

Minutes of Ufford Parish Council Meeting

Held on 19th April 2016 ~ 7.00pm

Present

Cllr. Guy Foskett (Chair)	Cllr. Jane Hawthorne	Cllr. John Skinner
Cllr. Nick Crocker	Cllr. Karl Mallett	Cllr. David Pearce
Cllr. Nigel Smith		

Judi Hallett (Clerk) Dist. Cllr. Jim Bidwell

10 members of the public attended: Mr P Vyse, Mr D Beard, Ms J Haslegrave, Mr T Prentice, Mr K Fowler, Mrs S Fowler, Mr S Thurlow, Mr A Smith, Mrs R Smith and Mrs L Taylor

1. To receive Apologies for absence:

Apologies for absence had been received from Cllr. Keith Bennett (away), Cllr. Tracey Ling (previous engagement), Cllr. Patricia Edworthy (previous engagement) and Cllr. Kathryn Jones (away).

2. To receive any Declarations of Interest on Agenda Items and any applications for dispensation:

Cllr. Smith declared a non-pecuniary interest in Planning Application DC/16/1034/FUL due to the location of the site in proximity to his property.

3. Public Session:

a) Reports or comment from any member of the public:

- Mr K Fowler – Interested in the application for the Caravan Park and in what others think; site line is directly in our vision from our house; is there a plan to put new bushes or trees in place to hide the caravans?; is the exit area a two or one way?
- Mr J Haslegrave – There will be a lot more traffic when the Notcutts Park is developed for football pitches; we seem to be getting more and more planning applications for development in the village; it is relentless; is it worth asking for villagers' comments that we could use as evidence to the Planning Authorities?;
- Mr D Beard - The exit on to Yarmouth Road is already dangerous and will be difficult for new users; this will make the junction even worse [in reply Cllr. Skinner gave details of the proposed white lines on Yarmouth Road]; There doesn't seem to be a proper planning consultation process
- Mrs L Taylor – Does it matter that there are already other sites in the area? [No]; once it is there can it be expanded? [Yes, potentially]
- Mr A Smith - Can we restrict street side advertising [possibly through planning conditions but that would be up to SCDC]
- Mr S Thurlow – Just curious as when I suggested placing 5 tents in the grounds of the White Lion there was great interest; I am all for enterprise in the right place [Cllr. Foskett - The village is being overrun by applications & people are perhaps becoming apathetic; when they comment they feel as if their comments are ignored]

Chairman's initials.....

b) Reports or comment from SCDC and SCC Councillors:

- Cnty. Cllr. Bond – no report had been submitted
- Dist. Cllr. Day – no report had been submitted
- Dist. Cllr. Bidwell – Reported on Demographics of the area, Council Tax (raised by 1.9%), Central Government funding reducing, Joining of Waveney and Suffolk Coastal District Councils, East Suffolk Business Plan, Devolution; Affordable Houses with SCDC becoming a developer, Melton Hill office has been sold, £8m savings by moving to new building, Customer Services moving to Woodbridge Library, £5,500 funding available, street and footway lighting now off during the early hours, very strong economy, Appeal lost in Yoxford, appeal to High Court and decision reversed, decision now taken to Supreme Court; Woods Lane development was successful on appeal.

Cllr. Bidwell, Mr Thurlow, Mr and Mrs Smith and Mrs Taylor left the meeting at 7.25pm

4. To agree Minutes of Council meeting dated 15th March 2016:

The minutes of the Full Council meeting dated 15th March 2016 were proposed as a true record by Cllr. Skinner, seconded by Cllr. Hawthorne and all Councillors were in favour that they were signed.

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

- a. DC/16/1034/FUL - Proposed development of land to create a caravan park and mobile homes for the purpose of tourism at Land Adjoining The Orchards, Old Bredfield Road, Ufford –

Councillors made the following comments:

- First thoughts are that it is misplaced due to junction (formally known as Ufford Cross);
- It is proposed that 50 M of ancient hedgerow will be ripped out for vehicular access on Old Bredfield Road and this then replaced by a large sign saying 'Ufford Centre' which is inappropriate and inaccurate; It looks like there will be street lighting in the development
- Highways have never given permission for the access at the top of the Avenue on to the field, this was a little gate but it is now a large entrance and this is a very dangerous junction, especially for large slow moving vehicles
- Highways should have an opinion on this application and we should press for it
- Screening looks like an issue, there will be no screening of the pond from Redwood Terrace
- This land forms part of a wildlife corridor and caravan and streetlights will effect this
- SCDC will not look at this holistically (they never do), they will just look at this individually; we need them to look at the bigger picture
- With reference to the cottages there is no mention of a maximum length of stay
- The toilets look inadequate for the number of vans; what is meant by business tourism?
- What controls will there be that the accommodation will not be permanent or later changed in to static vans or even houses? The development will be seen by those in Redwood Terrace and the noise may cause an issue; there will also be light Pollution
- Should we get Suffolk Wildlife and CPRE in to see what their comments are? - YES
- How will the sewage treatment plant work and will it be adequate?
- On the Old Bredfield Road, as it comes out on the slip road, there are indications of an archaeological development in the area; we should inform the Suffolk Archaeological Society
- General occupation is for caravan sits is <60%, is there a need? We need to ask for a site visit
- **Conclusion: Objection – Clerk to draft a letter and send it round for comment**

- b. DC/16/1424/TCA - Horse Chestnut, in NE corner of property - Crown thin, up to 25% crown reduction, crown lift up to 4m at Potts Croft, Church Lane, Ufford – Councillors made the following comments:
- No objections
 - **Conclusion: No objection**
- c. DC/16/1517/TCA – Various changes to tress at Kingsclere, Lower Road, Ufford – Councillors made the following comments:
- The large Birch is a magnificent tree and is in the conservation area
 - It seems like solar panels are taking precedent over the trees; we should not take trees down to satisfy solar panels
 - **Conclusion: Objection**

Action: Clerk

6. To discuss the previous months list of Planning decisions and to consider any action the Parish Council could/should take to prepare for future Planning Applications:

The details of the Planning decisions made during March 2016, which affect properties in Ufford, had been previously circulated. Cllr. Foskett thanked both Councillors and residents for their hard work on the Lodge Road application, which had been refused.

Cllr. Crocker suggested that both the Council and local residents might look to getting 'ahead of the game' with these endless planning applications as options were running out; a brain storming event now may help to prepare for an (*inevitable*) appeal on the Lodge Road application. We could speak to our MP for her advice and there may be other landscape issues we could raise.

Councillors suggested there may be need professional help which will mean a cost and the Parish Council would need to be careful how they used Parish funds but they were supportive of the initiative. Mr Prentice suggested there may be an archaeological site in Lodge Road which could be of interest; possibly called 'Stanburgh'.

Cllr. Crocker was asked to come up with a plan of action. Cllr. Mallett suggested that we seem to be fighting everything but that that may not be a good thing; maybe we should support some applications and this would then give more weight to those we did oppose? Cllr. Skinner suggested we did support the 27 new dwelling proposed in the draft Local Plan but we have now had over 40 approved. Cllr. Hawthorne advocated there was also a problem with land banking but it was felt that might change when funding increases.

Action: Cllr. Crocker

7. Play Park Project:

- a. To receive an update on Phase II of the project – Cllr. Skinner advised that he had met with SCDC Officer regarding the S.106 payments and had been informed there was £1,240 in our pot. However, a second officer had informed him we could have potentially £22,897 but that it was not clear if we will receive the total figure. Cllr, Skinner agreed to continue his investigation and Phase II was put 'on hold' until there was clearer understanding of the CIL or S106 money.
- b. To discuss the weekly/fortnightly/monthly visual inspections of the Play Park – The Clerk informed Council that she had spoken with a few Councillors and would re-draft her Visual Play Park Inspections Sheet. She would also check this with IBC before issuing.

Action: Clerk and Cllr. Skinner

Chairman's initials.....

8. Woodlands:

- a. To acknowledge report from Cllr. Hawthorne with reference to management of Parklands Wood – Cllr. Hawthorne's report had previously been circulated to all; the woodlands are looking very good; £300 had been received from Kevin Ross for sale of trees he had felled; a £200 transfer to Friends of Parklands Wood was authorised; Clerk to draw cheque.
- b. To discuss purchase of a new Dog Bin at an entrance to the Woods – After discussion it was decided that placing a dog bin at the entrance to the wood from the Avenue 'hump' was not a good idea as SC Norse would not be able to safely park to empty it. Cllr. Hawthorne was asked to make up a sign to see if that improved the situation.

Action: Clerk and Cllr. Hawthorne

9. Documentation – To review and authorise the following documents:

- a. Equal Opportunities Policy (April 2016) – The draft policies had been circulated to all Councillors and minor changes to grammar had been made. Cllr. Crocker proposed the policy was adopted, this was seconded by Cllr. Hawthorne and all Councillors were in favour. The Clerk agreed to post the new documents on the web pages.
- b. Safeguarding Children and Young Adults Policy – as above

Action: Clerk

10. Finance Matters:

- a. To review and authorise Accounts for the Year 2015/16 and complete the Annual Return and Governance Statement:

The accounts for the year 2015/16 had been circulated to the Councillors and the Internal Audit Report had been acknowledged. The Accounts were signed by the RFO and Chairman as a true record.

The Clerk read each element of the Annual Governance Statement and the Council answered in the affirmative to each one. The Annual Governance Statement and Accounting Statements were signed by the RFO and Chairman as a true statement of fact.

The Council expressed congratulations to the Clerk for her speedy and accurate work.

- b. To acknowledge receipt of the Internal Auditor's report:

See above

c. Accounts for Payment:

i. J Hallett (Salary + Office & mileage expenses)	£724.54
ii. Ufford PUNCH (Grant 2016/17)	£500.00
iii. Ufford Good Neighbours (Grant 2016/17)	£80.00
iv. St Mary's Church Flowers (Grant 2016/17)	£250.00
v. Ufford Gardening Club (Grant 2016/17)	£200.00
vi. St Mary's Churchyard Maintenance (Grant 2016/17)	£660.00
vii. Ufford Parish Council (transfer of VAT reclaimed)	£269.10
viii. J Hawthorne (Brush and Stain for Sogenhoe Chapel)	£27.52
ix. SALC (Supper for attendees at the AGM)	£24.00
x. Information Commissioner (ICO)	£35.00
xi. Staples (Stationary)	£32.06

The above payments were proposed by Cllr. Pearce, seconded by Cllr. Skinner and all Councillors were in favour that they be paid. The cheques were signed by Cllrs Skinner and Hawthorne.

d. To note Payments made since last meeting:

i. Imperative Training Ltd (Defib cabinet)	£567.60
ii. Trevor Brown (Internal Audit)	£100.00
iii. E-On (Street lighting)	£95.94

e. To note Payments received since last meeting:

i. Football Club licence Fee	£50.00
ii. Tennis Club Licence Fee	£267.00

Action: Clerk

11. Highways:a. To receive update on Highways issues :

- Cllr. Skinner is liaising with Highways over the repair to the pot hole on the junction of Barrack Lane and The Avenue (a recent repair was not carried out to standard); the whole area will be corrected but it could take up to 20 weeks;
- Ufford Place will be resurfaced this year;
- SLOW signs along Yarmouth Road have been repainted but they have not been done in The Avenue, Clerk to chase again;
- Warning signs still not place on the 'hump' in the Avenue – Clerk to chase.

b. To receive an update on the designation of Lower Road as a 'Quiet Lane' – The Clerk reported that she was waiting for Melton Parish Council to return her e-mails on this subject.c. To discuss suggestion from a resident to place a seat and refuse bin at the East Lane triangle – Councillors commented on how very tidy the triangle at East Lane now looks. After discussion it was felt that neither a seat or a rubbish bin were needed in this area and that they might be better placed in a more suitable location in the village. The Clerk was asked to advise the resident who had requested them.

Action: Clerk

12. To receive Clerk’s report and items arising from last minutes not covered elsewhere, to include:

- a. Update on sewage smell, noise levels and pollution in Parklands – Cllr. Pearce advised that the sewage smell is again continuous but that he refused to spend time logging all incidents; he agreed to speak directly to Anglian Water and/or Ufford Park Hotel. The Clerk was asked to write to both the Environmental Health Team and Anglian Water to alert them to this issue. Cllr. Pearce suggested that both noise levels from UPH and pollution from the SC Norse depot were acceptable at present.
- b. To receive an update on the event to celebrate The Queen’s 90th Birthday – Cllr. Mallett gave an update on the project to organise celebrations for the Queen’s 90th birthday. More help was needed and the Clerk was asked to advertise the fortnightly meetings on the PUNCHLine. Council agreed to fund up to £500 & to ask if a grant from SCDC was available to assist with this.
- c. To receive an update on the donation of a defibrillator to the Village – The Clerk reported that the cabinet had now arrived and had been handed over to Cllr. Foskett. It was agreed that the cabinet should be placed at the Pavilion; Cllr. Foskett to organise.
- d. Update from Cllr Foskett on possible new Village Sign – It was decided to wait until the application for the Caravan Park was decided before pursuing this project
- e. SCDC Local Plan – The Clerk started the circulation of the Proposed Submission Documents for the SCDC Local Plan and asked for comments by 27th May.
- f. Update on the Annual Parish Meeting – The Clerk reported that Nicholas Newton (SCDC Arboricultural and Landscape Manager) had agreed to be the guest speaker at the APM.
- g. IBC Play Park Inspections – The Clerk reported that the quarterly and RoSPA annual Play Park inspections carried out by Ipswich Borough Council were to be the same price this year as last (£350.52)

Action: Clerk and Cllr. Foskett

13. To acknowledge Reports on meetings attended on behalf of the Parish Council:

- a. There were none

14. To acknowledge correspondence received by the Clerk and respond as appropriate

- a. UK Power Networks Inventory – The Clerk advised UK Power Networks were currently conducting an inventory review of the items they supply power to in the village. The Street Lights were confirmed as being the only items electricity was supplied to.

15. Clerk – *This item was delayed until the May meeting as both Personnel Councillors were not present*

16. To receive agenda items for the next meeting and agree date of the Next Meeting:

There were no additional agenda items at this stage

The date of the next meeting was confirmed as **Tuesday 17th May 2016**, at St Mary’s Church Hall, Church Lane, Ufford. The meeting was closed at 9.01pm

Signed:
Chairman (G Foskett)

Date:

Judi Hallett
Clerk to Ufford Parish Council

Chairman’s initials.....