

**Minutes of Ufford Parish Council Meeting**  
**Held on 17<sup>th</sup> January 2017 ~ 7.00pm**  
**Ufford Community Hall, The Avenue, Ufford**

**Present**

Cllr. Guy Foskett (Chair)	Cllr. Karl Mallett	Cllr. Kathryn Jones
Cllr. Nick Crocker	Cllr. Nigel Smith	Cllr. Pat Edworthy
Cllr. David Pearce	Cllr. Keith Bennett	Cllr. Tracy Ling
Judi Hallett (Clerk)	Cnty. Cllr. Michael Bond	

**1. To receive Apologies for absence:**

Apologies for absence had been received from Cllr. John Skinner (Away) and Cllr. Jane Hawthorne (Away)

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

There were no declarations of interest or applications for dispensation.

**3. Public Session:**

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

- No members of the public were present

b) Reports or comment from SCDC and SCC Councillors:

- Cnty. Cllr. Bond – Reported on the following items: Highways, SCDC and WDC merger, High cost of Suffolk County Council subsidising bus travel for the over 60's - some £8m, Care for the elderly and Children in care.
- Dist. Cllr. Day – No report had been submitted
- Dist. Cllr. Bidwell – No report had been submitted

**4. To agree Minutes of Council meeting dated 14<sup>th</sup> December 2016:**

The minutes of the Full Council meeting dated 14<sup>th</sup> December 2016 were proposed as a true record by Cllr. Pearce, seconded by Cllr. Crocker & all Councillors were in agreement that they were signed.

Matters arising from the minutes

- Letter to Mr Ridley – The Clerk confirmed no reply had been received from Mr Ridley. She was asked to try to find the SCDC protocol for dealing with Complaints and to send a copy of our letter to the Ombudsman
- Sogenhoe Chapel – Cllr. Foskett reported that he had again spoken to Notcutts and that, in principle, they would be prepared to pay for the materials required to repair the fence (posts etc.) around the chapel, if UPC arranged for the repairs to be carried out and also paid the cost of the work involved.

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*Chairman's initials.....*

- PUNCH – Congratulations to the PUNCH Team who have secured £2,000 worth of funding from the District Councillors
- Highways – The Clerk was asked to report to Highways that new signs at the Yarmouth Road/Avenue junction had been damaged when a RTA occurred on 6 January

Action: Clerk

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

- a. DC/17/0074/TCA – Work to two trees at Dower House, Lower Street, Ufford – The following comments were noted from Councillors:

- Chairman gave details of the plans for both trees and suggested the work would be necessary to save the trees
- Councillors agreed they had no objection to this work, unless Rob Flory (the Tree Warden) felt differently (Clerk to chase)
- In conclusion, the Clerk was requested to submit a comment of **No objection** (subject to Rob Flory's comments).

Action: Clerk

**6. To acknowledge previous month's list of Planning decisions and any update on the Appeal hearing for the Lodge Road proposed development.**

The details of the Planning decisions made during December 2016, which affect properties in Ufford, had been previously circulated (full list available from Clerk).

Lodge Road Appeal – The Clerk reported that no further communications had been received on this subject. Cllr. Jones gave details of other planning applications affecting the village and the status of the applications.

**7. Play Park phase II - To receive updates on quotations and designs received to date**

Cllr. Foskett and the Clerk gave details of a meeting with John Reader from NGF Play. They both felt the company came across as very professional, keen to use local contractors and to allow UPC to carry out certain preparation work. Cllr. Mallett mentioned that Cllr. Skinner had had conversations with other customers of NGF Play and they all had given glowing reports and confirmed that their equipment was to a high standard.

It was acknowledged that the design of the main climbing frame would have to be slightly changed, to fit it in to the area, but that this would be at no additional cost. It was also suggested that the safety surfacing could be squared off at the front of the site to give a more structured entrance. Councillors also acknowledged the quote for the Table Tennis Table was at a more favourable price than others received.

Cllr. Ling proposed purchase of the Climbing frame, table tennis table and additional surfacing from NGF Play. This was seconded by Cllr. Edworthy and all Councillors were in favour. The Clerk was asked to obtain all the S106 funds from SCDC. Other sources of funding were discussed but it was felt these could be saved for the Car Park resurfacing. It was suggested that installation should be delayed until after the Easter break, to ensure the equipment was not used whilst still under construction. It was acknowledged that there would be around £500 worth of additional expenditure on topsoil and turf and around £400 on the hire of a crane to lift the table tennis table in to place.

Action: Play Park Team

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**8. Woodland/Recreation Ground:**

- a. To receive an update on the creation of the Community Hall Charity and lease of building – Cllr. Mallett reported that unfortunately his solicitor friend had not had chance to view the draft lease for the Pavilion. It was suggested that, as the Charity had secured the opinions of a solicitor then these would be sufficient. The Clerk was asked to request a copy of the draft lease before it was sent to the Charity Commission.

Action: Clerk

**9. Finance Matters:**

- a. To review and authorise Accounts as at 31<sup>st</sup> December 2016:

The accounts to 31<sup>st</sup> December 2016 had been circulated to the Councillors and Cllr. Edworthy checked the Bank Statements.

- b. To review our financial controls and the efficiency of our internal auditor:

Councillors discussed the financial controls already in place and agreed these were sufficient.

It was suggested that it may be prudent to change Internal Auditor for 2017/2018. Not that the Council were unhappy with the work of Mr Brown, but in order to assess the work of another provider (probably SALC) to compare the service given. The review was proposed as acceptable by Cllr. Bennett, seconded by Cllr. Foskett and all Councillors were in favour.

- c. Accounts for Payment:

i. J Hallett (Salary + Office & mileage expenses)	£490.28
ii. HMRC (PAYE)	£281.40
iii. Ipswich Borough Council (Play Park inspections)	£420.62
iv. A&J Lighting Solutions (6 month's street light maintenance)	£132.00
v. E-On (1 quarter street light electricity)	£112.63
vi. S C Norse (Rubbish bin at Recreation Ground)	£258.00

The above payments were proposed by Cllr. Smith seconded by Cllr. Crocker and all Councillors were in agreement that they be paid. The cheques were signed by Cllrs. Edworthy and Smith.

- d. To note Payments made since last meeting:

i. J G Shand (Bark removal – from Play Park Acc)	£480.00
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- e. To note Payments received since last meeting:

i. None

Action: Clerk

**10. To receive Clerk's report and items arising from last minutes not covered elsewhere, to include:**

- a. To receive reports on meetings attended by Councillors– None

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*Chairman's initials.....*

- b. To discuss a suitable acknowledgement of Philip Hawes’ work for Ufford children and in raising over £50,000 for charity over the past 35 years – Cllr. Foskett gave details of the charity work of Mr Hawes. Councillors recalled their children growing up with the visit from ‘Santa’ and were very keen to thank Mr Hawes for all his work. It was suggested that a letter of thanks was written, alongside the offer to provide the sweets one year or assist with repairs to the sleigh. Cllr. Foskett also offered to speak to Mr Hawes personally to thank him for all his work.
- c. To discuss e-mail received from Campsea Ashe Parish Council with reference to traffic issues caused by traffic from Bentwaters Park – Councillors felt that much of the traffic passing through Campsea Ashe would be because of the traffic lights at Melton and the delays these caused. Ufford does get ‘rat-run’ traffic but not many HGV’s due to Hawkeswade Bridge and narrow roads. The Clerk was asked to respond to Campsea Ashe Parish Council.

Action: Clerk and Cllr. Foskett

**11. Parish Review – to discuss the possibility of producing an annual review with possible questionnaire on current topics:**

Councillors discussed producing a review of the work of the Council in recent years and asking for parishioners’ opinions and suggestions of other projects the Council should consider looking at. It was acknowledged that hand delivering the review/questionnaire and then collecting it again would produce the best return.

Councillors acknowledged the format used by Boyton parish Council and agreed a review with questionnaire would be a good idea. The Clerk was asked to appraise the last Parish Review and make some suggestions for a project plan.

Action: Clerk

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

- Review of dates of scheduled meetings

The date of the next meeting was confirmed as **Tuesday 21<sup>st</sup> February 2017**, at Ufford Community Hall, The Avenue, Ufford. The meeting was closed at 19.53PM

Signed: .....  
Chairman (G Foskett)

Date: .....

*Judi Hallett*  
Clerk to Ufford Parish Council

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