

Minutes of Ufford Annual Parish Council Meeting

Held on 17th May 2022 ~ 7.00pm

St Mary's Parish Hall, Church Lane, Ufford

Present

Cllr. David Findley (Chair after item 1) Cllr. Keith Bennett (Chair for item 1)
Cllr. Pat Edworthy Cllr. Vincent Smith

Judi Hallett (Clerk)

No Members of the Public were present

Cllr. Jones had asked Cllr. Bennett if he would be prepared to take the Chair for the first item, in her absence. This appointment was agreed by all present.

1. To elect the Chair of the Council for 2022/23 and signing of the 'Declaration of Acceptance of Office'

Cllr. Bennett advised that he had spoken to Cllr. Jones and she wished to relinquish the position of Chair. Cllr. Bennett further proposed Cllr. Findley be the Chair. This was seconded by Cllr. Edworthy. There were no further nominations for the position and all present voted in favour of Cllr. Findley becoming the Chair of Ufford Parish Council for the year 2022/23.

Cllr. Findley signed the Declaration of Acceptance of Office and took the Chair.

Cllr. Findley wished to record the Council's thanks to Cllr. Jones for her work as Chair over the previous four years, and especially her work on planning applications, which it was hoped would continue.

2. Apologies for absence:

a) To Receive Apologies:

Apologies had been received from Cllr. Ashley O'Malley (Work), Cllr. Nigel Smith (Away), Cllr. David Pearce (Family Duties), Cllr. Steve Mayhew (Away), Cllr. Nick Crocker (Family Duties), Cllr. Jane Hawthorne (Away) and Cllr. Kathryn Jones (Family Duties). Apologies had also been received from Dist. Cllr. Carol Poulter and Cnty. Cllr. Alexander Nicoll, who agreed to attend the June meeting, where more members would be present.

Chair's initials.....

b) To Accept Apologies:

Cllr. V Smith proposed that the apologies of Cllrs O'Malley, N Smith, Pearce, Mayhew, Crocker, Hawthorne, and Jones were accepted. This was seconded by Cllr. Bennett and all were in agreement.

Cllr. Findley reminded all Councillors of the importance of the May meeting and asked that Councillors endeavour to attend, when possible.

3. 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

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

None

4. 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:

- **Cnty Cllr. Alexander Nicoll** – Cllr. Nicoll had agreed to attend the June meeting where it was hoped more Councillors would be present.
- **Dist. Cllr. Carol Poulter** – Cllr. Poulter's report had been forwarded to all and she had been thanked for this.

5. To elect the Vice- Chair of the Council for 2022/23 and signing of the 'Declaration of Acceptance of Office':

In light of so few Councillors in attendance, Cllr. Findley proposed that this item be deferred to the June meeting. This was seconded by Cllr. V Smith and all were in agreement.

Action: Clerk

6. To sign Minutes of meeting dated 19th April 2022:

The minutes of the Full Council meeting dated 19th April 2022 had been circulated and slight amendments had been made to the initial draft. The minutes were proposed as a true record by Cllr. V 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

7. To appoint persons to the following offices:

- a) Responsible Finance Officer – Clerk
- b) Tree Warden – Mr Rob Flory
- c) Footpaths Warden – Ms Rilla Forge
- d) SALC Representative (+ meetings) - *Deferred to June meeting*
- e) Police/ASB Liaison (+ meetings) – Cllr. David Findley
- f) Internal Auditor – Mr Trevor Brown
- g) Maintenance Officer – Mr Kevin Coe
- h) Ufford Community Hall representative – Cllr. Pat Edworthy
- i) Representative of ESC Community Partnership - *Deferred to June meeting*
- j) Friends of Parklands Wood Group representative - *Deferred to June meeting*

The above appointments were proposed by Cllr. V Smith, seconded by Cllr. Edworthy and all were in agreement. It was agreed to defer items d), i), and j) to the June meeting.

Action: Clerk

8. To receive any Changes to Member's interests and to remind Councillors to review their entry on the ESC Register of Interests Website:

The Clerk had sent an email to all Councillors reminding them of the importance of reviewing their entry on the ESC Register of Interests Website. However, because of the importance of this message, it was suggested it was also placed on to the June agenda.

Action: Clerk

9. To confirm all Standing orders and Direct Debits presently set up for the Council:

The Clerk confirmed that the following Standing Order was in place for regular payments:

- Information Commissioner Office - £35 per annum

Cllr. Bennett proposed this continue. This was seconded by Cllr. Findley and all were in agreement.

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

- a) DC/22/1412/FUL - Rear and side extensions, dormer to rear roof, re cladding of existing extension and the replacing of all windows and doors at The Orchards, Old Bredfield Road, Ufford. Councillors made the following comments:
- [For the minutes, this property is the property of Cllr. Nigel Smith]
 - The house is on its own, not overlooked; very secluded
 - I have no issues with the proposals
 - The changes seem very sensible to me and it is nice to see a very clear application with good documentation
 - **Conclusion: No Objection** (Prop. Cllr. V Smith, Sec: Cllr. Bennett, Councillors voted 'all in agreement' to this motion). The Clerk agreed to submit comments to ESC.

Action: Clerk

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

Receipt of the list of Planning Decisions was acknowledged and there were no further questions.

- a) Update on the Appeal of refusal of DC/20/1521/FUL Care Village off Yarmouth Road, Melton: Cllr. Findley confirmed that the decision on this appeal was still awaited.
- b) Additional Item – 1 Loudham Lane – The Clerk had circulated emails from ESC Planning Department, confirming that, if the property at 1 Loudham Lane was sold separately to the land where the Holiday Let(s) were situated, then the permission granted in DC/22/0870/FUL would be void as Condition 3 in the Permission required the Lets to remain with the main property. It was also confirmed that, if the Lets remained as 2 separate accommodations, then they could be sold off separately as the permission covering this did not require the land to remain with the main dwelling.

It was agreed that the situation should be closely monitored and placed on the June agenda for further comment.

Action: Clerk and Cllrs. Jones and Findley

12. Neighbourhood Plan:

- a) To receive a report from the NP Working Group (including meetings with prospective Consultants) – Cllr. Findley briefly described the process followed by the NPWG to research prospective Consultants for the Ufford NP (all details had been circulated to all Councillors in a Paper). The Clerk read out a comment from Cllr. Pearce. As detailed in the Paper, Cllr. Findley reported that, on balance, the NPWG were recommending Ufford use 'Rachel Leggett and Associates' as the Consultant for the project. It was noted that, in principle, the Council should follow the NPWG's recommendations as they would be working closely with the consultants. There were three questions:
- *What about VAT, won't this push the costs up?* A. No, as a Parish Council we are permitted to reclaim VAT on Goods and Services, if there are any.
 - *Who are the parties to the Contract?* A. Ufford Parish Council plus the official name of the Contractor.
 - *Who will the contract actually be with? Is 'Rachel Leggett and Associates' a Partnership? Whose name will be on the contract and how do they manage the partnership?* This needs to be clarified with Rachel as it is presently not clear who the contracting parties are.
- b) To appoint a Consultant for the Ufford NP Project – After discussion at 12. a), Cllr. Findley proposed that 'Rachel Leggett and Associates' be appointed as Consultant to Ufford Parish Council for the purposes of making a Neighbourhood Plan for Ufford, with the proviso that he (the Chair) was satisfied that the Council's legal position was properly protected under the contract. This was seconded by Cllr. Edworthy and all Councillors present were in agreement.
- c) To discuss additional hours worked by the Clerk and suitable remuneration – The Clerk had distributed her NP Timesheet (starting 1st April 2022), along with costings for an increase in her weekly hours (as had been requested). The Clerk offered to leave the room whilst discussions were undertaken but this was not felt necessary.

Cllr. Findley explained the additional hours that the Clerk would be required to work during the NP project and the Timesheet was referenced. After discussion Cllr. V Smith proposed the Clerk was paid an additional 2 hours per week (at standard hourly rate), starting from the following day (18th May 2022) and concluding after one year (16th May 2023). This was seconded by Cllr. Bennett and all Councillors were in agreement. It was suggested that the Clerk continue to keep a record of the hours worked on the project and the situation be reviewed at the latest at the May 2023 meeting.

A question was raised as to whether or not any grants would be available to support the Neighbourhood Plan project. Cllr. Findley advised that the Council would be applying for a £10,000 grant from the Locality Fund, with an additional £8,000 grant being available for Site Allocation and Design Code Work in the event that these were included in the NP. None of these grants could be used to pay the Clerk for additional hours, however, the budget already allocated (in 2022/23) would cover the majority of these costs

Action: Clerk and Cllr. Findley

13. Finance Matters:

- a) To receive Accounts as of 30th April 2022 – The Accounts had been sent to all, and there had been no questions. The Clerk stated that she was looking in to amending the breakdown of the expenditure and income, so that both the Year End Accounts and Budget Sheets matched, however, this had proved more complex than initially thought and she would seek comment from the Finance Councillors before making any changes.

- b) To discuss making a grant to SARS for organising the First Aid and Defibrillator Use Course – Cllr. V Smith proposed a donation of £50 be made to the Suffolk Accident Rescue Service, following the delivery of the First Aid Course in the village in late June. This was seconded by Cllr. Edworthy and all were in agreement. The Clerk agreed to add the grant to the July payments.

- c) To authorise the following Invoices for Payment:

ii. J Hallett (Salary and Expenses)	£782.88
iii. SCC Pension Fund (Clerk's Pension)	£184.55
iv. Westcotec Ltd (New SID)	£3,480.00
v. Realise Futures Ltd (Bench for Sogenhoe Chapel)	£332.40
vi. Matthew Allen (Work in Parklands Wood)	£720.00
vii. Kevin Coe (Maintenance)	£275.00
viii. Ufford Community Hall (Hall Hire for NP Launch and Bike Rack)	£110.00

The above payments were proposed by Cllr. Edworthy, seconded by Cllr. V Smith and all were in agreement they be paid. The Clerk agreed to contact Cllrs. Edworthy and Findley 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. ESC (Precept) £11,051.52
 - ii. ESC (CIL Receipt) £162.78

Action: Clerk

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

- a) Broadband Project – Cllr. Mayhew had provided an update for the June PUNCH.
- b) Water Sampling of the River Deben – The Clerk confirmed that the grant for the Incubator had now been received and the equipment would be purchased on her return from holiday. It was suggested that this item be placed on to the June agenda for discussion regarding a rota for samples to be taken.
- c) Street Light Upgrade – There were no further updates on this project.
- d) Quiet Lanes – The Clerk reported that the signs were up on Byng Hall Road and Spring Lane, poles were still awaited in Loudham Lane, and Lower Road would be included in Wave 4 of the project. Cllr. V Smith asked if amendments would be made to Satellite Navigation Systems and the Clerk was asked to enquire of SCC Highways and the Quiet Lanes Suffolk team. Depending on the response from each party, this item was to be added to the June agenda.

Action: Clerk

15. Recreation Ground and Parklands Woods:

- a) To discuss the Play Park Inspections carried out by Ipswich Borough Council and possibly changing provider – The Clerk voiced her concerns that the inspections of the play equipment were not being carried out in a timely manner by IBC, with the last inspection on 30th Sept 2021 and the last RoSPA standard annual inspection on 10th December 2020. The Clerk also confirmed that IBC had not invoiced the Parish Council since February 2019, despite being chased on a number of occasions. Details of a dedicated inspector, Mr David Bracey, had been passed to all.

Councillors commented that the Council needed to be protected and that regularly timely inspections were vital to protect both the Parish Council and users of the equipment. After discussion Cllr. Findley proposed that Mr David Bracey of David Bracey Play Safety Inspections was contracted to commence the inspections (one each quarter with one of these being the RoSPA Standard Annual Inspection) and all present were in agreement. It was agreed that there must be a specified contract between the Council and Mr Bracey and the Clerk was asked to circulate details of Mr Bracey's website. Further, IBC were to be notified to cease inspections (it was unknown if there was a notice period).

- b) To receive update on the application to Rural Payments Agency for High Level Stewardship Grant – The Clerk confirmed that the application had been sent and receipt had been acknowledged; the outcome was still awaited.

- c) To discuss placing a Clothing Bank at the Recreation Ground – It was felt a Clothing Bank at the Recreation Ground would be an excellent addition to the recycling facilities. Cllr. Edworthy proposed a Bank from Alford Storage and Textile Company be installed next to the Bottle Banks. This was seconded by Cllr. Findley and all were in agreement.

Action: Clerk

16. Highways/Footpaths:

- a) Speed Indicator Device:
- i. To consider purchasing the Data Collection facility for the SID (£550.00 + VAT) – It was agreed to defer this item to the June meeting due to the low number of Councillors in attendance.
 - ii. To consider requesting additional posts are erected in the village to allow the SID to be moved - It was agreed to defer this item to the June meeting due to the low number of Councillors in attendance

The Clerk reported that a group of four households were now in place to change the SID battery on a rota and that Mr Barkley would be ensuring all had received appropriate training.

- b) To discuss the 'Clean for the Queen' initiative – Councillors felt this was a very good initiative and the Clerk was asked to send a PUNCHLine message out

Action: Clerk

17. Documentation – To review and adopt:

- a) Asset and Responsibilities Register (May 2022)
- b) Reserves Policy (May 2022)
- c) Standing Orders (April 2022)
- d) Model Councillor Code of Conduct 2020

The Chair confirmed with all those present that the documents had been read and there were no questions. It was noted that the Standing Orders and the Code of Conduct were the NALC/LGA model orders and codes without amendment. All documents were taken together; Cllr. Findley proposed they be adopted. This was seconded by Cllr. V Smith and all were in agreement. The Clerk agreed to publish on the website.

Action: Clerk

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

- a) Woodbridge & District ASB - 21st April – (DF attended, summary sent 22/4/) – there were no further comments

19. To receive agenda items for next meeting and agree date of Next Meeting (21st June 2022):

- Items carried forward from this meeting
- Update on the management of the Community Hall
- Establishment of a Community Speedwatch Team

Action: Clerk

The meeting was closed at 8.07pm

Signed:.....

Date:

Cllr. David Findley - Chair

Judi Hallett
Clerk to Ufford Parish Council

Chair's initials.....