

Minutes of Ufford Parish Council Meeting

Held on 19th July 2022 ~ 7.00pm

St Mary's Parish Hall, Church Lane, Ufford

Present

Cllr. David Findley (Chair)

Cllr. Keith Bennett

Cllr. Nick Crocker

Cllr. Pat Edworthy

Cllr. Jane Hawthorne

Cllr. Steve Mayhew

Cllr. Ashley O'Malley

Cllr. Vincent Smith

Judi Hallett (Clerk)

Two members of the public were present (via Zoom)

The Chair welcomed everyone to the meeting.

1. Apologies for absence:

a) To Receive Apologies:

Apologies had been received from Cllr. David Pearce (Family Duties), Cllr. Nigel Smith (Covid), and Cllr. Kathryn Jones (Family Duties). Apologies had also been received from Dist. Cllr. Carol Poulter.

b) To Accept Apologies:

Cllr. Edworthy proposed that the apologies of Cllrs Pearce, N Smith, and Jones were accepted. This was seconded by Cllr. V Smith 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

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

None

Chair's initials.....

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** – Cllr. Nicoll was not in attendance.
- **Dist. Cllr. Carol Poulter** – Cllr. Poulter's report had been forwarded to all and she had offered to answer any questions after the meeting.

4. To sign Minutes of meeting dated 21st June 2022:

The minutes of the Full Council meeting dated 21st June 2022 had been circulated and slight amendments had been made to the initial draft. The minutes were proposed as a true record by Cllr. Bennett, seconded by Cllr. Hawthorne 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/22/2273/FUL | Creation of wetland habitat for wildlife on land in the vicinity of lower abbey farm within the EDF Sizewell Estate. The habitat will comprise reedbed, open water and ditches surrounded by tussocky grassland. Part of the reedbed will be managed to create wet woodland through natural succession. Provision of 55 car parking spaces at Bentwaters Park, Rendlesham, Woodbridge, to support the workforce at Land To The East Of Lower Abbey Farm, Eastbridge Road, Leiston.

Councillors made the following comments:

- [The Clerk read aloud the letter of objection on the ESC Planning Portal from Melton Parish Council]
- There is a risk this facility will not be temporary and will become another "Park & Ride" site for the whole Sizewell C project
- The car park at Bentwaters has been 'slotted in' to this Sizewell C wetland habitat application and parishes around Bentwaters have not been consulted
- Further increased traffic to and from Bentwaters will have a knock on effect on Ufford, when drivers use Ufford as a 'rat-run' to access the A12
- Melton's letter says exactly what we feel, perhaps we can base ours on it.
- **Conclusion: Objection** (Prop. Cllr. V Smith, Sec: Cllr. Hawthorne, Councillors voted 'all in agreement' to this motion). The Clerk agreed to submit comments to ESC.

- b) DC/22/2613/AME Non Material Amendment of DC/21/0466/VOC - Erection of 7 X single storey bungalow dwellings - all matters: access, appearance, landscaping, layout, scale - 1. Photovoltaic panels have been added to one roof plane (South facing) of all dwellings 2 Height of ridges have been raised by approx. 250mm - previous heights indicated by dashed red lines on elevations 3 Extent of gravel paths and paving in front of dwellings has been slightly modified 4 Willow fence panels have been replaced by timber post and rail fencing along curved front garden of Unit 2 5 A covered carport has been eliminated from the rear of Units 4 and 5, a brick party wall replaces it; all car parking spaces are retained - Part Land North Of Hill Farm, High Street, Ufford. Councillors made the following comments:

- As these are just non-material amendments we are not officially consulted but perhaps it would be good to respond?
- I can see nothing controversial here, the solar panels are a very good idea
- It is a pity the carport is being removed but it may be added at a later date
- The post and rail fence will last longer than the Willow
- **Conclusion: Support** (Prop. Cllr. Edworthy, Sec: Cllr. O'Malley, Councillors voted 'all in agreement' to this motion). The Clerk agreed to draft a letter.

Action: Clerk

6. 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: The Clerk confirmed that the decision on this was still awaited.
- b) Update on enforcement request on DC/20/1768/FUL The Walk, Lower Road, Ufford – The Clerk reported that a neighbour of the property had requested assistance with Laurel trees that had been planted near to their boundary wall and these were growing rapidly. On checking with ESC, it had been established that the trees were not part of the re-planting scheme for any of the various applications on the property, and therefore the matter was a private one between the two households.
- c) Additional Item - DC/21/3237/FUL Demolition and clearance of former nursery buildings and structures, erection of a Class E (a) convenience food store, Class E (b) café and 11 No. business units E(g)(i) (offices); access, car parking spaces and landscaping. | Part of Former Crown Nursery, High Street, Ufford – The last entry for this application - a holding objection from SCC Highways - was in December 2021; there had been nothing since then. The Clerk confirmed that no further correspondence had been received in relation to this application.

Action: Clerk and Cllrs. Jones and Findley

7. Neighbourhood Plan:

- a) To receive a verbal update on the work done by NP Steering Group – Cllr. Findley reported on:
- The Inception Workshop on 24th June 2022 – Seven Steering Group members and five Team Members plus three consultants had attended this half-day meeting. The session included a walk around the village, an explanation of the NP process, an introduction to Placecheck and a detailed explanation of the Character Appraisal Work to be undertaken by the NPSG, A draft Vision and NP Aims had been developed and these had been circulated
 - First meeting of the NP Steering Group on 18th July 2022 – a number of key items had been progressed including a Chair and Vice Chair had been elected, Skills and Declarations of Interest finalised, meeting schedule fixed, Promotion of Placecheck agreed , Setting of Zones of different built up areas of the village and a Plan for the Character Appraisals to be completed. A review of the draft Aims and Vision was also completed following pertinent input from the SG member who is a planning officer with Babergh DC
 - A walk around the village with ESC Officers had taken place, and the initial meetings were planned with AECOM to discuss both the Housing Needs Assessment and the Design Guide.

Cllr. Hawthorne reminded Council of a 'Vellum Book' that was signed by all residents in the village, in 2000 and of the need to ensure the Millennium Tapestry is included in the Plan. The Clerk agreed to notify the NP Steering Group

- b) Update on the progress with Placecheck – This online consultation facility was now up and running. All were encouraged to access it and set up an account. A flyer would be placed in the August PUNCH and a reminder sent out on PUNCHLine on 27th July.

Action: Clerk and All Councillors

8. Finance Matters:

- a) To receive Accounts as of 30th June 2022 – The Accounts had been sent to all and there had been no questions. Cllr. Findley had verified that the accounts matched the actual figures in the Bank Accounts.
- b) To confirm the Clerk's attendance at the SLCC Levelling UP Conference (total cost approx.. £55) – This item no longer required discussion as the conference had been cancelled.

Chair's initials.....

- c) To discuss payment to Ufford resident for grass cutting he carries out in Parklands and Parklands Wood – For the benefit of new Councillors, the Clerk explained that a resident of Ufford regularly cuts the grass in communal areas around Parklands Wood and has, in the past, refused any recompense. However, he had agreed to receive £15 as a donation last year, to cover petrol costs. After discussion, Cllr. Bennett proposed that a donation of £20 should be made this year as petrol costs had risen significantly. This was seconded by Cllr. O'Malley and all were in agreement.

- d) To authorise the following Invoices for Payment:

i.	J Hallett (Salary and Expenses)	£745.04
ii.	SCC Pension Fund (Clerk's Pension)	£214.08
iii.	HMRC Cumbernauld (Clerk's PAYE)	£154.50
iv.	Suffolk Digital Ltd (reprinting of Footpaths leaflets)	£94.00
v.	R H Leggett (NP Stage 1 Invoice)	£746.70
vi.	SARS (Donation for Defib Training)	£165.00
vii.	Ufford Punch Newsletter (Jubilee Expenses)	£245.02
viii.	Ufford Punch (Placecheck Flyer Printing and Distribution)	£95.00
ix.	Skippers Ground Maintenance Ltd (Grass cutting for Jubilee)	£120.00
x.	Thurlow Nunn Standen (Saw Sharpening and Wood Killer SBK)	£69.70
xi.	UDS Planning Ltd (Placecheck Set-up for NP)	£120.00
xii.	K N Coe (Maintenance at Play Park)	£220.00
xiii.	Mr S King (Donation for petrol costs)	£20.00

The above payments were proposed by Cllr. Mayhew, seconded by Cllr. Crocker and all were in agreement they be paid. The Clerk agreed to contact Cllrs. Edworthy and Hawthorne to request that 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.	Astco Recycling (Clothes Bank)	£13.50
ii.	Ufford PUNCH (Donation for SARS)	£50.00
iii.	J Hallett (Cash collected at SARS Training)	£65.00

Action: Clerk

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

- a) Broadband Project – Cllr. Mayhew had circulated an update from Openreach earlier in the week and he explained this in more detail at the meeting. Cllr. Mayhew was thanked for his continuing work in managing the project.

- b) Water Sampling of the River Deben – Cllr. Findley reported that the water testing equipment was now purchased and was being stored safely. Following discussion with Stephen Thurlow, a bench at the White Lion Brewery was being prepared for all the equipment to be set up there. An article in the August PUNCH would promote the project and ask for people to get involved with the testing. One resident was already keen to help out and a further resident had indicated she was interested, at the Summer Show. Cllr. Findley also advised that he had contacted the Head of Science at Farlingaye High School to explore potential interests from students.

Questions were asked over the level of responsibility the PC would have to advise bathers of the quality of the water, if found to be poor, and whether signage would be required. It was thought that these sorts of questions and others could be answered by Woodbridge TC when the testing started.

Action: Clerk and Cllr. Findley

10. Recreation Ground and Parklands Woods:

- a) To receive update on the application to Rural Payments Agency for High Level Stewardship Grant – Cllr. Hawthorne reported that additional information required by the RPA was proving very time consuming to pull together but two members of the Woodlands Group were assisting and the material was almost ready.
- b) To receive an update on creating a Pickleball Court in the Multi-Use Games Area – The Clerk reported that she had spoken to the manager of the Pickleball Club at Kesgrave and he had welcomed her attendance at one of the club sessions on a Friday. Cllr. O'Malley agreed to attend one of the sessions and then to report back in September.
- c) To receive an update on the Tree Safety Inspection – Cllr. Hawthorne reported that she had obtained one quote for a Tree Inspection but felt it was rather high. As the last inspection had been carried out in 2020, the Clerk was asked to review the insurance policy and see if there was a recommended time frame for inspections.
- d) To discuss reports of travellers using local parks and how to secure the Community Hall Car Park – Cllr. Hawthorne reported that a group of Travellers had recently been moved on from Christchurch Park and the Martlesham Park and Ride and it was not known to where they had moved. They had left a great deal of litter and caused damage. There was concern that the Community Hall Car Park would be seen as an ideal parking location, especially with the outside tap. A discussion was had around the merits of closing the gate at night and re-opening in the morning, but it was agreed that such a move would not be feasible. In conclusion the Clerk was asked to draft an article for PUNCHLine asking everyone to be vigilant and to report any suspicious activity.

e) To discuss outstanding Play Park Maintenance Issues (list sent to Councillors on 7th July 2022) – The following actions were agreed:

- Removal of tree trunk – The Clerk's husband to cut up and take away (no charge)
- Removal of remaining tree stump– Cllr. Hawthorne to approach Matthew Allen for a quote
- Missing Zip Wire Button – Now found – awaiting quote for repairs from Ipswich Borough Council
- Surfaces under Basket Swing, Gym Equipment and Zip Wire – Clerk to obtain quotes for this work and report back to the September meeting

Action: Clerk/Cllr. Hawthorne

11. Highways/Footpaths:

a) Speed Indicator Device:

- To receive update on the Data Collection facility for the SID – The SID was presently with Westcotec for the data collection facility to be added. Mr Barkley had offered to manage and analyse the data collected when the device was returned. The Clerk was asked to thank Mr Barkley for this offer.
- To receive update on additional posts to allow the SID to be moved around – Councillors discussed four locations where additional SID posts could be sited:
 - Along The Avenue on the Lower Ufford side of the entrance to the Recreation Ground – thought viable
 - At the junction of Barrack Lane, Church Lane and Ufford Place – doubtful that speeds exceeded 30 mph
 - School Lane, just along from Mead Lodge - thought viable
 - Loudham Lane (close to Hawkeswade) – Clerk to carry out further investigations

There were posts in place at three of these sites so purchase of the SID brackets (around £60 each) would be all the expenditure that was required. However, each location would need to be checked and authorised by SCC and, when the sites were approved, an agreement would need to be entered into between SCC and UPC, to allow SID volunteers to be covered by SCC insurance and to set some rules and guidelines for the relocation process. The Clerk was asked to research the site in Loudham Lane and complete the paperwork for the additional locations for review by SCC.

- To receive update on the setting up of a Community Speedwatch Team – Cllr. Findley reported that nine people had signed up to the Speedwatch Team at the Summer Show. The Clerk was asked to approach Suffolk Constabulary with a view to formally establishing the team, getting sites assessed, volunteers DBS checked and all training completed.

- c) To receive the July Footpaths Report – The latest footpath report from Ms Forge has been circulated. It was reported that a Working Party would be operating the following Friday, although most paths were clear due to the lack of rain.
- d) To discuss litter at Hawkeswade Bridge – It was acknowledged that this was a continuing problem that would probably get worse over the School Holiday period. Concrete blocks had been placed by the landowner, Mr Fleming, at the entrance to the footbridge area to try to prevent people parking and fly tipping. It was felt that much of the litter was dropped by walkers and by the young people who used the Ufford Hole for swimming. Placing a large bin on site was discussed but it was felt other rubbish would be placed in it. In conclusion the Clerk was asked to speak to Mr Fleming to ask if he would mind if a sign was put up reading “If Litter Bin Is Full, Please Take Your Rubbish Home With You”

Action: Clerk

12. Community Hall Committee

- a) To receive an update from Cllr. Edworthy on the Community Hall Committee – Cllr. Edworthy reported that the Hall Committee was, once again, looking for Trustees as both the Treasurer and the Football Club Chair wished to step aside shortly. It has been suggested to Cllr. Edworthy by the Hall Committee that the responsibility for the building be ‘handed back’ to the Parish Council but it was explained that there was a 21 year lease in place and this would need to be terminated for the Hall to revert back to the Parish Council. It would be much better if new Trustees could be found to continue the role of the existing Charity.

Cllr. Edworthy suggested that the hall needed a ‘Manager’ and that this would probably need to be a paid role.

Cllr. V Smith indicated that he would be willing, as a resident of Ufford and not as a Parish Councillor, to assist the Committee and take on the role of Treasurer and Trustee on an interim basis. It was agreed that Cllr. Edworthy would contact the present Treasurer to put him in touch with Cllr. V Smith.

- b) To receive update on status of Hall, following accident on 11th July 2022 – The Clerk gave details of an incident at the hall where a young person had accidentally driven a car in to the building. Thankfully no one was hurt, and the hall was unoccupied at the time. The matter was reported to the police, who were investigating (with assistance from the CCTV footage) and the Hall Committee Treasurer was dealing with insurance companies and local builders to get the hall repaired as quickly as possible, to allow clubs to return.

Action: Clerk

13. Documentation – To review and adopt or respond to:

- a) Draft Housing in Clusters and Small Scale Residential Development in the Countryside Supplementary Planning Document – The Clerk read a comment from Cllr. Jones and Cllr. Mayhew indicated that he had read the document. It was concluded that the document would be useful for the Neighbourhood Plan work. It was agreed that a short letter showing Support for the planning document would be sensible to send.

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

- b) Statement of Modifications to the draft East Suffolk CIL Charging Schedule – It was suggested that the content of this document had no impact on Ufford and therefore did not require a response.

Action: Clerk

14. To receive reports on meetings attended on behalf of the Council, including:

- a) Community Partnerships Group Meeting (attended by Cllr. Findley) – Cllr. Findley was thanked for his comprehensive report; there were no further questions.

15. To receive agenda items for next meeting and agree date of Next Meeting (20th September 2022 – or 16th August 2022 if required):

- Items carried forward from this meeting

Action: Clerk

The meeting was closed at 9.02pm

Signed:.....

Cllr. David Findley - Chair

Date:

Judi Hallett
Clerk to Ufford Parish Council

Chair's initials.....