillors:

- **Dist. Cllr. Carol Poulter** – Cllr. Poulter reported on: Sizewell C (work ongoing to mitigate against the impact of the project in numerous ways); Community Partnerships (Grants to many parishes - including Ufford – and thankful for Cllr. Jones' input to the Grants Approval Panel). Cllr. Poulter was thanked for the Jubilee Oak Tree, which had been planted on the Recreation Ground.
- **Cnty. Cllr. Alexander Nicoll** – Cllr. Nicoll had sent his apologies.

4. **To sign Minutes of meeting dated 15th February 2022:**

The minutes of the Full Council meeting dated 15th February 2022 had been circulated and slight amendments had been made to the initial draft. The minutes were proposed as a true record by Cllr. Crocker, seconded by Cllr. Mayhew 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/22/0620/FUL - Change of use from agricultural land to dog walking and exercising facility - Agricultural Land, Main Road, Pettistree. Councillors made the following comments:
- There are other examples of similar facilities in the area
 - This is a facility that will need to be booked and so will generate very little traffic through Ufford
 - **Conclusion:** No Objection (Prop. Cllr. N. Smith, Sec: Cllr. Bennett, Councillors voted 'all in agreement' to this motion). The Clerk agreed to submit comments to ESC.
- b) DC/22/0870/FUL - Change of existing holiday lets and workshop to a single three-bed holiday accommodation at Land Opposite 1 And 2, Loudham Lane, Ufford. Councillors made the following comments:
- [A history of applications on this site was detailed by Cllr. Jones along with comments from a local resident who could not be present due to Covid isolation, Cllr. Jones also reported that the Pre-application advice had been requested but not as yet received]
 - In 2019 UPC objected on the grounds that the then proposed permanent dwelling was outside the Physical Limits Boundary, not in a sustainable location, development in the 'Countryside' and did not take in to account the historical significance of the area
 - The 'financial' liabilities for the applicant are heavily relied on in the application, however, this is not a Material Planning Consideration

- Whether the project is financially viable or not is also not a Material Planning Consideration
- This site has great historical significance and should not be spoilt
- There appears to have been an apology from ESC for incorrectly signing off the building work after the tiles were placed on the roof; however, that is not a reason this development should be approved
- The Design and Access Statement talks of numerous 'appendixes' but not all are shown on the portal
- This was originally a small shed that has been expanded upon with no appropriate foundations
- The most important issue here is the loss of amenity to neighbours, with a single accommodation this could mean 8 or so occupants, from two or three families, potential for a great disturbance to neighbours
- We could argue that this is a loss of an Agricultural employment opportunity.
- If it is approved, we should request a condition, that there is a maximum of 56 days occupation by any one Lessee.
- I am concerned that the neighbours were 'threatened' that the land would be divided and sold off for 'development'.
- **Conclusion:** Objection on the grounds listed above (Prop. Cllr. Jones, Sec: Cllr. Edworthy, Councillors voted 'all in agreement' to this motion). The Clerk agreed to draft a letter for review.

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 appeal had started with a site visit earlier that day and the hearing would commence on 16th March. She was due to speak on the first day of proceedings.
- b) Update on DC/21/3237/FUL - Former Crown Nursery – Cllr. Jones reported that there were no further updates on the Planning Portal. However it was noted that Traffic Survey equipment had recently been monitoring traffic volumes along High Street/Yarmouth Road. It was suggested that, if there had been no movement on the application by the end of March, an item should be added to the April Agenda to discuss contacting ESC Planning to ask for a decision to be made. [An explanation of the history of this site was given to a member of the public].
- c) Additional Item – Woods Lane (DC/20/1636/OUT) – Cllr. Jones reported that the appeal on this application had been refused, mainly on the grounds that it was not a designated site within the Melton NP or the Local Plan, and outside PLB with harm to landscape.

- d) Additional Item - DC/20/1831/OUT Residential development of up to 55 dwellings, with access off St Andrews Place Melton – Cllr. Jones reported that, after a second hearing by the ESC Planning Committee (South) this application had now been refused.

Action: Clerk/Cllr. Jones

7. To receive update on Neighbourhood Plan Launch Meetings:

Cllr. Jones reported that the Neighbourhood Plan Launch Meetings were all set for 6th and 7th April. These would be advertised in the April PUNCH and on PUNCHLine a few days before. All Councillors would be very welcome to attend and a Q&A sheet would be available to all, to assist with answering questions.

Action: Cllrs. Jones, Mayhew and Findley and Clerk

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

After discussion the Council agreed it would be beneficial to join this project. The Clerk was asked to contact Cllr. O’Nolan of Woodbridge TC to notify him and to ask for an estimation of costs for the equipment needed.

Action: Clerk

9. Finance Matters:

- a) To receive Accounts as at 28th February 2022 – The Clerk reported that there had been no questions following circulation of the accounts and that Cllr. Findley had verified the figures.

- b) To authorise the following Invoices for Payment:

ii. J Hallett (Salary and Expenses)	£666.60
iii. SCC Pension Fund (Clerk’s Pension)	£164.31
iv. SALC (Clerk’s Training + Payroll Service)	£84.00
v. K Coe (Various Maintenance Jobs)	£925.00
vi. Ufford Punch (Subscription)	£18.50
vii. Thurlow Nunn Standen (Chainsaw Bar and Chain and Marking Spray)	£114.40

The Clerk advised that she was expecting the invoice for the Street Lighting maintenance and electricity costs for the year. It was agreed that this should be paid as soon as it was received.

The above payments were proposed by Cllr. Bennett, seconded by Cllr. Edworthy and all were in agreement they be paid. The Clerk agreed to contact Cllrs. Findley and Hawthorne to request they authorise the online payments the following day.

- e) To note Payments made since last meeting:

i. Designer Metal (Suffolk) Ltd	£132.00
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Chair’s initials.....

- f) To note Payments received since last meeting:
i. None

Action: Clerk

10. Queen's Platinum Jubilee:

- a) To receive an update from Cllr. Crocker on Country Wide celebrations – Cllr. Crocker advised that a calendar for county wide events had now been published and had been forwarded to all.
- b) To discuss nominations for Festival of Suffolk Torch Bearer: – Cllr. Jones detailed the nominations that had been received by the Clerk. It was agreed that it would be appropriate to nominate a resident who was not part of the Parish Council. A choice was made and the Clerk was requested to ask the resident; a second choice was also made to have in reserve.
- c) To receive update on Jubilee Organising Committee: – The Clerk reported that one resident had contacted her with a view to forming an Organising Committee and she had received suggestions from another. After discussion it was agreed that Cllr. Edworthy would raise the subject with the Community Hall Committee and that Cllr. Jones would approach other Ufford residents with a view to forming a committee.

Action: Clerk

11. To consider the draft reply to the Community Governance Review in East Suffolk - sent to Councillors on 7th March 2022:

Councillors confirmed that the draft letter was appropriate and the Clerk was asked to finalise and send it to East Suffolk Council.

Action: Clerk

12. Ufford Archives – To discuss the archive materials retrieved from the Wickham Market Archives:

As Cllr. Findley was absent, it was agreed to postpone this item until the April meeting

Action: Clerk

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

- a) Broadband Project – Cllr. Mayhew reported that 96% of interested households had now signed up and it was very likely that the pledging process would start shortly. Cllr. Mayhew was thanked for his work on this project.
- b) Arts Festival 2022 – Cllr. Crocker did not have an update but agreed to acquire one for the April meeting.

Action: Cllrs. Mayhew and Crocker

14. Recreation Ground and Parklands Woods:

- a) To receive update on installation of the Hand Rail – The Clerk reported that the hand rail had been installed and that she had received a letter from the requestor, thanking the Parish Council for organising it. A note of thanks had also been sent to Cllr. Nicoll for funding 70% of the cost.
- b) To discuss possible application to Rural Payments Agency for High Level Stewardship Grant – Cllr. Hawthorne reported that the application for the HLS grant had been assessed and was extremely detailed. Thankfully a member of the FPW had agreed to look at the application and attempt to complete it. It was acknowledged that, if successful, the grant would award around £600 a year, over a 5 year period.
- c) To discuss Grounds Maintenance Costs for 2022/23 from ES Norse – The Clerk had previously forwarded the maintenance costs quote form ES Norse and the figures were re-iterated. After short discussion Cllr. Jones proposed the Council continue with the ES Norse contract for a further year. This was seconded by Cllr. Hawthorne and all were in agreement.
- d) Additional Item – Woodlands Report – Cllr. Hawthorne was thanked for providing a report on the Woodlands and asked if Members could note the date of the FPW AGM (Saturday 11th June).
- e) Additional Item – To discuss possible location for ESC Quality of Place Award Certificate – It was agreed that Cllr. Edworthy should seek permission from the Community Hall Committee to place the framed Certificate on the inside wall of the Community Hall, potentially beside the kitchen serving hatch.

Action: Cllr. Edworthy and Clerk

15. Highways/Footpaths:

- a) To receive the Footpaths Report – The Clerk had circulated the latest Footpath Report from the warden and Councillors were very grateful, especially for her work with SCC Rights of Way Team and the promised refurbishment of a wooden stairway near the A12 on one of the paths. Cllr. Jones asked that a special note of thanks be passed to the warden.
- b) To receive report about the Discover Suffolk Project – A report on this project had been produced by Cllr. Findley and circulated by the Clerk. Cllr. Bennett reported that the QR codes had been placed on appropriate posts.
- c) To receive update on the purchase of a new SID – The Clerk reported the new SID was on order and should be delivered in April.

- d) To receive update on refund requested of original SID's manufacturers – The Clerk had spoken to Mac at SG Manufacturing and a report of the conversation had been circulated to all. It had also been established that a claim through the 'Court Claim' service (previously known as the small claims court) would cost £50 to initiate. After discussion it was agreed not to pursue this matter as it was unlikely to succeed.
- e) To receive details of latest JPTI meeting from Cllr. N Smith and to discuss contributing towards a consultant to review the data gathered so far with reference to Bentwaters Park – Cllr. N Smith reported on recent meetings of this group, one of which he was unfortunately not invited to, by mistake. The meetings concentrated on the issues to small parishes, caused by the growing number of HGV movements to and from Bentwaters Park.

The minutes of the latest meeting had asked if the Councils who attended would be prepared to part fund a Highways expert to analyse data for traffic movements (to the sum of £300 per parish). However, the Clerk had been informed that a retired Highways officer now lived in Melton and was to be approached. It was agreed that this matter would be placed on the April agenda, if required.

Action: Clerk

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

16. Documentation – To acknowledge review and adopt the following documents:

- a) Dispensation Policy 2022
- b) Risk Assessment (Financial) March 2022
- c) Risk Assessment (Non-Financial) March 2022

Cllr. Jones asked if there were any further amendments to the above draft documents and thanked the Councillors who had contributed to the review of them. All three policies were taken together. Cllr. Jones proposed their review and adoption. This was seconded by Cllr. Bennett and all were in agreement. The Clerk was asked to finalise and publish.

Action: Clerk

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

There were no meetings to report on.

18. To receive agenda items for next meeting and agree date of Next Meeting (19th April 2022):

- Update on Quiet Lanes
- Annual Parish Meeting
- Street Light Upgrade
- Annual Accounts Sign-Off
- EV Charging Points
- Neighbourhood Plan

Action: Clerk

The meeting was closed at 9.07pm

Signed:.....

Date:

Chair: Dr. Kathryn M Jones

Judi Hallett
Clerk to Ufford Parish Council

Chair's initials.....