



UFFORD PARISH COUNCIL

Mrs Judi Hallett, *Clerk to the Council*
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NOTICE OF THE UFFORD PARISH COUNCIL ANNUAL MEETING TO BE HELD ON TUESDAY 28th MAY 2024 THE PARISH HALL, CHURCH LANE, UFFORD, AT 7.00pm

All Parish Councillors are summoned to attend a meeting of the Parish Council as detailed above.
All public and press are also cordially invited.

Agenda

1. To elect the Chair of the Council for 2024/25 and signing of the 'Declaration of Acceptance of Office'
2. Apologies for absence
 - a) To Receive Apologies
 - b) To Accept Apologies
3. To receive any:
 - a) Declarations of Pecuniary Interest in Agenda Items
 - b) Declarations of Non-Pecuniary Interest in Agenda Items
 - c) Applications for Dispensation on Agenda Items
 - d) Declarations of Gifts or Hospitality received over the value of £50.00
 - e) Notification of Lobbying with reference to any Planning Application to be discussed
4. To co-opt a Councillor and the signing of the Declaration of Acceptance of Office
5. Public Session (15 mins max):
 - a) Reports or comment from any members of the public
 - b) Reports or comment from ESC and SCC Councillors
6. To sign Minutes of the meeting dated 19th March 2024
7. To elect the Vice- Chair of the Council for 2024/25 and signing of the 'Declaration of Acceptance of Office'
8. To advise Members to review their entry on the ESC Register of Interests Website
9. To confirm all Standing orders and Direct Debits presently set up for the Council

Please be aware that recording of meetings is probable

10. To appoint persons to the following offices:

- | | |
|-------------------------------------|--|
| a) Responsible Finance Officer | f) Maintenance Officer |
| b) Tree Warden | g) Ufford Community Hall representative(s) |
| c) Footpaths Warden | h) Representative of ESC Community Partnership |
| d) SALC Representative (+ meetings) | i) Friends of Parklands Wood representative |
| e) Internal Auditor | |

11. Finance Matters:

- | | |
|---|------------|
| a) To receive Accounts as at 30 th April 2024 | |
| b) To authorise the following Invoices for Payment/Transfers: | |
| i. SCC Pension Fund (Clerk's Pension) | £307.05 |
| ii. Value Products Ltd (No Parking Sign for East Lane) | £35.79 |
| iii. David Findley (Water Testing Consumables) | £176.66 |
| iv. R Forge (Petrol for Brush Cutter) | £10.69 |
| v. Potsford Farm Ltd (Bird Boxes) | £168.00 |
| vi. <i>Any invoice coming forth</i> | |
| c) To note Payments made since last meeting: | |
| i. J Hallett (Salary and Expenses) | £1,112.23 |
| d) To note Payments received since last meeting: | |
| i. Mrs Cope (Parking Sign for East Lane) | £29.83 |
| ii. ESC (50% of Precept) | £11,910.50 |
| iii. ESC (Grant for Tree Popper) | £315.00 |
| iv. ESC (CIL) | £1,523.12 |

12. Planning - To discuss and agree response to the following Planning Applications or Appeals:

- a) *None*

13. Other Planning Matters:

- a) To acknowledge previous months list of ESC Planning decisions
- b) Solar Farm Pettistree – to receive and update on the ESC Planning Committee (South) - *Meeting held earlier in the day*

14. Neighbourhood Plan

- a) To receive an update on the Regulation 14 Consultation
- b) To receive an update on the Grant Application process and to decide if other funds should be spent on a limited number of hours support from the Consultants.
- c) To receive report from Clerk on additional hours worked on the project and to discuss if the additional hours should continue.

15. Community Hall Upgrade:

- a) To receive update on the project for refurbishing the Community Hall Toilets

16. Projects List:

- a) Emergency Plan – To receive update from Cllrs. Bennett and Hawthorne
- b) Wild about Ufford - update on key events

17. Parklands Woods and Recreation Ground:

- a) To receive update on work in the Woods
- b) To discuss renewing our Woodland Management Plan and Felling Licence
- c) To receive update on the quotation for Grass Cutting from ESS

18. Highways:

- a) High Street closure for Gas works – To discuss consultation event and steps taken

19. Documentation – To review and adopt the following:

- a) Health and Safety Policy May 2024 – *sent to Councillors on 19th April 2024*
- b) Financial Regulations May 2024 – *sent to Councillors on 8th and 21st May 2024*

20. To receive reports on meetings attended on behalf of the Council

21. To receive agenda items for next meeting and agree date of Next Meeting (18th June 2024)

Judi Hallett - Clerk to the Parish Council (23rd May 2024)