

Minutes of Ufford Parish Council Meeting
Held on 18th April 2017 ~ 7.00pm
Ufford Park Hotel, Yarmouth Road, Ufford

Present

Cllr. Kathryn Jones (Chair)	Cllr. David Pearce	Cllr. Nick Crocker
Cllr. Jane Hawthorne	Cllr. Pat Edworthy	Cllr. Tracy Ling
Cllr. John Skinner (<i>after 7.24pm</i>)		

Judi Hallett (Clerk)

1. To receive Apologies for absence:

Apologies for absence had been received from Cllr. Guy Foskett (away), Cllr. Keith Bennett (prior engagement) and Cllr. Nigel Smith (working away). It was noted that Cllr. Skinner would be in attendance after the close of the AGM of the Ufford Community Hall Charity where he was representing the Parish Council.

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):

- There were no members of the public present

b) Reports or comment from SCDC and SCC Councillors:

- Dist. Cllr. Day – No report had been submitted
- Dist. Cllr. Bidwell – No report had been submitted

4. To agree Minutes of Council meeting dated 21st March 2017:

The minutes of the Full Council meeting dated 21st March 2017 were proposed as a true record by Cllr. Pearce, seconded by Cllr. Ling and all Councillors were in agreement that they were signed.

Action: Clerk

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

a. DC/17/1153/FUL – Extension to the back of the existing cottage and alterations to the front at West Cottage, Lower Street, Ufford– The following comments were noted from Councillors:

- It was felt that the existing, left dormer window would also look better with squared panes as the planned windows
- This is in a conservation area and it would look so much better with all the windows the same; this perhaps could be *encouraged*
- In conclusion, Council agreed to **Support** the application and to include a suggestion that the existing dormer window was also changed to match the new.

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- b. DC/17/1467/FUL – Construction of rear extension at Farthings, School Lane, Ufford– The following comments were noted from Councillors:
- Very small footprint increase
 - Pitch of roof may come forward but not by much
 - Will not be seen by any neighbours
 - In conclusion, Council agreed to put forward a comment of **No Objection** to the application
- c. DC/17/1115/DRC – Details required by Condition 5 at Crown Nursery, High Street, Ufford– It was noted by Council that a document in this application appeared to show plans for future development, including a care home and commercial units.

Action: Clerk

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

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

The following application details were noted:

- DC/16/4949/FUL – Extension at Stable Studio, Ufford Place had been refused
- DC/16/4730/OUT – Outline planning for 13 dwellings at Hill Farm, High Street – there is already permission for 7 dwellings on this land but the 'additional' 6 dwellings had been refused. The report, with reasons, from the Planning Officer may be very useful for UPC to refer to, if further large developments are put forward.
- Lodge Road – Still no answer to the appeal
- 138 houses at Yarmouth Road – This had been refused on a number of grounds including being outside the development boundary, not fitting in with Melton's Neighbourhood Plan, poor access to transport and narrow pavements
- Clapper Path – It was noted that the Council needs to continue to monitor the reinstatement of Clapper path

7. Woodland/Recreation Ground:

- a. To receive update on meeting with Tom Leith regarding possible BMX Style Track in Parklands Wood – The following comments were made:
- Cllrs. Hawthorne and Skinner attended meeting with Tom Leith and also in attendance were Darren Knight and Graham Lynch (who built the existing track). Tom had spoken to Came and Co who had said that the insurance would be around £220 per year if it was added to our policy; if a separate policy was set up it would be more expensive. At least 4 people were interested in being part of a committee and contributing to the cost of insurance. The Sudbourne site had had trouble until an official club was formed. The Sudbourne site has a very informative large notice; maybe money from Cllr. Bidwell would be available for set up costs. The track would cater for all sorts of bikes and abilities and if there was ever a lack of interest it could be taken down and would not be difficult to flatten if need be. Tom is currently trying to get the committee together.
 - It was felt to be important to continue dialogue with this group, and particularly Darren Knight, as he lives locally
 - Should the BMX Track remain in the woods or be out in the open? Perhaps it should be in the open area so it can be monitored and it would be safer being less close to trees

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- A plan would need to be created and then it must be monitored. Plans would need to be sent to Came and Company and they would then advise if it was a 'low level' site or one that needed a special assessment form the Insurance providers (Hiscox)
 - Any track would need a RoSPA inspection and a daily/weekly/monthly/quarterly/annual inspection timetable as agreed with the insurers
 - There is still significant concern regarding UPC's liability at the present time; we need to act now
 - There are two separate things to consider: what happens with the existing track and do we agree to pursue the new track as the information from the insurance company did seem to show we had a potential risk
 - There are notices and we have followed the instructions from Came and Co with regard to the existing track but that may not stop a claim
 - Who is going to judge what the difficulty of any new site is?
 - We need the committee to make a plan of any proposed track and then send it to the insurance company for their assessment
 - Do we do *something* about the existing track, we have responsibility at the moment. Do we flatten it or should we ask the creators to flatten it?
 - We should stop people using the existing track.
 - SCDC have flattened previous tracks, the track has been created and it has got bigger; the present track is more than just 'humps and bumps'; we need to ask them to reduce them
 - In a woodland area there is a higher risk of hitting a tree and causing injury
 - Information has been supplied by Came and Co and the new committee need to see this.
 - Any new track would be quite some way from houses so shouldn't cause issues with noise
 - In conclusion it was agreed the following action would be taken:
 - Cllr. Ling to provide e-mail addresses for Graham and Darren
 - Clerk to send information from Came and Co to Graham and Darren
 - Cllr. Skinner to speak to Graham and Darren and ask them to make the current track 'unusable'
- b. To discuss and adopt the proposed lease of the Ufford Community Hall to the Ufford Community Hall Charity and to set an appropriate rent – Cllr. Skinner passed the signed new lease and cancelled licence to the Clerk for safe keeping. The following points were clarified:
- The Community Hall Charity will insure the building
 - The annual rent will be £1 (if requested) with a Service Charge of £700, also payable annually (reviewable every 3 years)
 - The Community Hall will be added to the Parish Council's Asset Register with a note regarding the lease to the Charity
 - The lease period is for 21 years
 - The original licence has been cancelled
 - The URS&SC still exists but only to run the bar
- c. To receive an update on Play Park Phase II project – Installation was still on track for w/c Monday 24th April and it should take just a few days. As Cllr. Foskett was currently away the Table Tennis Table would need to be stored at a suitable location on the Car Park, as Cllr. Foskett is arranging the heavy lifting to put it in place.

Action: Cllrs. Skinner and Ling and Clerk

8. Finance Matters:**a. To review and authorise Year End Accounts for 2016/2017:**

The accounts for the year to 31st March 2017 had been circulated to all. Adoption of the accounts was proposed by Cllr. Ling, seconded by Cllr. Edworthy and all Councillors were in agreement that they be accepted as a true record. The Clerk was thanked for her prompt work in completing the accounts.

The BDO External Audit Report (Section 1) was read out by the Clerk and Councillors answered in the affirmative to all questions. Signing of this section was proposed by Cllr. Skinner, seconded by Cllr. Ling and all Councillors were in agreement. The section was signed by the RFO and Chairman.

The BDO External Audit Report (Section 2) was acknowledged by Council. Signing of this section was proposed by Cllr. Pearce, seconded by Cllr. Edworthy and all Councillors were in agreement that it be signed by the RFO and Chairman.

b. To acknowledge receipt of the Internal Auditor's report for Accounts 2016/2017:

The Internal Audit report had been circulated to all Councillors. Acceptance was proposed by Cllr. Ling, Seconded by Cllr. Hawthorne and all Councillors were in agreement that the report was accepted.

c. To authorise expenditure of £70 + VAT on 2 new road signs for 'Loudham Lane':

After discussion the Clerk was asked to ask the price of just one sign (at the junction of Spring Lane, Barrack Lane and Loudham Lane). If this was close to the price of two signs, authorisation was given for two to be ordered; if not, just one sign was to be requested.

d. Accounts for Payment:

i. J Hallett (Salary + Office & mileage expenses)	£544.67
ii. HMRC (Clerk's PAYE Tax)	£281.60
iii. Ufford PUNCH (Grant 2017/18)	£500.00
iv. Ufford Good Neighbours (Grant 2017/18)	£80.00
v. St Mary's Church Flowers (Grant 2017/18)	£250.00
vi. Ufford Gardening Club (Grant 2017/18)	£200.00
vii. Suffolkbiz (Website hosting and maintenance)	£100.00
viii. SALC (Payroll provision for 6 months)	£54.00
ix. E-On (Street Lights)	£110.19
x. Information Commissioner	£35.00
xi. T Brown (Internal Audit)	£120.00
xii. SCC Pension Fund (Clerk's Pension)	£163.77

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

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

Action: Clerk

9. 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 – There were none
- b. Boltons Paper Recycling – The Clerk confirmed that the paper recycling bin at the Recreation Ground had been confirmed as economic for Boltons to provide (approximately 0.5 tonnes of paper per month)
- c. Highways – The Clerk confirmed that she had reported the issues of the road breaking away along Bridge Road
- d. Speeding along Yarmouth Road and High Street – Cllr. Skinner reported that SCC Highways had agreed to carry-out a 'one week speed test' near the new white lines and will compare the results with a test carried out a few years ago. They would also plan to repeat this test in 6 months' time.
- e. Adders – Cllr. Hawthorne reported that an adder had been seen in Parklands Wood and that the Clerk's dog had also been bitten locally. There will be a note in the PUNCH about action that should be taken if a human or a dog is bitten.
- f. Litter pick – This had been very successful with nine participants. However, it needs to be earlier in the year next year as much vegetation had already grown up.

Action: Clerk

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

- a. Equal Opportunities Policy – this document had been circulated and no suggested amendments were offered
- b. Safeguarding Children Policy - this document had been circulated. Cllr. Jones suggested a couple of minor amendments to the wording and the Clerk agreed to alter and circulate for review with adoption at the May 2017 meeting

Action: Clerk

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

- Reply from ESDC CEO to our complaint

The date of the next meeting was confirmed as **Tuesday 16th May 2017**, at St Mary's Church Hall, Church Lane, Ufford.

The meeting was closed at 8.28pm

Signed:
Chairman (G Foskett)

Date:

Judi Hallett
Clerk to Ufford Parish Council

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