

Minutes of Ufford Parish Council Meeting

Held on 17th January 2023 ~ 7.00pm

Ufford Community Hall, The Avenue, Ufford

Present

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

Cllr. Keith Bennett
Cllr. Jane Hawthorne
Cllr. Ashley O'Malley

Cllr. Nick Crocker
Cllr. Kathryn Jones
Cllr. Nigel Smith

Judi Hallett (Clerk)

Cnty. Cllr. Alexander Nicoll

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 only from Dist. Cllr. Carol Poulter

b) To Accept Apologies:

N/A

2. To receive any:

a) Declarations of Pecuniary Interest in Agenda Items

None

b) Declarations of Non-Pecuniary Interest in Agenda Items

- Cllr. V Smith declared a non-pecuniary interest in item 10. b) as a Trustee of the Community Hall Charity
- Cllr. N Crocker declared a non-pecuniary interest in item 5. c) as a neighbour of the proposed property
- [During the item] Cllr. Jones declared a non-pecuniary interest in item 5. a) as a neighbour of the property where the tree was to be felled

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):

- There were no members of the public present

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

- **Dist. Cllr. Carol Poulter** - Cllr. Poulter's report had been circulated and she had offered to take questions by telephone or e-mail, after the meeting.
- **Cnty Cllr. Alexander Nicoll** – Cllr. Nicoll reported on the following items:
 - ESC Elections - he will be standing for election – but not for the Wickham Market Ward;
 - Mini Holland Cycle Strategy - a plan to make the streets of Woodbridge more cycle and walking friendly, Cllr. Nicoll has concerns that this may divert traffic in to Melton, he made a suggestion that Clerk might speak to the Melton Clerk to obtain further information;
 - Melton Crossroads - there are significant traffic issues at Bentwaters Park and with Sizewell C about to start, these will continue to cause issues in Melton and beyond. The problem will only increase when 65 houses are built in Eyke. The impact on Ufford from traffic diverting to reach the A12 and local villages can only increase;
 - There is a New CEO for ESC (Chris Bally) – it may be an idea to invite him to Ufford, Cllr. Nicoll is happy to facilitate

4. To sign Minutes of meeting dated 13th December 2022:

The minutes of the Full Council meeting dated 13th December 2022 had been circulated and slight amendments had been made to the initial draft. The minutes were proposed as a true record by Cllr. Jones, seconded by Cllr. O'Malley 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

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

- a) DC/22/4867/TCA - 1no. Sycamore (marked on plan) - Fell – Parkside, Lower Road, Ufford. Councillors made the following comments:

- The roots of this tree are undermining one of the Ufford Place brick walls, in my opinion it needs to be removed
- The old wall must be protected

Chair's initials.....

- Conclusion: **Support for the application** (Prop: Cllr. Findley, Sec: Cllr. Bennett, all in agreement)
- b) DC/22/4775/FUL - Full planning application for erection of 65 dwellings (Use Class C3); change of use of Agricultural Land to provide for the expansion of the adjacent Eyke CE Primary School site....Land next to Eyke Primary School, Eyke. Councillors made the following comments:
- [A map of the proposed development was shown to all]
 - The statement in the Design and Access Statement, regarding the CIL payment to Eyke PC, is misleading [the Clerk had pointed this out to the developer]
 - The main issue for Ufford is the additional traffic this development will inevitably generate through Ufford, as residents try to avoid the Melton crossroads at busy times. The main issues will be around the Hawkeswade Bridge where the road is very narrow and old. There is danger to pedestrians as there is no footway on this narrow section.
 - Perhaps the additional CIL money available to ESC can be spent on highways improvements in Ufford and Melton?
 - Perhaps a priority system over Hawkeswade Bridge can be put in place although there would be concern about additional signage
 - The road over Hawkeswade Bridge is not restricted in any way and therefore vehicles cannot be prevented from using it.
 - Perhaps SID could be placed near the bridge, to advise people to slow down?
 - These houses are in the Local Plan and they will provide much needed affordable housing for local people, and potentially for Ufford residents. A need for housing has been identified through our Housing Needs Survey, potentially this housing can meet that need.
 - The Eyke Primary school is presently low on numbers and this development will help.
 - Conclusion: **No objection to the development with positive comment regarding the amount of 'affordable housing' that will be created. However, we should make comments around the misleading statement regarding Parish CIL and express Ufford's concern about the amount of additional traffic that this development will create through Ufford, with special concern for the narrow Hawkeswade Bridge and for pedestrian safety** (Prop. Cllr. Findley, Sec. Cllr. Bennett, all in agreement) Clerk to draft letter to ESC and circulate to all for review.
- c) DC/22/4985/FUL - Construction of 1 dwelling at Hungarian Lodge , High Street, Ufford. Councillors made the following comments:
- This is vacant land, between 11 Lodge Road and Hungarian Lodge, with a wall on to the High Street, a letter of objection has just been lodged with ESC from the house opposite (on High Street)

- A photo taken by the Chair showed that the site had some small bushes but had otherwise been cleared; it was adjacent to and quite close to the house at No 11 Lodge Road
- This plot is small and the proposed development is too close to no 11 Lodge Road.
- Plans have recently changed - the day before the meeting - and now show the garage moved back and an additional parking space (now providing two spaces in addition to the garage), however this is linear and may result in parking in the hammerhead
- No 11 will overlook the roof space of the lounge of the new property but there has been no communication from the residents there to date, there were concerns about the proximity to this property.
- This land is within the Settlement Boundary and perhaps is a typical 'infill plot'
- Conclusion: **No Objection** (Prop. Cllr. Mayhew, Sec. Cllr. V Smith, Councillors voted 6 For, 1 Against and 3 Abstentions). Clerk asked to respond directly 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.

- a) To acknowledge receipt of comments from Cllr. Poulter, with reference to the reply to UPC's complaint to East Suffolk Council regarding the decision making process for DC/21/3237/FUL – Cllr. Findley reported that Cllr. Poulter had forwarded the Parish Council's letter to Steve Gallant (Leader of ESC) but a reply was still awaited. Furthermore, Cllr. Findley had spoken to Simon Garrett (Vice Chair of Framlingham TC) about their recent challenge of a decision made by ESC Planning Committee (South). It was concluded that further options available to UPC were narrow until a reply was received from Cllr. Gallant.
- b) To review the letter and actions regarding the complaint about ESC Local Plan traffic assumptions re. Eyke and Campsea Ashe issues raised: A re-configured draft letter had been circulated to all. Cllr. N Smith explained the current situation and the history and suggested that, in his opinion, UPC should put their name to the joint letter, expressing concern for the issues caused by the Bentwaters Park development, for many surrounding villages. This proposal was formally proposed by Cllr. Mayhew, seconded by Cllr. O'Malley and all were in agreement. The Clerk was asked to notify the Campsea Ashe PC Clerk.

Action: Clerk

7. Neighbourhood Plan:

- a) To receive an update on the work done by NP Steering Group:
- A written report from Cllr. N Smith was circulated to all after the meeting
 - Cllr. N Smith updated Council on the progress of the NP (especially in relation to the designation of Green Spaces and Non-Designated Heritage Assets) and the work of the Steering Group in starting to draft Objectives and Policies. Councillors suggested the John Penn designed houses, and Bus Shelters might be considered when looking at NDHA
 - With reference to a recent application for a 'Variation of Conditions' on the land next to Nursery Lane, it was suggested that 'speaking to Landex' was discussed at the next Steering Group and the Clerk was asked to raise this with the Consultants.
- b) To discuss NP budget for 2023/24 in light of latest information about Locality Grants – The Clerk reported that funding for the 2023/24 period, for NPs, had not been agreed by Government as yet but agreed to report back to the Council as soon as she heard or read anything.

Action: Clerk

8. Finance Matters:

- a) To receive Accounts as of 31st December 2022 – The Accounts had been sent to all and Cllr. Edworthy had verified that the accounts matched the actual figures in the Bank Accounts. The Clerk reported that she was to attend a demonstration of the Scribe Accounting Software package; Cllr. Bennett volunteered to join the demonstration also.
- b) To review all Internal Financial Controls and the effectiveness of the Internal Auditor – The Clerk had circulated her thoughts on this matter and Councillors made the following comments:
- Internal Financial Controls – The Clerk ran through the list of actions taken by the Council and all agreed they were appropriate controls. Cllr. V Smith proposed the review had been concluded successfully and no alterations to arrangements were required. This was seconded by Cllr. Edworthy and all were in agreement.
 - Effectiveness of Internal Auditor – The Clerk ran through the list of her thoughts and Cllr. Edworthy also commented on the work of Mr Brown. Cllr. Bennett proposed that a review of the effectiveness of the Internal Auditor had been successfully completed with no requirement to make any amendments. This was seconded by Cllr. Edworthy and all were in agreement.

c) To authorise the following Invoices for Payment:

i.	J Hallett (Salary and Expenses)	£828.32
ii.	SCC Pension Fund (Clerk's Pension)	£246.50
iii.	HMRC Cumbernauld (Clerk's PAYE)	£522.36
iv.	SC Norse Ltd (Grass Cutting for 2022)	£357.97
v.	Ipswich Borough Council (Zip Wire Button)	£1,067.04
vi.	Ufford Community Hall (Warm Room)	£20.00
vii.	K N Coe (Maintenance)	£150.00
viii.	R H Leggett (NP Stage 2)	£1,080.00
ix.	Thurlow Nunn Standen (Woodland Group Items)	£159.12

The above payments were proposed by Cllr. Mayhew, seconded by Cllr. Crocker and all were in agreement it be paid. Cllrs. Bennett and Findley agreed to authorise the online payments the following day.

f) To note Payments made since last meeting:

- i. None

g) To note Payments received since last meeting:

- i. Astco Recycling (Clothes Bank) £10.50

Action: Clerk and Cllr. Bennett

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

- a) Ufford Warm Room Project –Cllr. Findley reported that the first Warm Room session on Wednesday 11th January had been successful, with 15 or 16 attendees enjoying a warm drink, good conversation and even a game of Scrabble. The Clerk was asked to advertise the next session a few days in advance. It was noted that the date for the second session in February had been amended; Cllr. Edworthy agreed to amend the Community Hall booking system.

- b) Placecheck Actions – The Clerk reported that she was working her way through the Placecheck Actions but that it may take a couple of months.

Action: Cllrs. Findley, Bennett, Hawthorne, Edworthy and the Clerk

10. Recreation Ground and Parklands Woods:

- a) To receive update on the Tree Safety work to be undertaken –Cllr. Hawthorne's report had been circulated and it was agreed by all that Mr Allen was performing an excellent job and no adjustments to the relationship with him should be made.

Cllr. Hawthorne had requested funds to purchase one or two Tree Poppers (approx.. £300 + VAT). Funding was not available from Cllr. Nicoll until May so it was agreed that Cllr. Hawthorne would apply for funding through the Green Canopy organisation and that the Clerk was to ask Cllr. Poulter if any Enabling Communities funding was available. With reference to the FPW using the Football container, a decision on this was delayed until it was known if the Woodbridge Youth Football Club would need use of it.

b) To review the Rents paid by the Community Hall, Tennis Club and Football Club –

After discussion the following amendments to the rents to be paid from 1st April 2023 (for a three year period) were agreed:

- Football Club – Rent to rise to £100.00 per annum (Prop. Cllr. Mayhew, Sec. Cllr. Bennett, 9 votes For with 1 abstention)
- Tennis Club - Rent to rise to £350.00 per annum (Prop. Cllr. Findley, Sec. Cllr. O'Malley, 8 votes For with 2 abstentions)
- Community Hall – No change due to decision taken in January 2020 not to review the rent until 2026

The Clerk agreed to communicate these amendments to the various organisations.

Action: Clerk and Cllr. Hawthorne

11. Highways/Footpaths:

a) Speed Indicator Device - To receive report on the Data collected from the SID: The Clerk had circulated the latest figures and reported that Mr Barkley would produce a report for the PUNCH every quarter.

b) To receive update on Community Speedwatch – The Clerk reported that, of the four locations authorised, only two resulted in speeding vehicles being detected. However, it was felt there was merit in the team standing at the other two locations occasionally, as they resulted in higher visibility of the team to residents. The initial three month timetable was about to draw to an end, and further sessions would be established. The Clerk was looking for a member of the team to take over the organising of the sessions.

Action: Clerk

12. Ufford Charities – To receive notification that the appointment of one Trustees to the Ufford Charities will expire in June 2023 and to discuss action to take: The Clerk reported that Mr David Levett had indicated that he did not wish to stand for re-election as a Trustee. David had carried out over 20 years of service as a Trustee to the Charities and the Clerk was asked to write to thank him.

The Clerk proposed that the vacancy was advertised in the March PUNCH, with interviews (carried out by Cllr. Findley, Cllr. Mayhew and another Trustee), in April.

Action: Clerk

- 13. To discuss Co-option of a Councillor:** The Clerk explained that any co-opted Councillor would probably not be able to take up office until the April meeting, and then their term would end, due to the forthcoming elections. After discussion it was proposed by Cllr. Bennett that no co-option was planned, until after the Election, and only then if necessary. This was seconded by Cllr. Jones and all were in agreement.

Cllr. V Smith proposed that Standing Order 3. x. be suspended, in order for the business of the meeting to be concluded. This was seconded by Cllr. Edworthy and all were in agreement.

- 14. To discuss promotion of Village Amenities, including the possibility of having a presence on Social Media:** Councillors debated the subject of having a presence on social media (Facebook, Instagram, Twitter, etc.). It was felt that this would be a positive move and would be a way to engage with residents through another channel but concern was also raised that this could also mean much more work for the Clerk. In conclusion it was agreed that Cllrs. Findley, Mayhew, O'Malley and Crocker would discuss monitoring the Helping Ufford Group (HUG) page on Facebook and responding in an agreed manner, requesting that all queries are e-mailed to the Clerk where a full explanation can be given.

Action: Cllrs. Findley, O'Malley, Crocker and Mayhew

- 15. To discuss establishing a 'Projects List' for the spending of CIL funds:** Following discussion a list of 'Projects' had started to form, to include the following:
- Refurbishment of the Community Hall
 - Provision of Allotments
 - Establishment of a New Cemetery

Councillors were asked to consider other options and notify the Clerk in order that a formal list could be established after discussions at the February meeting.

Action: All

- 16. To review the Electric Vehicle Charging Point Project:** Cllr. V Smith reported that the EV charging points had now been placed on to a Mapping System (in the correct location) but that, to date, only one charge had taken place. The point had also been vandalised on two separate occasions.

After discussion it was agreed that the situation should be monitored through the summer months until September, where a decision would be made to continue providing them or not. The Clerk agreed to provide details of the original agreement between UPC and the Hall Committee regarding costs. It was also agreed that the Clerk would obtain a cost for erecting a fourth CCTV camera at the location, specifically monitoring the charging points.

Action: Clerk

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

- Election Briefing (Clerk) – The Clerk had attended a briefing from SALC and ESC on the forthcoming District and Town/Parish Council elections earlier in the day; a full report would be distributed by her later in the week.

Action: Clerk

18. Documentation – Review of the following policies/Procedures:

- a) UPC Disciplinary Procedure (Jan 2023) – This policy had been amended following comments and re-released to all. Its adoption was proposed by Cllr. Findley, seconded by Cllr. Mayhew and all were in agreement.
- b) A Guide to What Your Parish Council Does – The Clerk was thanked for updating this guide. It was agreed that it should be published and placed in various public locations in the village and placed on to the Ufford Parish Council Web Site, where it could then be advertised on the HUG Facebook Page; Cllr. O'Malley agreed to assist with this.

Action: Clerk

19. To receive agenda items for next meeting and agree date of Next Meeting (21st February 2023):

- Quotation for CCTV at Recreation Ground
- Projects List

The Clerk had circulated details of a VOC application affecting the proposed Business Hub at the former Crown Nursery. The Chair asked all Councillors to assess the application and then let the Clerk know, by Friday 20th January, if they felt a reply from UPC was required and therefore a meeting needed to be called. The provisional date for the meeting was set as 3rd February 2023, 7.00pm, at the Community Hall (Clerk to book Hall).

Action: Clerk

The meeting was closed at 9.30pm

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

Date:

Judi Hallett
Clerk to Ufford Parish Council

Chair's initials.....