

Minutes of Ufford Parish Council Meeting

Held on 20th June 2023 ~ 7.00pm

The 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. Nigel Smith

Judi Hallett (Clerk)

Four members of the public were present

The Chair welcomed everyone to the meeting

1. Apologies for absence:

a) To Receive Apologies:

Apologies for absence had been received from Cllr. Vincent Smith (previous engagement) and Cllr. Kathryn Jones (family engagement).

b) To Accept Apologies:

The apologies of Cllrs. V Smith and Jones were proposed as accepted by Cllr. Findley, seconded by Cllr. O'Malley 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 £50.00

- 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):

- Re. DC/22/4985/FUL – Thank you for allowing us to speak, we are close neighbours of the proposed development. I would like to re-iterate our objections as previously noted; there have been minimal amendments to the plans. We have had a Sun and Day Light expert look at the plans [report forwarded to all earlier in the day] and his conclusion is that it does not meet the guidelines. The property has been reduced in size, but not the side closest to 11 Lodge Road; the plans are very poor quality and have many inconsistencies. There now appears to be a chimney on one drawing but nothing corresponding on the internal drawings. There is a lack of consideration as to the impact on the street scene of the development and we would encourage the PC to continue to object.
- Re. DC/22/4985/FUL – I agree with all the comments above. I have now written three letters. It appears that the Velux window has now been removed from the plans but they are changing so often I can't keep up with them. They describe the brick wall as being at 2m, but it is only 1.5m opposite my house so this throws all the other measurements out. This has been quoted as valuable green space on other applications, now it is being taken away. Forge Cottage (opposite) is very old and this will have a massive impact on an historic street scene.
- Re. DC/22/4985/FUL – [Comment read by Clerk from member of the public unable to attend] – “*I would like it to be recorded ... that I still very much object to the amended plans for the proposed bungalow opposite my property at Lodge Road as per my previous letters*”

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

- **East Suffolk Council** - Cllr. Noble's report had been circulated. Cllr. Findley reported that at a recent meeting with Cllr. Noble she had informed him that the new Council was still finding its feet. Cllr. Noble was to be a Member of the Scrutiny Committee and Chair of the Framlingham and Wickham Market Community Partnership. All Councillors were encouraged to view the ESC Website to see how the new Committees were made up.
- **Suffolk County Council** – Cllr. Nicoll was not in attendance.

4. To sign Minutes of meeting dated 23rd May 2023:

The minutes of the Full Council meeting dated 23rd May 2023 had been circulated and amendments had been made to the initial draft. The minutes were proposed as a true record by Cllr. O'Malley, 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

Chair's initials.....

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

a) DC/22/4985/FUL - Construction of 1 dwelling at Hungarian Lodge , High Street, Ufford (reopening of consultation by ESC). Councillors made the following comments:

- There are now multiple versions of the plans, a single gable end and the Velux window has gone but there are other minor changes; we have written a letter of objection but do we wish to expand on this?
- We are now up to revisions H and I, and we started at C, but there are some missing in the middle, the Gable end next to 11 Lodge Road has now gone but a chimney has been added (however it is not clear if this is functional or just for aesthetics)
- There are two drawings labelled 14400.05 but they are different and it is impossible to see which one is the later as both are dated April 2023
- There are many inconsistencies in the drawings, especially with the roof line; it is described as lower one end but the drawings contradict this.
- The addition of a Chimney on one plan is not shown on the internal drawing; it looks as if the chimney will be built within a wardrobe
- There is a large piece of land next to the plot, the whole house could be moved over so as not to cause such light loss to the neighbouring property.
- SCC Highways originally asked for a list of conditions to be added to any permission, but these seem to have been missed from the latest comments, indicating that they are no longer required.
- Revision I seems only to remove a porch from the front
- It is a real shame that no consultation with the neighbours has happened and the constant changes to the plans makes following them very difficult.
- We need to ensure that if permission is granted, then the conditions as suggested by Highways are included.
- Conclusion: **Further objection** (listing reasons above) (prop: Cllr. Mayhew, Sec: Cllr. N Smith, all in agreement). Clerk to draft letter and distribute for quick review.

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 about these.

- a) To discuss how Planning Applications are notified to neighbouring properties and if UPC requires a policy on this matter – The Clerk and Cllr. Findley clarified how neighbours are presently notified by ESC of planning applications on a property close to them. This can be inconsistent and sometimes neighbours most affected are not notified.

Cllr. Findley had drafted a proposal for review and it was established that listing all applications received for consultation should be placed on to the UPC website. Cllr. Mayhew suggested text from the draft Neighbourhood Plan Policy UFF2 could be used and after discussion it was suggested that the text should be incorporated in to the new Communications Policy.

The Clerk agreed to amend the draft Policy and circulate for review.

- b) To discuss Car Boot Sale on the field adjacent to the B1438 at Ufford/Pettistree border – Cllr. Findley reported that he had spoken to Mr James Hayward and he had assured Cllr. Findley that ‘No Waiting/Parking’ signs would be set out and all rubbish would be taken away, however that the proposed Car Boot Sale had been postponed until the forthcoming week-end. It was therefore decided to defer this discussion until the July meeting.

Councillors commented that an event which spanned 3 days (i.e. a setting up day, an event day and a clearing away day) would count as 3 days use of ‘permitted use’ out of the 14 allowed. It was agreed that this should be monitored.

Action: Clerk

7. Neighbourhood Plan:

- a) To receive an update on the work done by NP Steering Group: Cllr. N Smith’s monthly report has been circulated and he gave an update on the work of the Steering Group. It was hoped that the first draft of the plan would be available for the Council to review at the September meeting, but that would depend on funding.
- b) To receive an update on funding for 2023/2024: The Clerk confirmed that the Locality website was *still* not showing that applications for grant funding for NPs was open, but she agreed to monitor it closely.

Action: Clerk

8. Councillor Responsibilities - To discuss a degree areas of interest/responsibility for each Councillor:

The draft list was enhanced and all vacancies were filled. The Clerk was asked to re-issue the list, along with the timetable for the Visual Play Park inspections.

Action: Clerk

9. East Suffolk Climate Action Framework – To discuss how Ufford PC can be involved in this:

After discussion it was established that few Councillors had had opportunity to read about this group. The Clerk was asked to re-send the link to the website and place the item on the July agenda. It was commented that a single Councillor should perhaps have responsibility for all ‘climate’ related matters, and then work with neighbouring parishes and groups.

Action: Clerk

10. Finance Matters:

- a) To receive and Accounts as of 31st May 2023 - The accounts had been distributed and Cllr. Bennett had verified the figures in the accounts.
- b) To receive an update on converting the Reserves Account in to an interest earning Savings Account – The Clerk reported that the 32 Day Notice Account had been set up and £15,000 transferred in to it, which had already earned over £5 interest. In addition, an Instant Access Account had been set up, with zero balance, to be used in the case of funds being set aside but which may require instant access. The Clerk suggested that the old ‘Reserves Account’, presently with a zero balance, be closed. This was agreed.
- c) To authorise attendance on a Chain Saw Safety Course for a member of the FPW (cost £tbc)– The Clerk had calculated that the total cost of the course for one attendee would be £845.00 (+ VAT). After discussion it was agreed that the Clerk should speak to the insurers and ask what qualification they recognised and if they recommended a provider of the training. Following receipt of this, Cllr. Hawthorne agreed to ask the training provider if attendance at the ‘Maintenance and Crosscutting’ course was mandatory before the ‘Chainsaw felling’ course.
- d) To authorise the following Invoices for Payment:
- | | |
|---|-----------|
| i. J Hallett (Salary and Expenses) | £1,015.88 |
| ii. SCC Pension Fund (Clerk’s Pension) | £297.32 |
| iii. Thurlow Nunn Standen Ltd (Strimmer Nylon) | £22.50 |
| iv. J Hawthorne (Attendance at Meadows Event for 3) | £30.00 |

The above payments were proposed by Cllr. Edworthy, seconded by Cllr. Bennett and all were in agreement they be paid. Cllrs. Mayhew and Bennett agreed to authorise the online payments the following day, and viewed the invoices during the meeting.

- f) To note Payments made since last meeting:
- i. None
- g) To note Payments received since last meeting:
- i. None

Action: Clerk and Cllr. Hawthorne

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

- a) Water Testing of Deben at Hawkeswade Bridge – Cllr. Findley's report had been circulated. He further explained that both Rendlesham Parish and Framlingham Town Councils had been assisting with testing and it was hoped that the whole Deben would be tested in the near future. There was to be a seminar in July, at which Cllr. Eamonn O'Nolan would speak and it was interesting to hear an Anglian Water advertisement had recently been withdrawn due it not mentioning the level of storm overflows and sewage releases into rivers.

12. Recreation Ground and Parklands Woods:

- a) To receive report on the Resource Shed repairs – Cllr. Findley reported that the repairs had not been actioned yet, but that no further damage had occurred.
- b) To open discussion on management of the leylandii hedge between the Football pitch and The Avenue – Cllr. Hawthorne reported that the tree surgeon had not had chance to visit, to assess the Leylandii trees but when he did he would also assess a dead oak within the woods.

Cllr. Hawthorne also reported that a representative of the Woodlands Trust would shortly be visiting the woods, to assess the recently planted hedging and the impact of a very dry summer last year. Cllr. Hawthorne further suggested it may be appropriate to purchase more seating for the woods and the Clerk agreed to add this to the Projects List.

- c) Playpark - to discuss recent incidents at the Park and consider additional reporting measures – The Clerk reported that a couple of very anti-social incidents had been reported at the Play Park over recent weeks. She suggested that a Punchline be distributed, encouraging dog walkers or early users of the Woodlands and Recreation Ground to 'report in' any information regarding anti-social behaviour, in order that it could be dealt with before most visitors to the grounds arrived. This was agreed.

Action: Clerk

13. Ufford Charities - To discuss and agree appointment of Sue Wright as the Ufford Parish Council representative Trustee for the Board of the Ufford Charities:

A report from Cllrs. Findley and Mayhew had been circulated and they reiterated the first class qualities that Mrs Wright had. Cllr. Bennett proposed Mrs Wright be appointed as a Representative Trustee to the Ufford Charities (Town Estate and Non-Ecclesiastical Charities) for a four year period until 19th June 2027. This was seconded by Cllr. Hawthorne and all were in agreement. The Clerk was asked to register Mrs Wright with the Charities Commission and inform the Clerk to the Trustees.

Action: Cllr Clerk

14. Highways/Footpaths:

- a) To discuss whether to attend and support the Video Conference to call for 20 mph in all Suffolk Villages – being organised by ‘20’s Plenty for Suffolk’ – Councillors debated the merits and issues of a blanket 20 mph limit on all Suffolk villages. Cllr. N Smith also gave details of an experiment that he had performed, which had shown that traveling at 20 mph produce more emissions (from his vehicle) than the same distance at 30 mph. After consideration it was agreed not to register an interest in this campaign.

15. Documentation – To review and adopt:

- a) Communications Policy (June 2023) – It was agreed to defer this item until the July meeting, in order that the text regarding Planning Applications could be incorporated.

Action: Clerk

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

- JPTI Meeting with CEO of East Suffolk Council – Cllr. N Smith reported on a very productive meeting held between the new CEO of ESC, Chris Bally and members of the JPTI. Notes of the meeting had been circulated and Cllr. N Smith agreed to attend the next meeting. Cllr. N Smith was thanked for his attendance.

17. To receive agenda items for next meeting and agree date of Next Meeting (18th July 2023):

- Communications Policy
- Items taken forward
- EV Charging Point at the Community Hall
- Participation in the 80th Anniversary Celebrations of D-Day (6th June 2024)

Action: Clerk

The meeting was closed at 8.53pm

Signed:.....

Date:

Cllr. David Findley - Chair

Judi Hallett

Clerk to Ufford Parish Council

Chair's initials.....