

Minutes of Ufford Parish Council Annual Meeting

Held on 27th June 2017 ~ 7.00pm

St Mary's Church Hall, Church Lane, Ufford

Present

Cllr. Guy Foskett (Chair)
Cllr. Jane Hawthorne
Cllr. Kathryn Jones
Cllr. Tracey Ling

Cllr. Nigel Smith
Cllr. David Pearce
Cllr. Karl Mallett

Cllr. Nick Crocker
Cllr. Keith Bennett
Cllr. John Skinner

Judi Hallett (Clerk)

Cnty. Cllr. Alexander Nicoll

Dist. Cllr. James Bidwell

3 Members of the Public: Mr Terry Purcell, Mr David Beard and one other

1. To receive Apologies for absence:

Apologies for absence had been received from Cllr. Patricia Edworthy (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):

- Mr Terry Purcell – Reference: Crown Nursery development – Asked UPC to formally request an extension for the public to respond to the latest planning application at Crown Nursery and for UPC to organise a public showing of the plans together with an opinion gathering capability. The Clerk agreed to request an extension and set up a meeting (possibly over two days) at the Community Hall. This would include providing handouts giving comprehensive guidelines on how residents could comment to SCDC and the gathering of general comments for UPC to discuss on 18th July. This would be advertised on PUNCHLine and via posters.

b) Reports or comment from SCDC and SCC Councillors:

- Cnty. Cllr. Alexander Nicoll – Cllr. Nicoll reported on the following: Comments passed on with reference to plans for old SCDC Melton Hill Site, these are being coordinated with Cllr. Page, plans now seem to be to demolish all buildings; Appointed joint Deputy Cabinet Member for Highways and the first meeting with James Finch is imminent; Also appointed Vice Chairman of the SCC Pension Committee Fund with a fund of £2.2bn, the fund has a very small deficit and is well run; also now a Planning Development Control Committee member, this is usually around waste and other areas but highways issues will also be of concern; Suggested UPC could consider a public petition for changes at the Yarmouth Road junction. Councillors asked if Cllr. Nicoll could find out who at SCC Highways commented on planning matters and if he could chase Mr David Chenery who had promised to organise speed checks at the Yarmouth Road junctions [the Clerk agreed to put both these requests in writing with background information].

Chairman's initials.....

- Dist. Cllr. Day – No report had been submitted
- Dist. Cllr. Bidwell – Cllr. Bidwell reported on the following: Housing Strategy to take in the needs of local people; Broadband Project is supporting improved Broadband with £200,000; General Election with improved majority for Dr. Therese Coffey MP; Official opening of East Suffolk House was on 15th June; Planning proposals for Melton Hill site are currently a subject of great controversy; Bicycle Tour of UK will reach Suffolk on 8th Sept; Suffolk Armed Forces weekend was a great success and raise a great deal of money for military charities; Suffolk Day was also a great success.

Action: Clerk

4. To agree Minutes of Council meeting dated 16th May 2017:

The minutes of the Full Council meeting dated 16th May 2017 were proposed as a true record by Cllr. Hawthorne, seconded by Cllr. Crocker and all Councillors were in agreement that they were signed.

Action: Clerk

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

- DC/17/2209/FUL - Demolition of existing single storey rear extension and construction of single storey rear extension and detached double cart lodge/storage building - The Ridge, Byng Hall Road Ufford – The following comments were noted from Councillors:
 - No reason to object
 - There is a letter from a neighbour which asks for a fence to be erected but it is unclear if they object to or support the application
 - In conclusion, Council agreed to state an opinion of **no objection** to the application.
- DC/17/2290/FUL - Demolition of existing porch and erection of single storey extension to the north east of the existing property - Timber Cottage, Spring Lane, Ufford – The following comments were noted from Councillors:
 - [An e-mail had been passed to all Councillors from the applicants]
 - This is a rather modern development and there is an architectural change in style
 - However, this development will not be seen
 - In conclusion, Council agreed to state an opinion of **no objection** to the application.
- DC/17/2594/LBC – Demolition of existing porch and erection of single storey extension to the north east of the existing property - Timber Cottage, Spring Lane, Ufford – The following comments were noted from Councillors:
 - *As above – listed building consent application*
 - In conclusion, Council agreed to state an opinion of **no objection** to the application.

- d. DC/17/2317/FUL – Proposed extension and refurbishment of existing 4 bedroom bungalow into a 5 bedroom residential dwelling. – The Walk, Lower Road, Ufford – The following comments were noted from Councillors:
- Slightly bigger than previous applications on this site; looks higher and more trees will be taken down
 - There is a need for more ‘greenery’ to be put back on the site; some new saplings have been put in but it is not sure they will grow. Last application was in 2012; people opposite had originally objected but they are quite far away
 - This is on the edge of a conservation area but it is not a listed building; the windows do not overlook neighbouring properties
 - No letters of objection appear online to date
 - No dormer windows in the new plans; new plans look a bit better than previous applications; in general no objection; there are no material matters on which to object
 - In conclusion, Council agreed to state an opinion of **no objection** to the application.
- e. Planning Appeal Notification – APP/043/2017 re DC/16/4949/FUL – Extension to Stable Studio, Ufford Place, Ufford – The following comments were noted from Councillors:
- No more comments allowed as this is a ‘fast track’ appeal
 - An event date has been set but no details are available; situation to be monitored
 - Council agreed there was nothing more they could do at this stage, apart from monitor.
- f. Planning Appeal Notification – APP/049/2017 re DC/16/4730/OUT – Part Land North of Hill Farm, High Street, Ufford – The following comments were noted from Councillors:
- Only written evidence allowed and no decision as to if there will be a hearing or not
 - More comments are allowed but there is no appellants statement at present
 - Date for further submissions is 27th July so it was agreed to discuss any potential further comments at the July meeting – Clerk to add to the July agenda

Action: Clerk

6. To acknowledge previous months list of SCDC Planning decisions and to discuss any other planning matters.

The details of the Planning decisions made during May 2017, which affect properties in Ufford, had been previously circulated (full list available from Clerk). The following additional comments were made on planning matters:

- Complaint regarding Caravan Site – The Clerk had previously circulated a letter from the Ombudsman relating to this subject. It stated that they were not permitted to investigate complaints made by public bodies. Cllr. Foskett reported that he has a meeting with Cllr. Ray Herring scheduled, to discuss this matter. The Clerk was asked to inform SCDC that they need to remove the advice for Parish Councils to contact the Ombudsman from their standard correspondence. The clerk was also asked to pass details of the Ombudsman on to Mr David Beard, who had also complained to SCDC about the Planning Referral Process.
- Lodge Road – Cllr. Jones reported that she had spoken to Ben Woolnough (SCDC Planning Officer) regarding this delay. He had suggested that SCDC were also very surprised no decision had been made but that the inspector may be waiting decisions on similar applications. The five year housing supply is still being challenged by some. However there seems to be no defined time limits in place between hearings and the final report/ruling, therefore it could still be some time before a ruling is forthcoming in this case.

Chairman's initials.....

- Crown Nursery – A further outline planning application had recently been received (DC/17/2512/OUT). This was on display today but would be fully discussed at the July meeting. Cllr. Foskett outlined the application and the Clerk was asked to set up the public viewing at the Community Hall.

Action: Clerk

7. Crown Nursery development:

- a. Clapper Footpath – Cllr. Hawthorn raised concerns about Clapper Path and how it was being reduced in width continually. Photos taken show roots of the original Leylandii trees seem to be within the new development and new boundary seems to show no room for the footpath. Plans also show a new hedge is planted on the footpath side of the boundary hedge. Cllr. Foskett recalled how SCC Footpaths officer said it was hard to say where the boundary of the path originally was. It was suggested that if the path moves over it would mean vehicular access to the properties in School Lane was narrowed. It was also noted that 2 people have fallen on the present path due to it being uneven at present. Cllr. Foskett agreed to take a look and the Clerk was asked to speak to SCC Rights Of Way and SCDC Planning Enforcement Officers. Cllr. Foskett suggested residents of School Lane, who own the vehicular access beside the path should put up a temporary fence/'post and rope' to denote the boundary of their property.
- b. Access to Crown Nursery on The Avenue – The Clerk conveyed how she had been passed from SCDC Planning, to the Police, to SCC Highways and then back to SCDC Planning on this subject. She was currently awaiting comment from SCC Highways. It was acknowledged that three incidents, regarding articulated lorries at the new entrance, had been reported to UPC.

8. Woodland/Recreation Ground:

- a. To discuss any further matters relating to the proposed BMX Style Track (following comments received at the Annual Parish Meeting) – The following comments and concerns were raised by Councillors:
 - Cllr. Foskett: UPC had spent a long while discussing this at the last meeting; We did not want the area to turn in to a meeting place for vast numbers of young people; there is obvious dispute between two groups interested; We did agree not to have a BMX track; I went to see Mr Knights; I didn't tell him to take the jumps down as when I was there I was made aware they had taken a lot of steps to ensure it was safe and had included 'run off' areas; I asked him to get a group together and we would then look at granting permission; I didn't say yes or no but I asked them to get a group together; It was obvious to me that lots of people were getting a lot of fun out of it but we need to make sure it is safe and that these activities are covered by insurance
 - Cllr. Skinner: I have spoken to various people about this; Came and Co said as far as they were concerned, if no humps were over 4' then it does not need to be passed on to Hiscox and they can OK the project, the insurance would be around £200; I have also spoken to Tom Leith who is not interested if the humps are only 4' max; it is clear the local residents would rather run the site themselves; there are large centres in Landseer Road park in Ipswich and another in Tunstall/Sudbourne forest; We do not want anything over 4' so it shouldn't have issues with insurance; I have also spoken to a Woodbridge TC Councillor who reported they had only a few complaints about the noise from their park

Comments from other Councillors included:

- We need to avoid this becoming a major meeting place;

Chairman's initials.....

- There had been previous concern about cars and motorised vehicles causing noise
- I have no problem with having a BMX track but it must be inspected and insured?
- It gets bigger every time you look at it, they are still developing it
- They were not supposed to do more until they had set a club up;
- Our letter did originally say 'no' but further comments and evidence now suggested it may be possible to keep it low key and only available to local people
- They have got to get the insurance and they have got to do the RoSPA checks, however, they have no experience in setting up a club
- The 'at your own risk' signs have now been put back up
- We have clearly said they cannot develop the existing site but they are still developing it
- Do we give them a time limit?
- A BMX track that reflects the size of the village would be a good thing. They must be prepared to cover the cost of the insurance. I objected to a 'destination park' as this would have bought issues, the original proposal was far too big
- It has been built for local children to help with behavioural issues and it is really only the local children who use it; it would be a shame to lose it now. It is being used by lots of local children
- We need to help them – perhaps we need to offer to pay the first years insurance and give them time to get organised; we have put signs up so we have following the instructions of the insurance company; I am unhappy about not having any insurance
- Can anyone build something in our woods? I am unhappy that this would set a precedent for other projects just to spring up
- Over the last 20 years there have been various mini tracks developed which have lasted a couple of years; the plus point is that it is not too obvious
- The area it is in has no footpaths and was originally earmarked for housing so it has not been developed; it is now designated as woodlands as part of Parklands Wood.
- The woodland group do not work in it
- We need to keep it low level. Do they have the expertise to get the club together?
- The club is paramount
- Suggest we discuss this again in August?
- Perhaps we need to pay the insurance – somebody is doing something on our land that we are aware of and therefore we are liable. Are the signs enough as we have been encouraging the club to get together. We are giving mixed messages and therefore we are on rocky ground.
- The insurance is one part but we also have to do checks.
- Perhaps we should contact the insurance company to get advice?
- We had a vote and agreed not to allow it but it was confusing as it wasn't clear what we were objecting to; do we want to vote to allow the track in woods?
- It is the summer and kids will use it therefore we need to make it as safe as possible and we need to have a RoSPA inspection
- What if the children start to use cycles racing on the footpaths in woods; a separate track may be a good idea?
- In conclusion it was agreed the following action would be taken:
 - a) Clerk to contact RoSPA inspector to ask if he would assess the present track
 - b) Cllr. Foskett proposed that: **as long as it passed a RoSPA inspection and the insurance was around the £200 mark, UPC would pay the first year's insurance and would be happy for the track to exist.** Votes were cast 6 in favour and 3 against (with 2 abstentions). Cllr. Pearce asked that it be recorded that he objected on the grounds that this could set a precedent for other projects and the Council was negating on a decision it had already made.

- b. Registering the Lease with the Land Registry – The Clerk informed Council that the registration of the new lease between UPC and Ufford Community Hall Charity (UCHC) had been returned by the Land Registry. They required both parties to the lease to provide proof of identification. The Clerk suggested she complete the form for UPC and Cllr. Skinner for UCHC (as he was a Trustee); this was agreed. The Clerk then asked if anyone knew of a local solicitor or barrister who could duly witness the papers. Councillors suggested Mr Andrew Dennis or Mr David Shipman may be able to assist – Clerk to contact.
- c. Issues at the Recreation Ground – The following issues were recorded:
- Fencing around the Under 8's Area – 5 or 6 fence boards have been removed but were still present; these need to be put back – Cllr. Foskett agreed to investigate
 - Broken glass in the MUGA - wine bottles have been broken inside the MUGA, these have now been swept up but it was noted a group of young lads were now congregating there
 - Camping – There has been a recent incident of camping in the woods. When Cllr. Hawthorne asked them to leave she was verbally abused (Police incident number 135-27617), photographs had been taken of their motorcycles showing their registration numbers.
 - BMX area - All humps/jumps have been measured and none exceed 4'.

Action: Clerk

9. Finance Matters:

- a. To review and authorise the Accounts as at 31st May 2017:

The accounts for the month to 31st May 2017 had been circulated to all and were agreed to be accurate. Cllr. Smith agreed to check the bank statements

Cllr. Hawthorne suggested additional benches might be purchased for the Play Park and the Clerk agreed to obtain some quotations.

- b. Accounts for Payment:

i. J Hallett (Salary + Office & mileage expenses)	£676.28
ii. SCC Pension Fund (Clerk's pension)	£204.72
iii. Staples (Ink for Councillors + plastic wallet)	£69.25
iv. HMRC (Clerk's PAYE)	£54.80
v. Ipswich Borough Council (Zip Wire repairs)	£262.94

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

- c. To note Payments made since last meeting:

i. J Hallett (Salary + Office and Mileage Expenses)	£578.65
ii. SCC Pension Fund (Clerk's Pension)	£163.77
iii. Land Registry (Registration of the UCHC Lease)	£40.00
iv. Came and Co Ltd (Insurance on Additional Play Park items)	£25.88

- d. To note Payments received since last meeting:

i. VAT Refund	£1,743.64
---------------	-----------

Action: Clerk

Chairman's initials.....

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 – The following meetings had been attended:
- Cllr. Jones - Local Plan Review on 30th May – held at Donnington with just 4 councillors and 3 planning staff, the present local plan is between 2010 and 2027; now need to look forward until 2036; this seems to be a process of 'moving the goal posts'; Ufford have made a significant contribution and now they will be asked to take on more; another call for sites went out last year; we will be called for a meeting with the planners in the near future
 - Cllr. Jones – SALC Meeting on 19th June - Councils should have in place plans and their protocols following the death of a senior member of the Royal family; Speaker was Superintendent Antonius, her main interests were in 'County Lines' and how drugs come in to the county and police staffing; Questions were raised on parking and crime statistics; Sue Hall gave a presentation on bus services (the #64 is now going to revert to an hourly service again); further questions from attendees centred around: Martlesham Park and Ride and the suggestion it will go to Rendlesham in off peak hours; Social Media use by Councils; APM's, Highways (the Saxmundham office is closing and many staff may be retiring)
 - Cllr. Hawthorne – Woodlands Group AGM – A very pleasant meeting was held at the end of June and it was completed by a walk around the woods
 - Cllr. Skinner – Community Hall Charity Meeting – Two issues concerning UPC were raised:
 - 1) UPC need to move the post at the back of the hall to stop access to the MUGA – the Clerk was asked to obtain a price for a second post
 - 2) There had been much reporting of travellers entering private property unauthorised; the PC may like to consider closing the gate again.
- b. To receive an update on the new entrance to Crown Nursery – Covered in item 7b.
- c. To discuss replacing the current refuse bin at Hawkeswade Bridge with a larger one – There is not a bigger bin on the market - but now the bin is being emptied every Monday and Friday; however, the area is being used by lots of young people; if you see it full please report it. It was agreed to monitor the situation for now
- d. Attempted Robbery along High Street, Ufford – Details of this incident, as reported on PunchLine, were known to all Councillors
- e. To discuss maintenance issues and costs – Cllr. Skinner gave a rundown of various urgent maintenance jobs that need doing and a price obtained by a local person advertising in the PUNCH. It was agreed that these jobs should be undertaken for the price quoted.
- f. To receive invitation from Citizens Advice Bureau – The Clerk notified Councillors that they had been invited to attend the AGM of the Citizens Advice Bureau in Leiston
- g. Stall at Summer show – It was agreed that the Parish Council would man a stall at the Gardening Club's Summer Show on 15th July. Cllr. Edworthy, Skinner and Hawthorne agreed to man. Clerk was asked to produce a Parish Review feedback form that could be used on the day.

Action: Clerk

Chairman's initials.....

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

- *None at the time of the meeting*

The date of the next meeting was confirmed as **Tuesday 18th July 2017**, at St Mary's Church Hall, Church Lane, Ufford.

The meeting was closed at 9.10pm

Signed:
Chairman (G Foskett)

Date:

Judi Hallett
Clerk to Ufford Parish Council

Chairman's initials.....