

Minutes of Ufford Parish Council Annual Meeting

Held on 17th October 2017 ~ 7.00pm

The Community Hall, The Avenue, Ufford

Present

| | | |
|---------------------------|--------------------|---------------------|
| Cllr. Guy Foskett (Chair) | Cllr. Nigel Smith | Cllr. Nick Crocker |
| Cllr. Jane Hawthorne | Cllr. David Pearce | Cllr. John Skinner |
| Cllr. Karl Mallett | Cllr. Tracey Ling | Cllr. Keith Bennett |

Judi Hallett (Clerk) Dist. Cllr. James Bidwell

6 Members of the Public: Mr Terry Purcell, Mrs W Colles, Mr J Colles, Ms J Haslegrave, Mr and Mrs Bradburn

1. To receive Apologies for absence:

Apologies for absence had been received from Cllr. Kathryn Jones (Holiday) and Cllr. Patricia Edworthy (Holiday).

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):

- Various members of the public – Re. Woods Lane closure:
 - Why is there not all night working? There will be a massive impact on local communities. Is it perhaps because there are significant additional costs so there is no financial incentive to do the work faster.
 - The Avenue will be used as a bolt hole to Rendlesham. We should ask for more signs?
 - Particularly in respect of HGV vehicles, can we have clear signs about the speed limit and unsuitable road widths and a warning not to follow Sat Navs?
 - Signage at Saddlemakers Lane is required.

b) Reports or comment from SCDC and SCC Councillors:

- Dist. Cllr. Bidwell – Cllr. Bidwell reported on the following items: Disappointment on the Planning Committee decision on development at Melton Hill, Armed Forces numbers, Norfolk and Suffolk Economic Strategy, Woods Lane closure, Car Parking consultation, Port Health Authority awards, Beach Hut Consultation, Apprenticeships, Four Villages Bypass consultation and Languard Fort Halloween Celebrations. Question from UPC: Four Village Bypass – why no apparent reference to last consultation process?
- Cnty. Cllr. Alexander Nicoll – Cllr. Nicoll's report had been circulated
- Dist. Cllr. Day – No report had been submitted

Action: Clerk

Chairman's initials.....

4. To agree Minutes of Council meeting dated 19th September 2017:

The minutes of the Full Council meeting dated 19th September 2017 were proposed as a true record by Cllr. Skinner, seconded by Cllr. Hawthorne and all Councillors were in agreement that they were signed.

Action: Clerk

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

There were no planning applications to discuss

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 September 2017, which affect properties in Ufford, had been previously circulated (full list available from Clerk). The following additional comments were made on planning matters:

- Lodge Road – Cllr. Foskett reported that the appeal by the developers had been dismissed by the Inspector and congratulated all those involved in achieving this result. He also thought that the reasons given by the Inspector in dismissing this application could prove useful in supporting objections to any future unsuitable development being proposed in the village.
- Notcutts Site – Cllr. Pearce reported: “a PR representative of Hopkins Homes has advised St Audrys Sports and Social club that the council [presumably SCDC] have turned down the proposal for the Notcutts Ufford site. It appears as though Hopkins have withdrawn the plans at this time and with all the other developments currently taking place in Ufford and Melton, there appears no appetite to appeal etc.”

7. To discuss UPC’s response to the SCDC Local Plan Review

Councillors discussed the following items: the meeting with the Planners, Lack of Infrastructure, Housing already in place, request to ‘tone down’ the overly political element of the draft, need for a balance when it comes to tourism, shortage of appointments at doctor’s surgeries, capacity at schools, amendments to the Notcutts Site, development to be kept within physical limits boundaries, already above number of houses in last Local Plan, no additional housing required in previous LDF, to add the notes for Lodge Road appeal decision.

Resolution: Clerk to make amendments and re-issue for final review

Action: Clerk

8. Woodland/Recreation Ground:

- a. To receive a report from Councillor Hawthorne – A report from Cllr. Hawthorne had been sent to Councillors and points were highlighted, including a Tree Warden Workshop attended.

Suffolk Forest School – Councillors discussed the merits and issues of allowing Suffolk Forest Schools to use the woodlands. Councillors voted 7 to 2 in favour of taking this further and asking Mr Gifford to attend the next meeting.

Resolution – Clerk to ask Blake Gifford to give a short presentation to the Council at the November meeting

- b. To authorise expenditure on Chain Loop, Hedge Shears and Scrub Cutter (£194.33 + VAT) – this expenditure was agreed.

Action: Clerk

9. Ufford Charities – To discuss nomination of a Trustee

Cllrs Councillors agreed to put Marion Barnes' name forward as a further nomination from UPC as a Trustee for the Ufford Charities.

Action: Clerk

10. Highways:

- a. To discuss closure of Woods Lane, Melton and any response from the Parish Council – The Clerk was asked to write to SCC Highways, reiterating the feelings of parishioners and asking for appropriate additional signing during the time of the closure and also asking if parking will be restricted in Melton as this usually narrows the road with the blockage restricting traffic to a one direction only flow. Clerk to write to SCC
- b. To discuss purchase of new grit bins – After discussion it was agreed to replace the 8 most dilapidated bins and ask Gary Button to quote for installing them. Clerk to purchase 8 bins and contact Gary Button

11. Finance Matters:

- a. To review and authorise the Accounts as at 30th September 2017:

The accounts for the month to 30th September 2017 had been circulated to all and were agreed to be accurate. Cllr. Smith agreed to check the bank statements.

- b. Accounts for Payment:

| | |
|---|-----------|
| i. J Hallett (Salary + Office & mileage expenses) | £570.40 |
| ii. SCC Pension Fund (Clerk's pension) | £163.77 |
| iii. Thurlow Nunn Standen Ltd (Equipment for Woodlands) | £233.20 |
| iv. BDO LLP (External Audit) | £276.00 |
| v. E-On (Street Lighting) | £123.19 |
| vi. J Hawthorne (Travel Expenses) | £31.95 |
| vii. STC Solutions (CCTV) – From Play Park Acc | £1,894.80 |

Chairman's initials.....

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

c. To note Payments made since last meeting:

| | |
|--|--------|
| i. Suffolk Preservation Society (Subscription) | £30.00 |
|--|--------|

d. To note Payments received since last meeting:

| | |
|---------------------|-----------|
| i. Wayleave (Woods) | £44.07 |
| ii. Precept (SCDC) | £8,850.00 |

Action: Clerk

12. 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:

- **Data Protection Meeting at SALC** (Cllr. Mallett) – Full report of the awareness session was given by Cllr. Mallett with copies of the presentation. Clerk to attend training session in early November when it was hoped more answers and solutions would be available.
- **Coast Conference** (Cllr. Hawthorne) – A full report of the conference was given by Cllr. Hawthorne which included a challenge to Lowestoft to improve its image and facilities

b. Parish Review – To receive an update – The Clerk reported a total of 88 responses had been received (81 via Survey Monkey). Once the Local Plan Review response was concluded she would start to analyse the results.

c. To discuss reprinting of the Heritage Trail – The Clerk thanked Cllr Ling for her work in amending the document. It was agreed that 250 should now be re-printed. **Clerk to seek another quote and then order**

d. To agree if Sogenhoe Chapel can be used for a Christian Breakfast Meeting – After discussion it was agreed that one meeting should be allowed and reviewed afterwards - **Clerk to contact Mr Jenkins**

e. Signs for Recreation Ground – It was agreed to purchase the aluminium signs from 'Signs for You' – **Clerk to arrange**

f. SALC Annual Report and AGM – Anyone interested in attending should contact the Clerk.

g. Suffolk Preservation Society Magazines – Cllr. Hawthorne took these to read and re-distribute.

h. Christmas Advert in the PUNCH – Councillors agreed to spend £10 from the Chairman's Allowance to place an advertisement in the December PUNCH wishing all residents seasons greetings from the Parish Council – **Clerk to organise**

13. Documentation:

- a. Financial Regulations (March 2016) – Review only – adopted
- b. Formal Complaints Procedure (Oct 17) – Amended slightly - adopted and signed

Action: Clerk to publish

Chairman's initials.....

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

- Budget 2018/19
- Grants for 2018

The date of the next meeting was confirmed as **Tuesday 21st November 2017** at The Community Centre, The Avenue, Ufford.

The meeting was closed at 8.23pm

Signed:
Chairman (G Foskett)

Date:

Judi Hallett
Clerk to Ufford Parish Council