

**Minutes of Ufford Parish Council Meeting**

Held on 15<sup>th</sup> November 2022 ~ 7.00pm

Ufford Community Hall, The Avenue, Ufford

**Present**

Cllr. David Findley (Chair)  
Cllr. Pat Edworthy  
Cllr. Vincent Smith

Cllr. Keith Bennett  
Cllr. Jane Hawthorne

Cllr. Nick Crocker  
Cllr. Ashley O'Malley

District Cllr. Carol Poulter

Judi Hallett (Clerk)

No 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. David Pearce (unable to get to the meeting), Cllr. Kathryn Jones (Family Duties), Cllr. Steve Mayhew (Previous Engagement), and Cllr. Nigel Smith (Previous Engagement). Apologies had also been received from County Cllr. Alexander Nicoll.

b) To Accept Apologies:

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

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*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):

- None

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

- **Dist. Cllr. Carol Poulter** – Cllr. Poulter’s report had been circulated and she further commented on the following items:
  - Wickham Market Local Plan – Good to see now in circulation, it has been drafted for a while, I have not been involved but it does cover many concerns linked to highways matters, it is great that Ufford are progressing theirs and this will help to fight unwanted development
  - Boundary Review – This is the final draft (unless there are major objections), Ufford does move out of Suffolk Coastal and in to Central Suffolk and North Ipswich but that means all my Ward are under the same Parliamentary constituency and not split. Ufford is perhaps also better related to Wickham Market and Framlingham than Woodbridge? This was necessary to re-balance numbers in each area, a new constituency has been created. Currently we have three tiers of Government locally (County, District and Town/Parish Councils), this may soon be reduced to two. These boundary changes will happen at the next election.
  - Crown Nursery Application – I am sorry the result did not go the way you or I wanted. I was copied in to your letter but I have heard nothing, I would chase after four weeks have passed. *Q. Is it common for Councillors on a Planning Committee to abstain?* It is not common but it does occasionally happen. It will be interesting to see if the development goes ahead and how quickly it will start, in this current economic crisis.
- **Cnty Cllr. Alexander Nicoll** – Cllr. Nicoll was not in attendance.

Action: Clerk

**4. To sign Minutes of meeting dated 18<sup>th</sup> October 2022:**

The minutes of the Full Council meeting dated 18<sup>th</sup> October 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. Edworthy and all Councillors, who were in attendance at the meeting, were in agreement that they be signed.

The Clerk agreed to publish the minutes on the website.

Action: Clerk

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Chair’s initials.....

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

- a) There were none

**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: This has now been outstanding for 8 months and still no sign of an outcome.
- b) Additional Item – Development at The Walk, Lower Street – It was reported that the groundworks for the additional property at The Walk had now started and had caused some concern for local residents; the matter had been reported to the authorities and the issues had been quickly resolved.

**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 items were highlighted by Cllr. Findley:
- Household Survey – Please encourage your neighbours to complete the survey, the distributors will be knocking on doors in the next two weeks to remind households to complete the survey if they have not already done so and to collect any completed survey forms.
  - Call for Sites – This was discussed at the latest Steering Group meeting and many options explored. It looks like a Call for Sites will not be carried out, but instead Site Specific Policies in the plan will be drawn up. However, this has not been decided yet and the debate will continue at the next meeting.
- b) To discuss the Placecheck Data not applicable to the NP and how best to take these items forward – This data has now been analysed and a number of comments have been deemed to be outside the scope of the NP. It was suggested that a 'Working Party' be set up to assess each category of comment and report back at the Annual Parish Meeting. Cllrs. Bennett, V Smith, Hawthorne and Edworthy agreed to work alongside the Clerk on this matter.

It was commented that many items would be outside the remit of the Parish Council. In this case, signposting residents to contact the correct authority who could deal with the matter would be required. The Clerk was asked to send the document 'A Guide to What Your Parish Council Does' to everyone for review and revision.

- c) To discuss the draft Wickham Market Neighbourhood Plan and agree comments to put forward – Councillors made the following comments:

- This has been drafted for a while and is out of date in many respects, the project looks to have taken 7 years so far
- Perhaps surprisingly amongst other things it covers Pedestrian Safety, Cycling and Walking and Car Parking, all items not currently being explored by Ufford Steering Group; however, I will raise these with the Consultants as they are items highlighted by residents
- 110 more houses, on top of the 150 already being built will have a massive impact on traffic volumes in the High Street in Ufford and on local services (Doctors, Dentists, Schools, etc.)
- The Plan contains very little about the 'Design' of new properties, will the Ufford Plan be more specific? [Yes, we will have a separate Design Code]

In conclusion it was agreed that any further comments should be sent to the Clerk by 30<sup>th</sup> November and she would draft a reply, to be considered at the December meeting.

**Action: All and Clerk**

## 8. Finance Matters:

- a) To receive Accounts as of 31<sup>st</sup> October 2022 – The Accounts had been sent to all and Cllr. Hawthorne had agreed to verify that the accounts matched the actual figures in the Bank Accounts the following morning. The Clerk had also re-issued the Budget Forecast earlier in the day, in the light of revised expenditure on the Neighbourhood Plan.
- b) To discuss receipt of CIL funds and impact on project to replace safety surfacing under three Play Park items – The Clerk advised that the recent receipt of CIL funds (totalling £8,610.22) changed the funds available for the refurbishment of the surface under three items in the Play Park. She recommended that the CIL funds be used for this purpose (as they were restricted funds) and not the proposed funding agreement as previously suggested. This suggestion was proposed by Cllr. Hawthorne, seconded by Cllr. Crocker and all were in agreement. It was suggested that the funding was promoted in the next PUNCH article.
- c) To discuss and agree requests for Grants in 2023 – the Grant request applications (and accounts) for 2023 had been passed to all and the Clerk reminded Councillors of the NALC Legal Topic Note that she had recently circulated to them with reference to funding for Ecclesiastical organisations. The following comments were made:
- I don't think we should give grants to organisations not based in the village, however worthy their cause

- We have helped the Church before and it is important to keep the Churchyard looking neat and tidy
- We are spending tax payers money so we have to be very careful
- The Church accounts show a very large legacy left to them in 2021 and most of it being placed on an Investment Account; the income from this will be a great deal more than the losses incurred in recent years (mainly due to the Diocese contribution)
- We have to be constrained this year if we want to keep any Precept rise to a minimum and the Church's financial position has now changed

In conclusion, Cllr. Findley proposed: no grant to Headway, no grant to the Church for the Churchyard Maintenance but £250 to the Church for Flowers. This was seconded by Cllr. Bennett and Councillors voted 6 For and 1 Against the motion. The Clerk was asked to inform the applicants

d) To discuss the draft Budget 2023/24 and discuss Precept request – The draft budget and suggested increase in the Precept request amount had been circulated to all and the Clerk ran through each line, giving more details of how the figures were arrived at. The following amendments/suggestions were made:

- Grants now needs to be raised to £250 [as per above]
- Maintenance should be raised, suggested to £1,500
- The suggested rise in the Precept is too high, it should be no more than ESC or SCC and as low as possible
- The Autumn Statement due on Thursday may increase the maximum amount local authorities can raise without a local referendum from 3% to 5%. We should follow the outcome as any change is likely to affect ESC's decision
- What figure will ESC and SCC raise their Council Tax request to? [Unknown at this stage]

In conclusion, the Clerk was asked to inquire of ESC as to how much their rise in Council Tax is likely to be and to re-draft the budget with the above suggestions. It was also suggested the matter should be discussed at the December meeting before any decisions were made.

e) To authorise the following Invoices for Payment:

i.	J Hallett (Salary and Expenses)	£796.53
ii.	SCC Pension Fund (Clerk's Pension)	£228.85
iii.	NGF Play Ltd (30% Deposit for resurfacing)	£2,113.66
iv.	Glasdon UK Ltd (Dog Bin)	£160.82
v.	K N Coe (Maintenance)	£210.00
vi.	D Findley (Water Testing Plates x 100)	£34.99
vii.	Hollesley Parish Council (50% of Local Council Admin Book)	£66.00
viii.	J Purcell (RBM Wreath)	£20.00
ix.	Thurlow Nunn Standen Ltd (Glue for NP)	£6.42
x.	E V Harrison (Data Profile for NP)	£920.70

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*Chair's initials.....*

The above payments were proposed by Cllr. Edworthy, seconded by Cllr. O'Malley, and all were in agreement it be paid. Cllrs. Bennett and Hawthorne viewed all invoices and receipts and agreed to authorise the online payments the following day.

e) To note Payments made since last meeting:

- ii. None

f) To note Payments received since last meeting:

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|------|------------------------------------|-----------|
| i.   | Astco Recycling (Clothes Bank)     | £16.50    |
| ii.  | East Suffolk Council (CIL Payment) | £8,610.22 |
| iii. | C Alexander (Land Rent)            | £127.59   |

**Action: Clerk**

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

- a) Broadband Project – Cllr. Mayhew had circulated an update to all. The good news was that the project was due to get underway shortly and should be finished by the end of 2023. All Councillors thanked Cllr Mayhew for his continuing efforts to see the project through to conclusion.
- b) Water Sampling of the River Deben –Cllr. Findley had previously reported on the project; samples were being taken once a week by 6 volunteers. This would be reduced over the winter to once a fortnight. The incubator was still not getting to the required temperature but there was a work around.
- c) Sogenhoe Chapel Survey – A full report on this had been circulated by Cllr. Findley and he was confident a further survey would be carried out. It was expected that An article would be appearing in the PUNCH magazine in the New Year.

**Action: Clerk**

**10. Recreation Ground and Parklands Woods:**

- a) To receive an update on creating a Pickleball Court in the Multi-Use Games Area – Cllr. O'Malley reported that she has spoken to the Pickleball Club Manager at Kesgrave but he had indicated that the game really needed to be played indoors due to the windy conditions often prevalent in the UK. However, he said Ufford residents would be very welcome to join the Kesgrave club and the Clerk agreed to promote this.
- b) To receive an update on the Tree Safety Inspection – Cllr. Hawthorne reported what she had chased the inspection and hoped that it would be carried out by the end of the year.

- c) To discuss quote for providing a Recycling bin on the Recreation Ground – The Clerk reported that this was still awaited from ES Norse although she had chased it earlier in the day.

Action: Clerk/Cllr. Hawthorne

**11. To discuss the concept of a 'Warm Room' and setting one up for Ufford:**

Cllrs. Edworthy and Hawthorne reported that they had received concerns from some residents regarding the vulnerability of others during the winter months, when fuel would be expensive.

After discussion it was agreed to trial a 'Warm Room' project, in the Community Hall, every 2 weeks throughout January and February 2023. Cllr. Edworthy agreed to contact the Rural Coffee Caravan and enquire as to when the hall was free, and it was decided to advertise in the January PUNCH. All Councillors present, who did not work, agreed to support the project when they could.

Action: Clerk and Cllrs. Hawthorne and Edworthy

**12. To discuss a suitable 'memorial' to Queen Elizabeth II:**

The Clerk outlined her idea of establishing a circular walk in memory of HM Queen Elizabeth II. She hoped that a walk could be established at very low cost (hopefully under £200) and it might be an idea that other villages would like to take up.

Councillors welcomed this idea and suggested the Footpaths Warden may also like to be involved. Cllr. Hawthorne agreed to work with the Clerk to initiate the project and report back to the Council.

Action: Clerk and Cllr. Hawthorne

**13. Highways/Footpaths:**

a) Speed Indicator Device:

- i. To receive update on the Data Collection facility for the SID – The Clerk reported that the first report was still awaited from Mr Barkley but that it would be circulated once received.
- ii. To receive update on additional posts to allow the SID to be moved around – The Clerk reported that the signed copy of the agreement between SCC Highways and UPC had now been sent to SCC and they had acknowledged receipt. The SID bracket was still awaited from Westcotec but the SID would be moved as soon as the bracket was put up.

- b) To receive update on the setting up of a Community Speedwatch Team – The Clerk reported that the first CSW session had detected no offenders but that a timetable was now established and sessions should take place every 10 days or so. A new location, in The Avenue, was currently being assessed by the Police.

- c) To receive and acknowledge Footpaths Report – This excellent report was acknowledged and the Clerk was asked to thank Ms Forge for all her work.

**Action: Clerk**

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

The following were reported:

- Meeting with Notcutts – Cllr. Hawthorne – A number of tree saplings would be planted in honour of Notcutts' 150 year anniversary, in December.
- Community Hall Meeting – Cllrs. V Smith and Edworthy – A productive Community Hall meeting resulted in a number of new additions to the hall being authorised (new carpet, blinds and chairs)

**15. Documentation – Review of the following policies/Procedures:**

- a) Sickness and Absence Policy
- b) Grievance Procedure
- c) Disciplinary Procedure

Items a) and b) above were taken together. There were no further questions regarding the draft documents and Cllr. Hawthorne proposed they be adopted. This was seconded by Cllr. V Smith and all were in agreement. The Clerk agreed to finalise and publish them.

The Clerk suggested that the Disciplinary Policy was not discussed as she had found a more appropriate template on the NALC website and recommended she re-draft the policy for discussion at the December meeting. This was agreed.

**Action: Clerk**

**16. To discuss meeting dates for 2023 (suggested third Tuesday of each month with the exception of the May and October meetings):**

The following meeting dates for 2023 were agreed:

- 17th January – Ufford Community Hall
- 21st February - Ufford Community Hall
- 21st March - Ufford Community Hall
- 28th March – ANNUAL PARISH MEETING - Ufford Community Hall
- 18th April – St Mary's Church Hall
- 9th May – ANNUAL MEETING OF THE PARISH COUNCIL - St Mary's Church Hall
- 20th June - St Mary's Church Hall
- 18th July - St Mary's Church Hall
- 15th Aug - St Mary's Church Hall – if needed
- 19th September - St Mary's Church Hall
- 31st October - Ufford Community Hall
- 21st November - Ufford Community Hall
- 19th December - Ufford Community Hall

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*Chair's initials.....*



The Clerk was asked to book the venues and advertise the meeting on the Notice Boards and website.

**17. To receive agenda items for next meeting and agree date of Next Meeting (13<sup>th</sup> December 2022):**

- Items carried forward from this meeting
- Budget 2023/24
- Precept Request for 2023/24

**Action: Clerk**

Cllr. Findley invited all attendees of the December meeting, to the Ufford Park Hotel afterwards, for a Christmas drink and mince-pie.

The meeting was closed at 8.59pm

Signed:.....

Date: .....

Cllr. David Findley - Chair

Judi Hallett  
Clerk to Ufford Parish Council

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*Chair's initials.....*