

Minutes of Ufford Parish Council MeetingHeld on 19th April 2022 ~ 7.00pm

St Mary's Parish Hall, Church Lane, Ufford

Present

Cllr. Kathryn Jones (Chair)

Cllr. Pat Edworthy

Cllr. Ashley O'Malley

Cllr. Vincent Smith

Cllr. Keith Bennett

Cllr. David Findley

Cllr. David Pearce (*until 9.00pm*)

Cllr. Nick Crocker

Cllr. Steve Mayhew

Cllr. Nigel Smith

Judi Hallett (Clerk) – *via Zoom*

No Members of the Public were present

The Chair welcomed everyone to the meeting and explained that as the Clerk had tested positive for Covid-19, she would be listening in via Zoom from home and taking notes.

1. Apologies for absence:a) To Receive Apologies:

Apologies had been received from Cllr. Jane Hawthorne (Away). Apologies had also been received from Dist. Cllr. Carol Poulter.

b) To Accept Apologies:

Cllr. Findley proposed that the apologies of Cllr Hawthorne were accepted. This was seconded by Cllr. Pearce 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

- Cllr. Mayhew declared a Non-Pecuniary interest in items 5. b) and 5. c)
- Cllr. Bennett declared a Non-Pecuniary interest in item 5. f)
- Cllr. Jones declared a Non-Pecuniary interest in items 5. e)

c) Applications for Dispensation on Agenda Items

None

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

None

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

- Cllr. Jones declared that she had received a letter from the Ufford Charities regarding items 5. b) and 5. c) and a telephone call from a neighbour regarding item 5. f)
- Cllr. Findley declared he had had a conversation with a neighbour regarding item 5. f)

3. Public Session:

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

- *There were no members of the public present*

b) Reports or comment from ESC and SCC Councillors:

- **Dist. Cllr. Carol Poulter** – Cllr. Poulter's report had been forwarded to all.

4. To sign Minutes of meeting dated 15th March and 22nd March 2022:

The minutes of the Full Council meetings dated 15th March and 22nd March 2022 had been circulated and slight amendments had been made to the initial drafts. The minutes were taken together and were proposed as a true record by Cllr. N Smith, seconded by Cllr. Edworthy 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/22/0837/VOC - Variation of Condition 2 of DC/21/2509/FUL - To revise the approved scheme to remove reference to drawing 1679/20B, and replace with drawing 1679/30A at Cambrai House , High Street, Ufford. Councillors made the following comments:

- There appear to be only minor changes with a rearrangement of the rooms internally and the addition of a balcony
- This house is quite hidden and can only really be seen from the footpath to the rear
- **Conclusion: No Objection** (Prop. Cllr. Edworthy, Sec: Cllr. Bennett, Councillors voted 'all in agreement' to this motion). The Clerk agreed to submit comments to ESC.

b) DC/22/1112/FUL - Single storey rear extension to the Almshouses (2 and 2A) and related works - Almshouses, Church Lane, Ufford. Councillors made the following comments:

- [Cllr. Mayhew had declared a Non-Pecuniary interest in this item as he was a Trustee of the Ufford Charities, who owned the Almshouses. He gave a history of the need for the amendments to the dwellings and offered to answer any questions. He also explained how the project would be funded]
- [Cllr. Jones declared that she had been asked to suggest to the Council that if they were not minded to object to the proposal it would be more helpful to comment “support” rather than “no objection”]
- These are significant buildings within Ufford’s Conservation Area, listed and with magnificent Dutch Gable Ends
- From memory, the inside of both buildings is very cramped in places with very awkward stairs, not suitable for older people to live in.
- The ‘covenant’ on the letting of these properties requires that they are only let to older people and therefore they need to be fit for purpose
- I am concerned about the heat pumps, what if they create a noise for the neighbours and the insulation in the buildings is not good enough to hold the heat? [Cllr. Mayhew confirmed Heat Pumps were an aspiration but would only be installed if found to be suitable]
- My experience of air source heat pumps is the sound is no louder than a fan
- It seems a sensible well thought out design to modernise these listed Almshouses, to make them suitable for elderly residents
- There will be many constraints on such an old building but it must be brought up to modern standards
- **Conclusion:** Support (Prop. Cllr. N. Smith, Sec: Cllr. Bennett, Councillors voted 9 ‘For’ this motion with 1 ‘Abstention’). The Clerk agreed to submit comments to ESC.

c) DC/22/1118/LBC - Listed Building Consent - Single storey rear extension to the Almshouses (2 and 2A) and related works - Almshouses, Church Lane, Ufford. Councillors made the following comments:

- All agreed the previous comments applied to LBC application
- **Conclusion:** Support (Prop. Cllr. Jones, Sec: Cllr. O’Malley, Councillors voted 9 ‘For’ this motion with 1 ‘Abstention’). The Clerk agreed to submit comments to ESC.

d) DC/22/1120/FUL - Front extension and first floor extension to existing bungalow – demolition of extg garage - Oakdene, School Lane, Ufford. Councillors made the following comments:

- Although the Parish Council objected to a similar proposal last year, it was permitted; this is a slight change to the original plans; now the garage is to be demolished, there is a balcony to the rear, and there are amendments to the interior
- When spoken to previously, the neighbours were not concerned about the size of the proposed property
- I didn't like it before, and I don't think it is suitable now
- I believe we should reiterate our previous comments regarding the overbearing nature of the size of the proposal and the inappropriate use of black materials in the countryside.
- **Conclusion:** Objection (on the grounds above) (Prop. Cllr. Bennett, Sec: Cllr. Edworthy, Councillors voted 9 'For' this motion with 1 'Abstention'). The Clerk agreed to submit comments to ESC.

e) DC/22/1175/TPO - TPO ESCC 31/1957 T1 Oak - Remove 2 x large lower limbs, one extends over office and one north towards Tallow Wood - 3m reduction of lateral limb that extends out over Parkside. T2 Remove Ash tree (noted as Section 211 Notice for tree works in Conservation Area) – Parkside, Lower Road, Ufford.

Councillors made the following comments:

- The Oak seems to be in good condition but the Ash (self-seeded) is leaning
- The Crown of the oak will still be seen in the view from Lower Road, and from the Golf Course
- Ash trees have a tendency to snap and fall, if already leaning then sensible to fell
- **Conclusion:** Support (Prop. Cllr. Findley, Sec: Cllr. Mayhew, Councillors voted 'all in agreement' to this motion). The Clerk agreed to submit comments to ESC.

f) DC/22/0730/FUL - We propose to install a single storey garden room in the back garden. It will sit on concrete pads and will be supplied and fitted by Woodbridge garden rooms. It will be multi-use - storage, home office, summer house. In addition we propose to replace our front fence (bordering the left of our driveway) with a brick wall. - Orchard House, School Lane, Ufford. Councillors made the following comments:

- It is extremely close to the neighbouring property and there is concern over noise levels
- It is understood that Orchard House has no permitted development rights and therefore planning permission is required for any additional structures
- It is thought that the Annexe is being used for residential purposes

- The plans show a WC, and therefore all services will be present; this could make it suitable for living accommodation at a later date
- We should insist that a condition is placed on any approval that the building is not to be used overnight and is not deemed a permanent dwelling
- Without plans and details of materials to be used in the construction of the proposed front perimeter wall it is difficult to comment
- **Conclusion:** Objection on the grounds of loss of amenity to the neighbour, because of proximity to the boundary, with a suggested condition (without prejudice) of no overnight accommodation and that it can only be utilised for the purposes specified in the application – should the proposal be permitted (Prop. Cllr. Mayhew, Sec: Cllr. V. Smith, Councillors voted 9 ‘For’ this motion with 1 ‘Abstention’). The Clerk agreed to submit comments to ESC.

Action: Clerk

6. 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: Cllr. Jones updated Council on the way the inquiry was conducted and confirmed an outcome was still awaited.
- b) To discuss application DC/21/3237/FUL (Former Crown Nursery) and to consider making representation to ESC regarding a determination date – Cllr. Jones suggested that this item be postponed until later in the year as the officer dealing with the case had been involved in many inquiries recently. There were no objections to this suggestion.
- c) Additional Item – Community Governance Review – To discuss implications of suggested changes to Parish Boundaries between Ufford and Bredfield and Ufford and Melton – [A letter from the ESC Electoral Services Manager had been circulated to all] Cllr. Jones summarised the situation and proposed that the suggestion for ESC to review Ufford’s boundaries was formally withdrawn as this would cause lengthy delays to the Ufford Neighbourhood Plan and would involve Parliamentary Boundary Changes as well. This was agreed by all and the Clerk was asked to re-issue the original letter, minus the paragraph regarding possible boundary changes.

Action: Clerk/Cllr. Jones

7. Neighbourhood Plan:

- a) To receive a report on the Launch Meetings and Exhibition (sent to Councillors on 12th April 2022) – Cllr. Findley was thanked for producing the report and all Councillors who took part in the events were thanked for their attendance. It was felt the turnout was very positive and no one had commented that they thought it was a bad idea.

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- b) To approve to officially 'start' the NP as enough interest has been expressed to fill Steering Group and volunteer roles – Cllr. Jones reported that Cllr. N Smith had agreed to join the NP Working Group (along with herself, Cllrs. Mayhew and Findley and the Clerk). Cllr. Jones proposed that the NP be officially started. This was seconded by Cllr. Mayhew and all were in agreement.
- c) To agree setting up of a Steering Group to take the project forward – Cllr. O'Malley proposed that a Neighbour Plan Steering Group (NPSG) be formally established to take the project forward as there were now 11 residents who had confirmed they would like to be part of the Steering Group and other volunteers. This was seconded by Cllr. Edworthy and all were in agreement.
- d) To review example Terms of Reference for NP Steering Group and agree a way forward for this document – A number of examples of Terms of Reference had been passed to all Councillors. It was agreed that the NPWG would draft the Terms but that they would be brought back to Full Council for approval. It was also felt these should be drafted after a Consultant was appointed. It was further agreed that a good Website would benefit the plan and Councillors were asked to view the site of Walsham le Willows as a good example. Cllr. V Smith commented that care should be taken in writing ToR regarding voting and quorum, to protect UPC and its responsibility.
- e) To agree to approach Consultants to assist in the production of the NP – Cllr. Jones confirmed that knowledge on Consultants was building up and that a person had been tentatively contacted. Advice had also been sought from a probable member of the NPSG and ESC Planning Policy Team. It was agreed that research in to a suitable Consultant should continue.
- f) To agree to apply for grants at the earliest opportunity – It was agreed that any grants applicable to NPs should be applied for as soon as possible. The Clerk confirmed that ESC Planning Policy Officer, Adam Nicholl, had contacted her just before the meeting to apologise for not confirming in writing that the NP Area had been established and agreed by ESC. He had also offered a Zoom meeting with the NPWG.

Action: NPWG

8. Finance Matters:

- a) To receive and agree End of Year Accounts to 31st March 2022 – The Year End Accounts had been sent to all, following Internal Audit by Mr Trevor Brown and two questions had been asked (and answered) via email. Cllr. N Smith proposed they be accepted as a true record of the year's financial transactions. This was seconded by Cllr. Mayhew and all were in agreement. The official copies of all Accounts documents would be taken to the Chair for signing after the meeting.

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- b) To receive and accept Internal Auditor's Report for 2021/22 and 'Annual Internal Audit Report' within Part 3 of the Annual Governance and Accountability Return 2021/22 - Mr Brown's Full Internal Audit Report and the 'Annual Internal Audit Report' within Part 3 of the AGAR 2021/22 had both been circulated to all Councillors and were published on the Web Site. Cllr. Pearce asked for clarification on the CIL funds (and Report) and this was answered by those present in the room and the Clerk. Cllr. Mayhew proposed that these be acknowledged as received and accepted. This was seconded by Cllr. Bennett and all were in agreement. Cllr. Bennett asked that commendation be made to the Clerk for her work on the accounts and for getting them to the Auditor so quickly; this was graciously accepted.
- c) To agree and complete Section 1 of Part 3 of the Annual Governance and Accountability Return 2021/22 – Cllr. Jones read aloud each statement on Section 1 of Part 3 of the AGAR 2021/22 and there were no questions. Cllr. Crocker proposed that the Council answer in the affirmative to each statement. This was seconded by Cllr. Pearce and all were in agreement.
- d) To agree and complete Section 2 of Part 3 of the Annual Governance and Accountability Return 2021/22 - The proposed entries to Section 2 of Part 3 of the AGAR 2021/22 had been circulated to all and were the figures suggested by the Internal Auditor in his full report. Cllr. Mayhew proposed these be used and the form be signed. This was seconded by Cllr. Findley and all were in agreement.
- e) To agree the CIL Report as at 31st March 2022 - The draft CIL report had been circulated to all and, had been published on the Web site. Cllr. Pearce proposed this be accepted as a true reflection of CIL transactions during the year. This was seconded by Cllr. Bennett and all were in agreement.
- f) To agree the Reserve Allocations as at 1st April 2022 – The suggested Reserve Allocations, now split into three categories, had been sent to all. Cllr. Bennett proposed these be accepted and published. This was seconded by Cllr. Crocker and all were in agreement.
- g) To agree the Internal Control Statement for year ending 31st March 2022 – The Clerk had previously explained that this was a new document but had been suggested by SALC as an appropriate statement to make each year. The document had been sent to all and Cllr. Edworthy proposed it be adopted. This was seconded by Cllr. V Smith and all were in agreement.

- h) To discuss purchase of Water Sampling Equipment (Approx. £323.00) – Cllr. Jones recalled the history of this project and asked if Cllr. Findley would be prepared to house the Incubator in his garage, should the Council be minded to purchase one. Cllr. Findley agreed but it was further suggested that the testing should be conducted on a rota. Cllr. Jones proposed the necessary equipment for the testing was purchased. This was seconded by Cllr. Findley and all were in agreement. The Clerk was asked to speak to Cllr. Poulter to ask if her Enabling Communities budget could be used for this project and to promote the project in the earliest available PUNCH article, hoping that a local rota of volunteers could operate the testing routine.
- i) To discuss request from PUNCH Committee for funding towards the Platinum Jubilee Celebrations (£400) – The PUNCH Committee were graciously thanked for taking on organisation of the Jubilee Celebration Event which was to be a Picnic on the Recreation Ground, on Saturday 4th June at 3.00pm. Cllr. O'Malley proposed a budget of £400 be set aside for any expenses. This was seconded by Cllr. V Smith and all were in agreement.
- j) To authorise purchase of four Bird Boxes for Sogenhoe Chapel (cost £55.96) – Cllr Findley explained that since clearing the site of the Chapel, there are lovely wild flowers and many birds; he had suggested buying RSPB bird boxes, and had purchased and installed them in time for spring. Cllr. Edworthy proposed that the purchase price for the boxes be refunded to Cllr. Findley. This was seconded by Cllr. Crocker and all were in agreement.
- k) To authorise the following Invoices for Payment:
- | | |
|---|---------|
| ii. J Hallett (Salary and Expenses) | £823.32 |
| iii. SCC Pension Fund (Clerk's Pension) | £230.68 |
| iv. HMRC Cumbernauld (Clerk's PAYE) | £3.00 |
| v. Suffolk Cloud (Website Hosting for year) | £120.00 |
| vi. Ufford Community Hall (Hall Hire for NP Set-up and APM) | £31.00 |
| vii. SALC (Annual Subscription) | £366.72 |
| viii. D Findley (Bird Boxes) | £55.96 |
| ix. St Mary's Church Flowers (Grant) | 100.00 |
| x. Ufford Arts Festival (Grant) | £400.00 |
| xi. St Mary's PCC Ufford (Grant) | £900.00 |
| xii. Trevor Brown (Internal Audit) | £170.00 |

The above payments were proposed by Cllr. Crocker, seconded by Cllr. Bennett and all were in agreement they be paid. The Clerk agreed to contact Cllrs. Edworthy 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. None

Action: Clerk

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

Due to the fullness of the meeting agenda, it was decided to postpone this item until the June meeting.

Action: Clerk

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

- a) Broadband Project – Cllr. Mayhew reported the project has reached target, in fact 4 houses over, but it will remain open until 1 May. There is a new Project Manager. Cllr. Mayhew was thanked again for all his efforts.
- b) Arts Festival 2022 – A letter regarding use of the Ufford Place Gates and Walls and the Telephone Box Book Exchange had been circulated to all. After discussion it was agreed that both these facilities could be used for the Festival. The Clerk confirmed that there was no legal requirement for a notice board to be on permanent display.
- c) Water Sampling of the River Deben – *Please see item 8. h)*
- d) Street Light Upgrade – Cllr. Jones confirmed that 6 of the 11 Streetlights had been upgraded and the remaining 5 were due to be completed shortly.

Action: Clerk

11. Recreation Ground and Parklands Woods:

- a) To discuss the Play Park Inspections carried out by Ipswich Borough Council and possibly changing provider – As the Clerk wished to be present to discuss this matter, it was agreed to postpone this item until the May meeting.
- b) To receive update on the application to Rural Payments Agency for High Level Stewardship Grant – Cllr. Jones confirmed that the application was progressing well, with the assistance of a member of the Friends of Parklands Wood, and should be with the RPA by the end of April

- c) To discuss allowing the family of Tony Woodley to place a bench at the Recreation Ground in his memory – The Clerk had previously circulated information on this request. It was agreed that a suitable bench would be a great addition to the grounds but there was concern it may open the floodgates for a number of requests. Cllr. Pearce proposed that this request be allowed, on the understanding that it would not set a precedent and that the ownership of the bench would transfer to UPC for insurance purposes. This was seconded by Cllr. O'Malley and all were in agreement.

Action: Cllr. Edworthy and Clerk

12. Highways/Footpaths:

- a) To receive update on the purchase of a new SID – Cllr. Jones confirmed that the Clerk had reported to her that the new SID would be arriving the following day and it would be placed on to the original post by the Clerk and her husband. The Clerk reported that the resident who had volunteered to look after the original SID had also agreed to manage the new one. The Clerk also confirmed that she would ask ES Norse to collect the old SID.
- b) To receive an update on the Quiet Lanes Suffolk project and to agree a strategy for erecting the signs – Almost half the signs had now been put up with issues being overcome slowly. A comment had been received from a resident of Pettistree and this had been passed to a SCC Highways officer.

Action: Clerk

Cllr. Pearce left the meeting at 9.00pm

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

13. To discuss the format of the Annual Parish Meeting on 26th April 2022:

The draft agenda for the APM had been passed to all and publicised on PUNCHLine. It was hoped that the Clerk would have recovered from Covid by the time of the meeting. If she hadn't, Cllr. Mayhew agreed to run the presentation.

14. Sizewell C - To discuss support letter to Kwasi Kwarteng with reference to Sizewell C (draft passed to all on 12th April 2022):

Although it was felt inevitable that Sizewell C would go ahead, there was great concern that proper procedures had not been followed by Mr Kwarteng, MP, Secretary of State for Business, Energy and Industrial Strategy. Cllr. Jones proposed the Council put its name to the draft letter from many local Town and Parish Councils unhappy that due procedure and impartiality has not happened. This was seconded by Cllr. O'Malley and all were in agreement.

Action: Clerk

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

- a) Cllr. Jones - WM Community Partnership Meeting (*report distributed on 28th March 2022*) – there were no further comments
- b) Cllr. Jones - 'Housing in Clusters and small scale Residential Development in the Countryside' (report distributed 7th April 2022) - there were no further comments

16. To receive agenda items for next meeting and agree date of Next Meeting (17th May 2022):

- Election of Chair and Vice-Chair
- Re-Appointment of Officers
- Confirmation of finance Standing Orders set up
- Play Park Inspections

Action: Clerk

The meeting was closed at 9.06pm

Signed:.....
Chair

Date:

Judi Hallett
Clerk to Ufford Parish Council

Chair's initials.....