

**Minutes of Ufford Parish Council Meeting**  
**Held on 21<sup>st</sup> February 2017 ~ 7.00pm**  
**Ufford Community Hall, The Avenue, Ufford**

Present

Cllr. Guy Foskett (Chair)	Cllr. Jane Hawthorne	Cllr. Kathryn Jones
Cllr. Nick Crocker	Cllr. Nigel Smith	Cllr. Pat Edworthy
Cllr. Keith Bennett	Cllr. Tracy Ling	
Judi Hallett (Clerk)	Dist. Cllr. James Bidwell	

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

Apologies for absence had been received from Cllr. John Skinner (away), Cllr. David Pearce (previous commitment) and Cllr. Karl Mallett (previous commitment).

**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 – No report had been submitted
- Dist. Cllr. Day – No report had been submitted
- Dist. Cllr. Bidwell – Reported on the following items: Proposed merger with Waveney District Council (if approved will be the largest District Council in the Country); Sizewell C Consultation; Investigating the possibility of taking over Civil Parking Enforcement in East Suffolk from the Police; Enabling Budgets to be increased to £6,500 for 2017/18; Development of Business Plan for Operation Camouflage at Rock Barracks; Budget for 2017/18 (Council Tax base to rise by 4 or 5 %); Planning Site Allocations and Area Specific Policies has been approved, giving the district its 5 year land supply; Funding for flood prevention measures on the coast of just over £1m; Melton Riverside Car Park now complete; Holiday Fund providing monies to promote children's holiday activities is soon to be available and the Community Farm in Saddlemaker's Lane is now open. Questions were asked about the new premises and transportation arrangements.

**4. To agree Minutes of Council meeting dated 17<sup>th</sup> January 2017:**

The minutes of the Full Council meeting dated 17<sup>th</sup> January 2017 were proposed as a true record by Cllr. Ling, seconded by Cllr. Jones & all Councillors were in agreement that they were signed.

**Action: Clerk**

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*Chairman's initials.....*

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

a. DC/16/4770/OUT - 138 dwellings, 60 bedroom nursing home with 50 assisted living apartments at land off Yarmouth Road, MELTON– The following comments were noted from Councillors:

- General opinion of objection as there is no need for housing in this location
- This is totally the wrong place for assisted dwellings, with poor access to facilities and infrequent public transport
- The nursing home and houses would generate lots of additional traffic
- Cllr Jones advised that there was an extremely comprehensive letter of objection submitted by Geoff Butterwick (a former Melton PC Councillor) which Cllr Jones believed summarised clearly all the reasons against this development taking place. We would therefore do well to take due note of its contents when formalising our response. Cllr. Jones went on to highlight specific items in Mr Butterwick's letter, for reference.
- The boundary review many years ago suggested that Melton Park could eventually be its own village
- Many comments have been received from societies like RSPB and Suffolk Wildlife Trust, all objecting to the development.
- The Local Plan stated that there should be a one mile green belt between Melton and Ufford; this would compromise this. The Clerk was asked look this up and refer to in in our reply.
- Some amusing errors in the documentation include a Travel Plan (at section 9.4) which states that the 'Lincoln Eastern bypass' will be constructed and will assist the traffic flow!
- In conclusion, the Clerk was requested to draft a reply for approval based on the above comments

**Action: Clerk**

**6. To acknowledge previous month's list of planning decisions.**

The details of the Planning decisions made during January 2017, which affect properties in Ufford, had been previously circulated (full list available from Clerk).

Stable Studio – Clerk to double check agenda that the application will not be discussed on 22<sup>nd</sup> Feb.

Lodge Road Appeal – Cllr. Jones is monitoring the Planning Inspectorate Web Site for notification of the application decision.

Hill Farm – A flood and drainage report has now been posted and this mentions a high pressure gas main.

Crown Nursery development- Cllr. Hawthorne reported that Clapper Path had been partially closed by fencing around the development which forced people to use private land. This had been reported to SCC Rights of Way Team and it was agreed we need to keep an eye on the line of the development.

**7. To consider replying to the response to our letter of complaint to Mr Philip Ridley with reference to the approved Caravan Park:**

Cllr. Foskett suggested a reply regarding the complaint should be in two parts.

The first part stating that we object to how the application was handled, Cllr. Bidwell called it in as per the rules but they still decided not to put it to committee (breaking their own rules), there were lots of objections, it was outside the village envelope and the land is classed as countryside.

The second part of the letter should refer to the correspondence received from SCC Highways on the application. Highways have misunderstood UPC and have still not mentioned the Yarmouth Road slip road or the dangerous turn across the junction. In the original application there was no reference to there being a residence on site (and they have ticked the box to say that no one is going to be living there) however, the approval states residential living there. Highways mention Yarmouth road but they are putting a splay on to Old Bredfield Road. Highways actually refused the application originally because the visibility splays were not good enough. The visibility splay is across land they do not own or control.

It was suggested the letter was sent to Philip Ridley, Phil Rowson, District Councillors, Ray Herring, Therese Coffey and the SCDC Chief Executive. The Clerk was asked to produce a draft for approval by the Councillors. Cllr. Smith noted that many years ago the owner of the site had put in an application for development of the site

**8. To discuss a suitable response to the Melton Neighbourhood plan:**

Councillors made the following comments:

- Point 5.4 seemed to suggest the traffic from WM travels through Ufford and Melton to join the A12 and did not mention the slip road in Ufford
- The importance to the area of Melton Park Grove Woodland was well covered;
- Traffic calming measures suggested for a B road seemed inappropriate, the real issue is the parking outside 'Souldings' paper shop. However, it was also suggested this could be slowing the traffic down - the desired effect!
- Pollution had reduced at Melton crossroad traffic lights according to the testing done by the District Council.
- Not much was mentioned about schools, if Melton PC moved then there could be a left filter constructed for traffic going to Woodbridge.
- A Walking Track and Cycle Way on land on the north side of the Wood Lane hedge was proposed. They would like a crossing on the East Side of Bredfield Road so that children could cross safely to go to Farlingaye High. Cycle lane would continue to the station with CIL money providing cycle parking.
- Additional development at Carter's Yard will cause much more traffic. The plans for Carter's Yard are extensive.
- We need to reemphasise the need for the retention of a green belt between Ufford and Melton

The Clerk was asked to draft a reply and send to Councillors for approval.

**Action: Clerk**

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*Chairman's initials.....*

**9. Woodland/Recreation Ground:**

- a. To receive an update on the work of the Friends of Parklands Wood – Cllr. Hawthorne’s report had previously been circulated. Working parties continue to be successful. Community Payback will also be involved this year. The main worry is a BMX Style track that has been developed in the last 3 months. Our insurance company advised that UPC just needed to make people aware that the Council were not responsible for it. We previously spent money knocking the jumps down but it is not interfering with the main woodland environment; it is well off any path. The danger is that it might be promoted with other children coming to use it. The children have had great fun building the course in the past and such outdoor activity is better than them being inside all day. Children using the old rubbish tip is a worry, it was thought it was somewhat out of the way being further towards Redwood Terrace.

The Clerk agreed to produce notices and put them up and place an item in the PUNCH. It was also noted that a notice had been put on the web site and had been sent out on PUNCHLine, exonerating the Council of any responsibility for the cycle track.

- b. To receive an update on the creation of the Community Hall Charity and lease of building – The Clerk reported the excellent news that the Charity Commission had authorised the new Community Hall Charity and that the Lease for the building had been approved by them. Mr Searle was currently away but a final version of the document would be produced as soon as possible and sent to all Councillors for their viewing before it was signed. The Sports and Social Club will still be active to run the bar. It was suggested a new sign giving the new name of the hall (Ufford Community Hall) may be an idea.
- c. To receive an update on Play Park Phase II project – The Clerk reported that the S106 money had been confirmed and that the order for the equipment had gone in. A cheque for the deposit would be drawn tonight and the scheduled delivery date was still 25<sup>th</sup> April.

Action: Clerk

**10. Finance Matters:**

- a. To review and authorise Accounts as at 31<sup>st</sup> January 2017:

The accounts to 31<sup>st</sup> January 2017 had been circulated to the Councillors and Cllr. Smith checked the Bank Statements.

- b. To consider a request from Friends of Parklands Wood that £200 should be transferred to them:

The transfer was proposed by Cllr. Ling, seconded by Cllr. Bennett and all Councillors were in favour.

- c. To acknowledge and authorise new hourly pay rates as set by the National Joint Council for Clerks (SCP22 rising from £10.63 to £10.74 on 1<sup>st</sup> April 2017):

This increase was proposed by Cllr. Foskett, seconded by Cllr. Jones and all Councillors were in agreement. The Clerk was asked to notify SALC

d. Accounts for Payment:

i. J Hallett (Salary + Office & mileage expenses)	£597.90
ii. M O'Connor (Rent for land at Church Lane)	£25.00
iii. FowlerWeb (Computer issues)	£59.00
iv. S C Norse (Part of Grass Cutting Invoice for 2016)	£130.80
v. Friends of Parklands Wood (Transfer of funds)	£200.00
vi. NGF Play Ltd (Play Park Equipment Deposit) - <i>Play Park Acc</i>	£8,137.95
vii. NGF Play Ltd (Play Park Equipment VAT) -	£1,627.59

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

e. To note Payments made since last meeting:

- i. None

f. To note Payments received since last meeting:

- i. Woodlands Group £950.00

Action: Clerk

**11. 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
- b. To review meeting dates for 2017 – The suggested dates were agreed and the date of the Annual Parish Meeting was confirmed as 23<sup>rd</sup> May 2017. Cllr. Bennett suggested a separate advertisement for this was placed in the May PUNCH to boost attendance.
- c. To receive letter from SCDC with reference to dealing with Anti-social behaviour in towns and villages – the Clerk was asked to file this information in case it was needed for any future situations.
- d. To discuss format of the Annual Parish Meeting – The Clerk confirmed Kevin Rogers would be the main speaker and the evening would follow the format of last year.

Action: Clerk

**12. Documentation – To acknowledge a review of the following documents has taken place :**

- a. Financial Regulations (March 2016 version) – Councillors acknowledged the review of this document and suggested no amendments were required. The Clerk was asked to check the version on the web site as the sections crossed through were quite faint.
- b. Suffolk Code of Conduct (March 2016 version) – Councillors acknowledged the review of this document and suggested no amendments were required

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*Chairman's initials.....*

**13. Parish Review – to discuss Plan for the Parish Review and Questionnaire:**

The proposed timetable for the Parish Review had been sent to Councillors. Cllr. Foskett suggested we needed to promote what has been achieved in the past few years and then ask questions such as ‘what projects do you feel need to be tackled?’, ‘how do you feel about housing?’ etc.

The Clerk was asked to amend the timetable slightly so that distribution occurred at the end of August and beginning of September.

**Action: Clerk**

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

- None

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

The meeting was closed at 8.34pm

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

Date: .....

*Judi Hallett*

Clerk to Ufford Parish Council