

Minutes of Ufford Parish Council Meeting

Held on 21st June 2022 ~ 7.00pm

St Mary's Parish Hall, Church Lane, Ufford

Present

Cllr. David Findley (Chair)

Cllr. Keith Bennett

Cllr. Pat Edworthy

Cllr. Jane Hawthorne

Cllr. Steve Mayhew

Cllr. Ashley O'Malley

Cllr. David Pearce

Cllr. Nigel Smith

Judi Hallett (Clerk)

Dist. Cllr. Carol Poulter

Three members of the public were present

The Chair welcomed everyone to the meeting.

1. Apologies for absence:

a) To Receive Apologies:

Apologies had been received from Cllr. Nick Crocker (Away), Cllr. Vincent Smith (Covid), and Cllr. Kathryn Jones (Family Duties).

b) To Accept Apologies:

Cllr. Edworthy proposed that the apologies of Cllrs Crocker, V Smith, and Jones were accepted. This was seconded by Cllr. O'Malley 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 item 8. a) as a neighbour of the property

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

None

3. Public Session:

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

- Land at the Top of Church Lane – I am the new owner of this land. I would like to thank the Parish Council for cutting it over the years but I am here to request that this responsibility now reverts back to myself. I intend to erect a split rail fence, back from the road, to still allow good visibility from Church Lane, and to turn the land in to a wild flower meadow. [Cllrs. thanked the resident and welcomed the news].
- Use of the Bus Shelters for the Ufford Arts Festival – I am here to answer any questions you may have about the request for the Parish Council Bus Shelters to be used as Mini Arts Studios. Sorry the request came at such short notice. Thank you for your support so far. *Q. What safeguarding measures are in place if this project is open to under 18 year olds?* I believe everyone will be over 18 but if not the students will be covered by our Safeguarding Policy and that of Suffolk College. *Q. Will the work not be at risk of vandalism overnight?* There is a possibility of that but students can remove their work if they wish and some of it will just be visual and set up during the day.
- DC/22/2130/FUL – I have sent a letter to the Parish Council regarding this [the Clerk confirmed the letter had been circulated and passed around a hard copy]. A copy of the letter has also been sent to Cllr. Poulter and one will go to the Planning Department tomorrow. Part of these proposals are very much in keeping with the area and we have no problem with these. However, the other part is dreadful, as I have described in my letter.

- b) Reports or comment from ESC and SCC Councillors:

- **Cnty Cllr. Alexander Nicoll** – Cllr. Nicoll was not in attendance.
- **Dist. Cllr. Carol Poulter** – Cllr. Poulter's report had been forwarded to all and she expanded on the following items: A welcome to Cllr. Findley as Chair; Sizewell C and mitigation steps; contributions to an ESC 'Cost of Living and Hardship Fund' (£1,000 from each District Councillor – not given by the Green Party Councillors); Best Beaches awards; Affordable Homes; Footpath in Wickham Market (linking Marlesford to WM); Young Persons project in WM; decisions made by the Planning Committee that went against the Planning Officers recommendation.

Q. With mitigation factors being planned for Sizewell C, does this mean it has been given the green light and what is the Council's view on the recent reports about our coastline eroding away? No, it does not mean it has been given the green light but we have to put in place measures now before it is too late, in case it does go ahead. EDF do not have the money for all mitigation measures so we have to find it from elsewhere and get others involved.

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

Cllr. Findley asked if anyone would like to be considered for the role of Vice-Chair, no one stepped forward. Having anticipated this, Cllr. Findley had spoken to Cllrs. N Smith and Bennett outside of the meeting and, if agreed by all, they had offered to support Cllr. Findley on day to day matters and to step up to Chair an Parish Council meeting, where he was absent. In light of the forthcoming elections in May 2023, this solution was agreed by all.

5. To sign Minutes of meeting dated 17th May 2022:

The minutes of the Full Council meeting dated 17th May 2022 had been circulated and slight amendments had been made to the initial draft. The minutes were proposed as a true record by Cllr. Edworthy, seconded by Cllr. Bennett and all Councillors were in agreement that they be signed. Cllr. Bennett requested that, when draft minutes were amended, the adjustments were highlighted, in order that they could easily be identified; this was agreed by the Clerk.

The Clerk agreed to publish the minutes on the website.

Action: Clerk

6. To appoint persons to the following offices:

- a) SALC Representative (+ meetings) - Cllr. Ashley O'Malley
- b) Representative of ESC Community Partnership - Cllr. Kathryn Jones (with Cllr. David Findley to deputise)
- c) Friends of Parklands Wood Group representative – Cllr. Jane Hawthorne

The above appointments were proposed by Cllr. Edworthy seconded by Cllr. Mayhew and all were in agreement.

When asked, Cllr. Poulter had confirmed that it would be welcomed if a second Councillor could deputise at the Community Partnership meetings but asked that the arrangements be notified to ESC.

Action: Clerk

7. 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 previously sent an email to all Councillors reminding them of the importance of reviewing their entry on the ESC Register of Interests Website. She reiterated this important task and offered assistance to anyone unclear of how to view or amend their entry.

Action: Clerk

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

a) DC/22/1942/FUL - Demolition of various single storey elements, construction of new one and a half storey rear extension, and associated works at Woodcott, Byng Hall Road, Ufford. Councillors made the following comments:

- I am pleased to see the Design and Access Statement mentions the window that overlooks my property is to be obscured glass. However, the plans do not show this (I have written to the Council to ask for this to be confirmed)
- To have opaque glass could be a condition
- **Conclusion: Support, on the understanding that the window overlooking the neighbouring property is fitted out with obscured glass** (Prop. Cllr. Bennett, Sec: Cllr. N Smith, Councillors voted 'all in agreement' to this motion). The Clerk agreed to submit comments to ESC.

b) DC/22/2130/FUL | Renovation of cottage, conversion of garage to annexe/ additional living accommodation, erection of 2 bay cart lodge with room over at Mistletoe Cottage, Loudham Lane, Ufford. Councillors made the following comments:

- The Cart Lodge is a new structure completely separate from the main building - its design however looks to be totally in keeping with that of the main house
- The amended Garage will be 2 storeys high and covered in Zinc cladding, much bigger than the original building and very out of keeping
- My concern is what is the room above the Cart Lodge going to be used for, a holiday let perhaps?
- This is an undesirable change to a building in the Conservation Area, it will dominate the existing house and not be in keeping at all
- ESC often like extensions that don't match the design of the existing building but in this case it will have a wholly detrimental effect on the street-scene
- The height of the building will create a loss of amenity to neighbours
- The garden is next to a PROW and this building will be very visible, completely changing the character of the location
- We should object on the scale of the property and the proposed materials
- We also need to ensure, if the proposals are permitted, that the Cart Lodge use is tied to the property and it cannot be sold off separately

- In addition, there will be a loss of space for cars to turn, resulting in cars backing out in to Loudham Lane, a very narrow stretch of road where vehicles are often travelling fast down the hill
- **Conclusion: Objection – Clerk to draft a letter based on the above comments and circulate** (Prop. Cllr. Hawthorne, Sec: Cllr. Edworthy, Councillors voted ‘all in agreement’ to this motion). The Clerk agreed to draft a letter.

Action: Clerk

9. 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) Sale of 1 Loudham Lane, Ufford and status of Holiday Lets on neighbouring land – The Clerk confirmed that, as of 20th June 2022, this property was still for sale on the Clarke and Simpson website, being marketed as having “Additional land and outbuildings available by separate negotiation”. It was agreed to monitor the situation.

Action: Clerk and Cllrs. Jones and Findley

10. Neighbourhood Plan:

- a) To receive a report from the NP Working – A report from Cllr. Findley had been circulated before the meeting and was welcomed by all. Cllr. Findley highlighted a number of items. A question was raised as to how a small number of residents could set a ‘vision’ for the plan. It was explained that the vision would be taken from the comments received at the Launch meetings and could be amended/added to as the plan progressed. Cllr. Findley also advised that payments to the Consultants would be at the end of each ‘Stage’ of the plan and would be to a nominated consultant.
- b) To sign ESC Service Level Agreement – The draft SLA had been sent to all (including the NP Consultants). Cllr. Findley proposed it be signed. This was seconded by Cllr. Mayhew and all were in agreement. Cllr. Findley signed the hard copy of the document and the Clerk was asked to forward it to ESC.

- c) To review and adopt the 'Terms of Reference' for the Neighbourhood Plan Steering Group – The Clerk had distributed an original and versions 2 and 3 to all Councillors. After discussion on a couple of matters, the final version was agreed. Cllr. Hawthorne proposed it be adopted. This was seconded by Cllr. Pearce and all were in agreement. The Clerk was asked to produce a 'Final' copy and pass to the Steering Group for comment.

Action: Clerk and Cllr. Findley

11. Finance Matters:

- a) To receive Accounts as of 31st May 2022 – The Accounts had been sent to all, and there had been no questions. Cllr. Hawthorne agreed to verify that the accounts matched the actual figures in the Bank Accounts.
- b) To authorise the following Invoices for Payment:
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| i. J Hallett (Salary and Expenses) | £896.28 |
| ii. SCC Pension Fund (Clerk's Pension) | £267.59 |
| iii. Kevin Coe (Moving Bench) | £100.00 |
| iv. Thurlow Nunn Standen Ltd (2 x Hand Cut Pruning Saws) | £53.50 |
| v. Ufford Park Hotel (Tea/Coffee for NP Inception Workshop) | £30.00 |
| vi. K Bennett (Stationary and Strimmer Cord) | £15.73 |

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

- e) To note Payments made since last meeting:
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| i. J Hallett (Water Testing Kit) | £461.01 |
| ii. Ufford Park Hotel (Cost for NP Inception Workshop) | £447.50 |
- f) To note Payments received since last meeting:
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| i. HMRC (VAT Refund) | £296.67 |
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Action: Clerk

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

- a) Broadband Project – Cllr. Mayhew advised that the project was still in 'Procurement' phase with the DCMS and that there would be an update in the next PUNCH. He was also aware of other companies offering a similar service to Ufford residents but suggested it was a 'free market' and this was not against the rules. It was hoped that Ufford residents would remain loyal to the project.

- b) Water Sampling of the River Deben – The Clerk confirmed that all the equipment had now been received. It was suggested that the project need not be run by the PC, and that a group of volunteers could take it on, especially someone with a science background or a science student. It was also suggested that Farlingaye High School may also be interested in the testing and analysing the results. The Clerk was asked initially to draft a PUNCHLine asking for volunteers to carry out the testing. It would then be established if a volunteer would be willing to house the equipment. In the meantime, Cllr. Findley agreed to speak to Stephen Thurlow to see if there was a suitable place in an outbuilding for the equipment to be stored at the White Lion. Cllrs. Bennett and Hawthorne indicated they would be interested in being involved in the testing and analysis.
- c) Additional Item – Ufford Arts Festival – The Clerk had circulated an email from the Arts Festival Chair, asking for permission for the Bus Shelters owned by the Parish Council to be used as ‘Pop-Up’ Art Galleries during the festival. *Q. Will the exhibition be at the time the buses are running?* Yes, but access to the shelters will be available at all times. After discussion it was agreed to permit the use of the shelters belonging to UPC, on the condition that an appropriate risk assessment was carried out at each shelter (these being passed to the Clerk before the event) and access to each shelter was not impeded in any way by the exhibitions. This motion was proposed by Cllr. Findley, seconded by Cllr. Mayhew and all were in agreement.

Action: Clerk and Cllr. Findley

13. Recreation Ground and Parklands Woods:

- a) To receive update on the Play Park Inspections – The Clerk reported that the first inspection had been carried out by Mr Bracey, this being to the ‘Annual RoSPA’ standard. A number of maintenance issues had been identified (all minor or medium risk) and these had been passed to either Mr Coe (for the Play Equipment) or Mr Knights (for the BMX Track). The Clerk was asked to thank Mr Bracey for his report.
- b) To receive update on the application to Rural Payments Agency for High Level Stewardship Grant – The Clerk reported that a telephone message had been received from the RPA and that details had been passed to Cllr. Hawthorne for action to be taken.
- c) To discuss exploring a Pickleball Court in the MUGA – Pickleball was apparently a new sport, played widely abroad and easily set out on an existing MUGA. Contact had been made with a club in Kesgrave but there had been no reply as yet. The Clerk agreed to follow this up and report back to the July meeting.

- d) To discuss use of the Woods for the Ufford Arts Festival 2022 – Cllr. Hawthorne had previously sent around details of a project to hang coloured celluloid film from some trees in the woods, which would look like stained glass. The Council were happy to permit this and the Clerk was asked to inform the Arts Group.
- e) To discuss the need for a Tree Safety Inspection – Cllr. Hawthorne advised that the last formal tree survey in the woods was in 2018 and that another should be carried out. After discussion it was agreed that a different tree surgeon to the gentleman usually used should be contacted, to ensure no conflict of interest and Cllr. Hawthorne agreed to do this. Cllr. Mayhew offered an alternative contact if needed.
- f) To discuss the issue of dog fouling in the woodlands – Cllr. Hawthorne reported an increase in dog faeces left on the woodland paths and of bags of faeces left up trees. After discussion it was felt no amount of signage or messages via the PUNCHLine would make any difference to some owners and that the issue just had to be accepted.

Action: Clerk/Cllr. Hawthorne

14. Highways/Footpaths:

- a) To discuss lobbying for Quiet Lanes to be recognised as unsuitable for non-local drivers – It was agreed that the designation of ‘Quiet lane’ status should be made known to non-local drivers and that denoting Satellite Navigation systems would be a good way to do this. It was agreed that the Council should write to SCC Highways and copy in Cllr. Nicoll
- b) To discuss speeding and establishing a Community Speedwatch Team – Cllr. Findley had circulated a paper on this subject and the Clerk explained how the groups operated practically. After discussion it was concluded that the Council should try again to establish a team; who hopefully would be managed by a resident and not a Councillor. The Clerk was asked to write a comprehensive report for the PUNCH.
- c) Speed Indicator Device:
 - i. To consider purchasing the Data Collection facility for the SID (£550.00 + VAT) – After discussion it was agreed to purchase the Data Collection facility for the SID (Prop. Cllr. Findley, Sec. Cllr. Pearce and all in favour). The Clerk was asked to request a small grant (£250.00) from Cllr. Nicoll, to assist with the cost.
 - ii. To consider requesting additional posts are erected in the village to allow the SID to be moved – The Clerk gave details of the additional posts that had been put in, in Hollesley and how a group of volunteers managed the SID. It was agreed that the Clerk should survey the village for suitable additional post locations and ascertain costs from SCC Highways.

Action: Clerk

It was agreed to suspend Standing Order 3. X) to allow the business of the meeting to conclude

15. Community Hall Committee – To receive an update from Cllr. Edworthy on the Community Hall Committee:

An update from the Hall Treasurer had been circulated by the Clerk previous to the meeting. Cllr. Edworthy wished to alert the council to possible changes of personnel on the committee due to some changes in personal circumstances. There was at present no response to the recent advert for a booking clerk with extra duties. There is a need and a request to refurbish the toilets. The clerk would review the Lease clauses and report back to the Council in July.

Action: Clerk

16. Documentation – To review and adopt:

- a) ESC Community Governance Review - draft recommendations

After discussion it was suggested that none of the draft recommendations affected Ufford and so there was no requirement to send a formal comment but that the Clerk should acknowledge receipt of the document.

Action: Clerk

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

None

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

- Items carried forward from this meeting
- ESC Housing Cluster Policy review
- Parking at Bentwaters as part of the development of the Wetland Site at Sizewell

Action: Clerk

The meeting was closed at 9.16pm

Signed:.....
Cllr. David Findley - Chair

Date:

Judi Hallett
Clerk to Ufford Parish Council

Chair's initials.....