

Minutes of Ufford Parish Council Meeting

Held on 27th September 2022 ~ 7.00pm

St Mary's Parish Hall, Church Lane, Ufford

Present

Cllr. Keith Bennett (Chair)
Cllr. Steve Mayhew
Cllr. Vincent Smith

Cllr. Nick Crocker
Cllr. Ashley O'Malley

Cllr. Pat Edworthy
Cllr. Nigel Smith

Dist. Cllr. Carol Poulter

Cnty. Cllr. Alexander Nicoll

Judi Hallett (Clerk)

1 member of the public was present (via Zoom)

In the absence of Cllr. Findley, Cllr. Bennett had agreed to Chair the meeting. This was proposed by Cllr. O'Malley, seconded by Cllr. Edworthy and all were in agreement.

The Chair welcomed everyone to the meeting.

1. Apologies for absence:

a) To Receive Apologies:

Apologies had been received from Cllr. David Findley (Away), Cllr. Jane Hawthorne (Previous Engagement) and Cllr. Kathryn Jones (Family Duties).

b) To Accept Apologies:

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

2. To receive any:

a) Declarations of Pecuniary Interest in Agenda Items

Cllr. V Smith declared a pecuniary interest in item 5. a) as the owner of the property in question. A request was made for the Clerk to clarify the difference between 'pecuniary' and 'non-pecuniary' interests.

b) Declarations of Non-Pecuniary Interest in Agenda Items

None

c) Applications for Dispensation on Agenda Items

None

Chair's initials.....

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

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:

- **Dist. Cllr. Carol Poulter** – Cllr. Poulter's report had been forwarded to all and she expanded on the following items: ESC's assistance package for residents struggling with the cost of living rise [Clerk had attended the online seminar and circulated material available to date] and questions raised directly to her with reference to work being carried out in Parklands Wood.
- **Cnty Cllr. Alexander Nicoll** – Cllr. Nicoll gave further information on: the KATCH Bus Service (patronage not as high as expected but due to Covid service interruptions the pilot has been extended until December 22, pilot to end in December 2022 when service will be reviewed. Both SCC and ESC working closely together, service cannot run if it is not economically viable. Additionally the recent appeal lodged in relation to the St Andrews Place refusal in Melton; traffic issues caused by the expanse of Bentwaters Park; and work to procure land for the Sizewell C development, were touched upon.

4. To sign Minutes of meeting dated 22nd August 2022:

The minutes of the Full Council meeting dated 22nd August 2022 [*error on the agenda*] had been circulated and slight amendments had been made to the initial draft. The minutes were proposed as a true record by Cllr. Mayhew, seconded by Cllr. Crocker 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/22/3031/LBC - Replace modern (1960s-1980s) softwood window frames on cottage (see pictures) with same specification and appearance, but with 'slimline' double glazing as permitted in ESC's 'Historic Environment' planning document (June 2021) para.10.7 (p60) - Midsummer Cottage, Spring Lane, Ufford. Councillors made the following comments:

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- [Cllr. V Smith left the room]
 - These are rotten wooden windows being replaced by new wooden windows.
 - I have no objection at all, some of the windows are in a very bad state
 - **Conclusion: No objection** (Prop. Cllr. N Smith, Sec: Cllr. O'Malley, Councillors voted 'all in agreement' to this motion). The Clerk agreed to submit comments to ESC.
 - [Cllr. V Smith re-entered the room]
- b) DC/22/3257/FUL - Erection of single storey extension following demolition of conservatory and previous extension. Demolition of garage. New dormer window to existing roof. – Vespers, The Avenue, Ufford. Councillors made the following comments:
- The plans are to demolish an extension that is only 15 years old but the new plans dramatically improve the layout of the building and only increase the floor space very slightly
 - The conservatory is not aesthetically pleasing so removing it will be no loss
 - With reference to the cladding and zinc, I like this
 - **Conclusion: No Objection** (Prop. Cllr. O'Malley, Sec: Cllr. V. Smith, Councillors voted 'all in agreement' to this motion). The Clerk agreed to submit comments to ESC.
- c) DC/22/2926/ADN (Non Illuminated Advertisement - Installation of 4 x flag poles to advertise company logo - within the rear grounds of the hotel (golf course side) - Ufford Park Hotel, Yarmouth Road, Melton. Councillors made the following comments:
- These are not visible from the road (even at 8m high), I have no objection
 - **Conclusion: No objection** (Prop. Cllr. Mayhew, Sec: Cllr. Edworthy, Councillors voted 'all in agreement' to this motion). The Clerk agreed to submit comments to ESC.
- d) DC/22/3443/FUL - Garage extension for storage and installation of a toilet - 5 Yarmouth Road, Ufford. Councillors made the following comments:
- [The Clerk reported that a letter of objection had been lodged with ESC from a neighbour of this property,]
 - This garage already dominates the garden and an additional 24m² will be added
 - The neighbour has objected to the visual effects of the building, but perhaps a good hedge would hide most of it
 - Why is a toilet needed in a garage? Will this lead to a change of use for the building, perhaps in to a workshop or business?
 - Where is the drainage for the toilet? The black cladding is inappropriate

- **Conclusion: Object** – there is not enough information in the application to determine if a ‘change of use’ is planned or not, or any information on the drainage plans for the proposed toilet (Prop. Cllr. V Smith, Sec: Cllr. Mayhew, Councillors voted 6 ‘For’ this motion, with 1 abstention). The Clerk agreed to submit comments to ESC.

e) DC/22/3538/TCA - 1no. Silver birch (T1 on plan) – Fell - Mill House, East Lane, Ufford. Councillors made the following comments:

- The tree is very decayed and very large, I think this work is necessary
- **Conclusion: No objection** (Prop. Cllr. Edworthy, Sec: Cllr. O’Malley. Councillors voted ‘all in agreement’ to this motion). 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:

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

- 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. It was suggested that the Clerk contact ESC Planning Officer Rachel Smith and the Melton Clerk to enquire as to the delay.
- Update on application DC 21 3237 FUL – Crown Nursery, Ufford – The Clerk reported that determination of this application by ESC was still awaited
- DC/22/2987/FUL | Proposed development of the existing commercial buildings on site and the erection of 9no dwellings and 14 commercial units on land of the former forge site | The Forge, Woodbridge Road, Bredfield – The Clerk suggested Council may wish to observe progress of this application. It covered a parcel of land identified in the Bredfield NP for development but was approximately twice as large as the NP had recommended. For this reason, Bredfield PC had objected to the plans and it would be interesting to see if ESC follow the standards as laid down in the NP.

Action: Clerk

7. Neighbourhood Plan:

- a) To receive an update on the work done by NP Steering Group – The Clerk had circulated a report on the work of the NP Steering Group to date. The following questions arose:
- *How will AECOM determine a 'Design Guide' for Ufford?* It will be quite a task. There may have to be different guidelines for different areas of the village. The Guide will not suggest that all new houses look the same but will just provide recommendations.

8. Finance Matters:

- a) To receive Accounts as of 31st August 2022 – The Accounts had been sent to all and there had been no questions. Cllr. Bennett had verified that the accounts matched the actual figures in the Bank Accounts.
- b) To discuss allowance for Computer Software to allow Councillors to perform essential tasks for the Parish Council – The Clerk explained that many Ufford Councillors used Apple Mac computers and, if they did not have Microsoft packages such as Word and Excel on them, it was often awkward to share and edit documents. After discussion, Cllr. Bennett proposed that the motion be specific in permitting Cllr. Findley only (as the current Chair) to purchase MS Word software; with the matter being reconsidered at a later date should the next Chair also not use a PC. This was seconded by Cllr. O'Malley and all were in agreement.
- c) To acknowledge receipt of the Notice of Conclusion of Audit and Section 3 of Part 3 of the 2021/22 AGAR from PKF Littlejohn LLP – The 'Notice of Conclusion of Audit' and 'Section 3 of Part 3 of the 2021/22 AGAR' had been received from PKF Littlejohn LLP and circulated to all Councillors. Both documents had also been published on the Website and the Notice has been displayed in the Ufford Place Gates Notice Board. Acknowledgement of receipt of both documents was proposed by Cllr. Mayhew, seconded by Cllr. Bennett and all were in agreement.
- d) To discuss quotes for resurfacing under three pieces of Play Equipment - A breakdown of all three quotations received had been sent to Councillors on 25th August 2022. The quotes were discussed and, after debate around the merits of splitting the project up, obtaining grants and requesting discounts, Cllr. Mayhew proposed NGF Play were contracted to carry out all three pieces of work, with the Clerk enquiring as to whether a small discount could be obtained (potentially the cost of the Heras Fencing). Grants are to be sought from both Cllr. Poulter and Cllr. Nicoll.

e) To authorise the following Invoices for Payment:

i. Geosphere Ltd (Mapping for NP)	£76.80
ii. AJGIBL GBP CLIENT NST ACCOUNT (Insurance)*	£1,553.51
iii. FowlerWeb (Laptop Repair)	£60.00

* - The Clerk had endeavoured to obtain alternative quotations for the Insurance but had been unable to. It was agreed that the payment of the invoices be delayed until 29th Sept, to allow time for an alternative Insurance quote to be received and/or negotiations with Gallagher over the premium.

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

e) To note Payments made since last meeting:

ii. J Hallett (Salary and Expenses)	£899.67
iii. SCC Pension Fund (Clerk's Pension)	£267.59

f) To note Payments received since last meeting:

i. Astco Recycling (Clothes Bank)	£12.00
ii. H Calver (Wood Sales)	£70.00
iii. HMRC (VAT Refund)	£998.04

Action: Clerk

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

- a) Broadband Project – Cllr. Mayhew had circulated an update to all earlier in the day (available from the Clerk on request), and he expanded on the details.
- b) Water Sampling of the River Deben – A report from Cllr. Findley had been circulated earlier in the week. Cllr. Bennett reported that he had undergone training to do the testing, and that the recent tests were still showing high levels of e-coli. The Clerk reported that there had been an issue with the incubator and agreed to check the status with Mr Brammar.

Action: Clerk

10. Recreation Ground and Parklands Woods:

- a) To receive update on the application to Rural Payments Agency for High Level Stewardship Grant – The Clerk reported that, having had conversations with Forestry England (FE) on the standard of UPC's application and missing elements of it, it had been agreed between herself and Cllr. Hawthorne to withdraw the application. FE had indicated that land owners usually employ specialist consultants to deal with such applications but that the cost of this support would outweigh the amount of any grant UPC were entitled to.

- b) To receive an update on creating a Pickleball Court in the Multi-Use Games Area – Cllr. O'Malley indicated that she has been as yet unable to visit the Kesgrave Pickleball Club but would do so in the next four weeks.
- c) To receive an update on the Tree Safety Inspection – The Clerk reported that Mr Allen had been instructed to carry out the survey but that she had not yet received the report.
- d) To discuss providing Recycling bins on the Recreation Ground and in the village – Councillors felt this was a good idea but were concerned that the wrong type of litter would be placed in to any recycling bin. After discussion it was suggested the Clerk should obtain a price from ES Norse for providing a bin close to the Play Park.

Action: Clerk/Cllr. Hawthorne

11. Highways/Footpaths:

- a) Speed Indicator Device:
 - i. To receive update on the Data Collection facility for the SID – The Clerk reported that this was now installed and gathering data. Mr Barkley had agreed to analyse the data collected and produce quarterly reports for the Council which could be published in the PUNCH.
 - ii. To receive update on additional posts to allow the SID to be moved around – The Clerk reported that she had requested three additional new SID posts in the village, of SCC Highways:
 - Along The Avenue on the Lower Ufford side of the entrance to the Recreation Ground (existing post) – This location had been agreed with SCC Highways
 - At the junction of Barrack Lane, Church Lane and Ufford Place (no post) – SCC had questioned the distance that the device would be seen from (has to be 100m but measured by the Clerk as only 74m) and a letter of objection had been received from a resident of Ufford Place
 - School Lane, just along from Mead Lodge (existing post) – one resident had strongly objected to this location (another five were in favour)

After discussion it was agreed that, at the present time, just one additional post would be allocated (in The Avenue).

- iii. To agree Agreement between SCC and UPC for SID to be moved to different posts in the village – The Clerk had circulated a draft of this agreement and there had been no comments. Cllr. V Smith proposed it be signed. This was seconded by Cllr. Edworthy and all were in agreement. Clerk to complete, distribute for signature by Cllr. Bennett and forward to SCC Highways.

- b) To receive update on the setting up of a Community Speedwatch Team – The Clerk reported that all eleven volunteers were now registered to operate the equipment. Three sites had been authorised (with a fourth still being negotiated). It was hoped the training for all operatives would take place in October.
- c) To discuss communication from Eyke Parish Council requesting support for an inquiry in to traffic data connected to Bentwaters Park and surrounding roads – The Clerk had circulated the details of the request from Eyke PC and Cllr. N Smith expanded on the history of the matter. Councillors were sympathetic to the concerns of Eyke PC and suggested the matter should be discussed by the Joint Parishes Transport Initiative, organised by Clerk to Campsea Ashe PC, Mr Klaus Fortmann. It was further suggested that the opinions of Cllr. Nicol should be sought at the next meeting and that a draft of the letter to ESC would need to be viewed by UPC, before any support could be confirmed. The Clerk was asked to write to Eyke PC.
- d) To discuss a Circular Memorial Walk for Queen Elizabeth II – The Clerk gave brief details of her idea to create a circular walk around the village in memory of Queen Elizabeth II. As a number of members were absent, it was suggested that all ideas for a memorial should be sent to the Clerk and a full discussion be placed on the October agenda.

Action: Clerk

12. Community Hall Committee

- a) To receive an update from Cllr. Edworthy on the Community Hall Committee – A report from Cllr. Edworthy on the composition and work of the Community Hall Committee had been circulated earlier in the day (available from the Clerk).
- b) To discuss suggestion that the PC should include the Community Hall's insurance in with their own – It was agreed to defer this item to the October meeting.
- c) To receive update on status of Hall, following accident on 11th July 2022 – Cllr. Edworthy reported that the hall was now open again. A small amount of work was still required to one window and the carpet would be laid once this had been completed.
- d) To discuss working with the Hall Committee to provide better lighting for the Car Park and possibly a Public Toilet and related options following Ufford Football Club withdrawal - It was agreed to defer this item to the October meeting. However, the Clerk was asked to enquire of larger Councils the cost of running a public toilet.

Action: Clerk

13. Documentation – To review and/or adopt:

- a) Items 1 and 2 on the Monthly Agendas – It was agreed to keep items 1 and 2 on the agenda as they were.
- b) Financial Regulations (2020) – *items B and C were taken together*. Cllr. Mayhew proposed the review and/or adoption of these two documents was recorded. This was seconded by Cllr. N Smith and all were in agreement.
- c) Asset Register (September 2022) – *as above*

Action: Clerk

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

There were none

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

- Items carried forward from this meeting

Action: Clerk

16. Clerk – To receive report on Clerk’s Annual Review and to discuss amendment to Clerk’s Working Hours:

[The Clerk left the room]

Discussion took place on the work undertaken by the Clerk to support the Neighbourhood Plan project.

[The Clerk re-entered the room]

The Clerk was informed that the Council had resolved to increase her hours to 15.5 per week, backdated to 18th May 2022, for one year, to cover the work created by the Neighbourhood Plan project. This resolution had been proposed by Cllr. Bennett, seconded by Cllr. V Smith and all were in agreement. The Clerk was asked to inform SALC. It was also suggested that this additional payment would need to be taken in to consideration when drafting the budget for 2023/24.

The Clerk thanked the Councillors for this recompense.

The meeting was closed at 8.57pm

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

Date:

Judi Hallett
Clerk to Ufford Parish Council

Chair’s initials.....