

Minutes of Ufford Parish Council MeetingHeld on 21st February 2023 ~ 7.00pm

Ufford Community Hall, The Avenue, Ufford

Present

Cllr. David Findley (Chair)

Cllr. Keith Bennett

Cllr. Nick Crocker

Cllr. Kathryn Jones

Cllr. Steve Mayhew (until 9.02pm)

Cllr. Ashley O'Malley

Cllr. Nigel Smith

Cllr. Vincent Smith

Judi Hallett (Clerk)

Dist. Cllr. Carol Poulter

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. Pat Edworthy (Away), and Cllr. Jane Hawthorne (Away). Cnty. Cllr. Alexander Nicoll had also sent his apologies.

b) To Accept Apologies:

The acceptance of the apologies of Cllrs. Edworthy and Hawthorne were proposed by Cllr. Bennett, seconded by Cllr. Crocker 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

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 (notes only):

- **Dist. Cllr. Carol Poulter** - Cllr. Poulter's report had been circulated and she further commented on the following items:
 - Katch Bus – due for closure but now saved by ESC with a grant of £88k, this provides a great service for people without a car and is now stopping at Hacheston and Parham. *Q. How long will the £88k fund the bus for?* This will fund it for a year; it is hoped that better promotion of the service will then allow it to become self-funding in the future
 - Sizewell C – A number of committee meetings are ongoing, it is disappointing that some of these have not been attended by EDF at short notice
 - Warm Rooms – Not a great attendance in Wickham Market (WM) but a hot meal is provided, low attendance may be due to other active groups in WM and an active Church community [Chair gave details of Ufford Warm Room project]
 - *Q. Meeting of JPTI, SCC and ESC – What was your opinion of it?* It was not as productive as I had hoped. The objective was good but perhaps different parties require different outcomes, we have to identify the issues and work to resolve them but there are no easy answers. A new 'Action Group' has formed in Grundisburgh and I circulated the details to all my parishes. I am also looking closely at Michael Gove MP's recent proposals (awaiting a summary document); there may be some guidance there that we can follow.
 - *Q. What is ESC's view on the sale of Social Housing?* As you know, ESC are dispensing with the services of ES Norse shortly. They have set up ESC Property Development Ltd and this company will look to buy up Social Housing and build around 50 houses for social rent, each year. They may also buy up properties for refurbishment. Many years ago SCDC sold off their social housing to private social housing providers, but Waveney DC did not and ESC as a whole are now looking to provide social housing. [Clerk to send Cllr. Poulter details of a housing association house in Parklands to be auctioned]
 - *Q. A neighbour of a proposed development in Lodge Road recently contacted you. Have you had chance to view their letter?* I do remember the proposed development but I don't remember a neighbours letter, I apologise.
- **Cnty Cllr. Alexander Nicoll** – Cllr. Nicoll had sent his apologies

4. To sign Minutes of meeting dated 3rd February 2023:

The minutes of the Full Council meeting dated 3rd February 2023 had been circulated and slight amendments had been made to the initial draft. Cllr. Findley thanked Cllr. N Smith for chairing the meeting, which had been challenging at some points. The minutes were proposed as a true record by Cllr. O'Malley, seconded by Cllr. N Smith 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/23/0480/FUL - Extension and refurbishment of bungalow – Oakdene, School Lane, Ufford. Councillors made the following comments:

- [The three most recent applications on the property, along with outline details of the Parish Council's response, were detailed]
- The ridge height on the latest plans is considerably lower (6,521 mm as compared with approx.. 7,800 mm) but the external colour is still black
- There is no Design and Access statement, not a legal requirement but can be very helpful when assessing an application
- The 'External Materials' section of the applicant form has been ticked 'No'; this is incorrect as there are external materials detailed on the actual plans – this should have been picked up by the Planning Officer when the application was validated
- The plans now show bricks painted black, with a slate roof and 16 solar panels
- It is closer to the neighbour but perhaps a better design overall; it is wider than previous applications but not as deep, there is no bin storage detailed
- The overall design is out of character for School Lane and Ufford
- The original plans for Hill Farm and 4 Post Office Cottages were for a black exterior and these were changed at the request of ESC (having received comment from UPC)
- Conclusion: **Objection** as proposal is not in keeping with the street scene – acknowledge reduced height of ridge and overall depth of building, request colour of exterior is not black (quote previous examples), point out error on application form regarding exterior materials and comment on lack of D&A Statement (Prop: Cllr. Jones, Sec: Cllr. Mayhew, all in agreement)

Action: Clerk

6. To acknowledge previous months list of ESC Planning decisions and to discuss any other planning matters or reports:

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

Cllr. Jones reported that Appeal APP/X3540/W/22/3299052 (original application DC/22/0870/FUL) on the 1 Loudham Lane holiday wooden building, had been allowed; resulting in a change to Condition 3 of the original application. The decision still only allows the units opposite 1 Loudham Lane to be used as Holiday Lets but they are no longer required to be associated with 1 Loudham Lane. The inspector had acknowledged the Parish Council's concern for policing of noise created by a holiday let but had pointed out there were 'protections from other regimes' to govern this. The Clerk was asked to write to ESC Environmental Protection Team, copying in ESC Planning Department, pointing out the inspectors comments.

The Clerk was asked to forward the Appeal decision to the neighbours of 1 Loudham Lane.

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 had been circulated to all. The following additional comments were made:

- Grant – Unspent grant has to be sent back to Locality and then re-applied for, if the scheme runs next year. This is a concern but further work on the NP may be unfunded by Locality but it was noted that the PC does have some funds in reserve
- Progress of Tasks – Draft Policies written, Green Spaces Assessment completed, and 90 potential Non-Heritage Assets identified (photos will be provided to the Steering Group and list will be reduced by vote); tasks will continue for coming months
- Speaking to Land Owners – An in-depth discussion with consultants has resulted in agreement for them to initially speak to ESC and report back.

Action: Clerk

8. Finance Matters:

- a) To receive Accounts as of 31st January 2023 – The Accounts had been sent to all and Cllr. Findley had verified that the accounts matched the actual figures in the Bank Accounts.

- b) To receive report on the Scribe software from the Clerk and Cllr. Bennett and to decide whether to use this facility – Cllr. Bennett and the Clerk reported on the Scribe demonstration and both indicated that they thought the Council should trial the software system, as this would save the Clerk time, especially with Year End and VAT returns. The use of the facility for a trial year was formally proposed by Cllr. Bennett, seconded by Cllr. O'Malley and all were in agreement. The Clerk was asked to contact the Scribe representative.

- c) To authorise the following Invoices for Payment:

i. J Hallett (Salary and Expenses)	£999.08
ii. SCC Pension Fund (Clerk's Pension)	£308.13
iii. Ufford Community Hall (5 Sessions Jan ~ March)	£100.00
iv. K N Coe (Maintenance)	£150.00
v. Thurlow Nunn Standen Ltd (Chain and Chain Sprocket)	£79.43
vi. J Hawthorne (Warm Room Advertising and Expenses)	£72.69

The above payments were proposed by Cllr. Crocker, seconded by Cllr. Findley and all were in agreement it be paid. Cllrs. Mayhew and Bennett 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)	£27.00
ii. HMRC (VAT Refund)	£1,707.77

Action: Clerk

9. To discuss the sale of Social Housing in the village, and neighbouring villages, and whether contact should be made with ESC and/or the Social Housing sector:

The Clerk had circulated details of a house sale in Parklands, a property currently owned by a Housing Association but in a poor state. She had indicated that the sale of such houses, owned by local housing associations, was also happening in other villages and resulted in fewer houses being available for social rent.

Having received the earlier report from Cllr. Poulter, Councillors asked that details of this particular property were passed to ESC Housing Team, with a copy to Cllr. Poulter, with a letter asking what ESC's policy was on this matter.

Action: Clerk

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

- a) Ufford Warm Room Project – Cllr. Findley reported that a core of 6 to 12 residents had attended the Warm Room project to date (final session tomorrow), but it was unclear who had attended because they wanted to and who had attended because they were asked. It was commented that other villages hold regular coffee mornings, for a small charge, which prove a popular meeting place for residents. It was agreed that the subject of continuing the idea with a regular ‘Coffee and Chat’ morning should be placed on the March agenda.
- b) Placecheck Actions – The Clerk reported that she was over half way through the Place Check Actions and had drafted a number of articles for the PUNCH. She hoped to be finished by the middle of March.

Action: Clerk

11. Recreation Ground and Parklands Woods:

- a) To receive the Woodlands Report from Cllr. Hawthorne, including details of the new Tree Poppers – Cllr. Hawthorne’s report had been circulated and Cllr. Findley informed all that the Tree Poppers were a great asset to the team. The Grant to cover their net cost had been agreed but was still awaited; the invoice was also still outstanding.
- b) To discuss the forthcoming Kings Coronation and if the Parish Council will be organising or helping to organise an event; including a ‘Volunteering Morning’ in Parklands Wood – Cllr. Findley advised that the PUNCH Team were not intending to organise an event and Cllr. Crocker reminded all that the Ufford Arts Festival would be taking place the following week-end. After discussion the following actions were agreed:
 - i. Clerk to speak to the White Lion and Ufford Crown landlords/ladies and ask if they intended to host any event, which the Parish Council could support
 - ii. If i. was negative, Clerk to produce a PUNCHLine asking for volunteers to organise an event
 - iii. Despite the outcome of i. and ii., Clerk to request 2 nets of bulbs from the ESC Bloom campaign for planting around the Jubilee Oak
- c) To discuss cost of installing fourth CCTV camera at Recreation Ground – A quote for this work had been obtained from the company who had installed the CCTV originally. After short discussion it was agreed that this was discretionary spend and should be placed on to the April agenda for full discussion, when grants may be available.

- d) To receive an update on Woodbridge Town Youths using the Football Pitch – The Clerk confirmed that she had shown all the facilities to the Woodbridge Youths Chairman and he was very keen to use the resources. The club were willing to pay the £100 annual licence fee for the pitch and to work separately with the Community Hall Committee for other facilities. They had also agreed to clear out and tidy up the Container and ‘freshen up’ the changing rooms. Cllr. Findley asked for confirmation that the previous Chair of Ufford Football Club (Mr Cook) was happy that all his personal items had been removed. It was indicated that the Community Hall was in contact with Mr Cook. The Clerk and Cllr. V Smith were thanked for arranging and facilitating discussion with the Woodbridge Town representatives and for the site meeting

Action: Clerk and Cllrs. V Smith and Hawthorne

12. Highways/Footpaths:

- a) To discuss the draft ‘Queen Elizabeth Way (Ufford)’: The Clerk had circulated a draft plan for the walk and this was felt to be achievable, with some paths requiring a small amount of maintenance. The Clerk further suggested that, rather than being a published route, with markers and signage, the walk was an annual event, carried out on or around the Queen’s birthday, along the agreed route. This was a welcome suggestion and the Clerk was asked to arrange the inaugural event around 21st April 2023.
- b) To set the Litter Pick Date and Time – The Clerk suggested the date for the Annual Litter Pick should be Saturday 11th March, 10.00am at the Recreation Ground. She agreed to advertise and organise the event, with coffee and cake served in the Hall between 11.30am and 12.30pm
- c) To receive details of costs to place double yellow lines on the junction of High Street and Crownfields and to discuss further action to take – An estimate for this job had been received from SCC Highways. The legal work alone would cost in the region of £7-£8k and the Clerk had estimated the actual work would cost the same, giving a project total of around £15k. This expenditure was felt not to be good value for money and it was agreed not to pursue this project. The Clerk agreed to include this information in a PUNCH article and remind drivers not to park close to junctions or on bends.

Action: Clerk

- 13. To discuss draft ‘Projects List’ for the spending of CIL funds:** The draft list of projects was circulated and discussed. A number of amendments were suggested and the Clerk agreed to re-draft the list in to Short-Term and Long-Term projects and to circulate the permitted CIL expenditure classes.

Action: Clerk

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

- Highways and Planning Action Group Meetings (Cllr. N Smith) – Cllr. N Smith had circulated a paper detailing three meetings he had attended, two of the JPTI and one of a new Action Group, held in Grundisburgh. Further explanation was given and questions asked and answered. Cllr. Smith was thanked for his attendance and asked to continue to attend on behalf of UPC.

Action: N Smith

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. Jones and all were in agreement.

Cllr. Mayhew left the meeting at 9.02pm

15. Documentation – To review and adopt or comment on the following Policies / Procedures / Documents:

- a) To discuss taking part in the ESC Consultations:
 - i. Guidance for development within coastal areas
 - ii. Custom and Self-Build Housing Supplementary Planning Document
 - iii. Rural Development Supplementary Planning Document

Cllr. Findley suggested that a sub group of the Neighbourhood Plan Steering Group could look at each of these documents and answer questions in the pre-draft consultation. The Clerk was asked to set up a sub-group, if volunteers could be found.

- b) Draft letter from the 'East Suffolk Democratic Planning Alliance (ESDPA)' – It was agreed that this letter needed a full discussion at the March meeting and the Clerk was asked to re-circulate.

Action: Clerk

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

- Review of the Risk Assessments
- Annual Parish Meeting
- Review of the Financial Regulations

Action: Clerk

The meeting was closed at 9.20pm

Signed:.....

Date:

Cllr. David Findley - Chair

Judi Hallett
Clerk to Ufford Parish Council

Chair's initials.....