

Minutes of Ufford Parish Council Annual Meeting

Held on 21st November 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. Kathryn Jones
Cllr. Keith Bennett	Cllr. Patricia Edworthy	
Judi Hallett (Clerk)	Dist. Cllr. Alexander Nicoll	

1 Member of the Public: Mr Blake Gifford

1. To receive Apologies for absence:

Apologies for absence had been received from Cllr. John Skinner (Holiday), Cllr. Tracey Ling (work commitments) and Cllr. Karl Mallett (work commitments).

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

Cllr. Foskett stated that he would not vote on item 10. b) due to having deliveries on lorries over 7.5 tonne to his business.

3. Presentation from Mr Blake Gifford on the proposal to use Parklands Wood for a Forest School

Mr Blake was welcomed and gave an overview of Forest Schools and his intention for running them in Parklands Wood. Questions were asked around toilet facilities, safeguarding, dogs, other woodland users, different groups (toddler and parent, after school club, etc.), school times and risk assessments. Mr Gifford was thanked for attending and his report. *Mr Gifford then left the meeting.*

4. Public Session:

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

- There were no other members of the public in attendance

b) Reports or comment from SCDC and SCC Councillors:

- Cnty. Cllr. Alexander Nicoll – Cllr. Nicoll reported on the following items: **Woods Lane** closure: the need for more extensive planning of development in Suffolk and management of the closure, especially shortening the closure; **Weight restriction on Ufford's Roads**; Potential development at **Crown Nursery**, amended plans (including widening the road) have been put forward and Highways (through Mr Ben Chester) have now approved them, with a lengthy list of conditions. Cllr. Jones presented the issues and Cllr. Nicoll agreed to investigate (clerk to send copy of the SCC Highways letter); **Grants** – money is available (potentially up to £1,000); Conflict of interests in respect of SCDC for the development of the **old SCDC Office** on Melton Hill. *Cllr Nicoll left the meeting after his report.*
- Dist. Cllr. Bidwell – Cllr. Bidwell's report had been circulated. Cllr. Smith asked a question regarding the Dog Orders and asked for definitive Map of affected beaches and areas.

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

Action: Clerk

5. To agree Minutes of Council meeting dated 17th October 2017:

The minutes of the Full Council meeting dated 17th October 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

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

- a. DC/17/2512/OUT - Outline/Hybrid Planning Application ... for a care home (Class C2) (60 beds), up to 34 dwellings including 12 affordable at Crown Nursery, High Street, Ufford – To discuss further plans submitted. Councillors commented:
 - Amendment is for additional widening of The Avenue, taking out hedgerow and trimming trees on B1438 and the Avenue
 - Rest of Avenue is still single track with makeshift passing places
 - Habitat survey update now discusses Reptiles, Bats and Badgers; Dormice have not been mentioned
 - No notification of the amended plans was received by UPC or any objectors
 - Letter from Ben Chester (for SCC Highways) mentions traffic to Melton would be negligible – this is ridiculous – we need to question this
 - None of the amendments make a difference to the hazard junction at the top of the Avenue
 - Need to submit another objection re. Highways and dormice, copy Cllr. Nicoll in for reference
 - Clerk to draft a letter (in conjunction with Cllr. Jones) and send out for review
- b. DC/16/4770/OUT - APP/J3530/W/17/3183249 the Land off Yarmouth Road (Melton) 138 dwellings, 60 bed Care Home and 50 assisted living apartments – To discuss appeal and any further submissions. The Appeal is to take the form of a Public Inquiry. Councillors commented:
 - Another care home proposed for the area!
 - Original application refused. Appellants have items that are out of date:
 - a) “It is accepted that the scheme would encroach in to the countryside with no harm” – this is extraordinary
 - b) Reiterate the need for green spaces between villages
 - c) 5 year lands supply is now in place
 - d) Melton Crossroads is at capacity
 - Cllr. Jones agreed to draft a letter for circulation

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

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

- Hill Farm Appeal – Cllr. Jones gave a report on the appeal held on 24th October. Mr Ridley attended (speaking about the 5 year land supply) and the inspector also included Cllr. Jones in discussions. The site visit was mixed as boundaries were unknown but some mature trees were identified as being felled as part of the permitted development. Cllr. Jones was thanked for her time.

8. To discuss (and confirm if appropriate) appointment of a Data Protection Officer

The Clerk had circulated information from SALC and LCPAS which seemed to contradict each other in places. It was agreed that the Clerk should attend the LCPAS training in December and report back to the January meeting

Resolution: Clerk to attend further training and report back

Action: Clerk

9. Woodland/Recreation Ground:

- To receive a report from Councillor Hawthorne – A report from Cllr. Hawthorne was given regarding the event on the previous Saturday
- Discussion on use of Parklands Wood for a Forest School – After discussion it was agreed to allow Mr Gifford to use the woods for an initial period of 6 weeks (2 hours per week) to complete his training and then ask for future plans to be submitted which would be discussed separately.

Action: Clerk

10. Highways:

- To discuss impact of the closure of Woods Lane, Melton and any further action to be taken – Councillors commented on the increased traffic in Melton and the volume of Lorries but decided against making any formal comment to SCC.
- To consider asking for a 7.5 tonne weight restriction to be placed on The Avenue, School Lane, Crownfields, Spring Lane, Bridge Street (the Ufford side of the railway crossing), Lower Street, Lower Road, Barrack Lane and Loudham Lane – It was felt a full restriction would cause issues with buses, deliveries and farm vehicles, After discussion the Clerk was asked to request 'Unsuitable for HGVs' signs at the top of the Avenue and Crownfields and request Melton PC call for one at Old Church Road, Melton as this runs in to Lower Road.

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- c. To discuss switching street lights off at Midnight and on again at 5.30am/Dawn – Cllr. Foskett advised that the lights would need upgrading to allow for the partial switch off and that this cost would far outweigh any savings in electricity. Cllr. Pearce also felt it may be a catalyst for an increase in crime in the area. The Clerk was asked to notify the requesting resident.

Action: Clerk

11. Finance Matters:

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

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

- b. To discuss and agree grants for 2018:

Councillors agreed to make the following grants in April 2018:

- | | |
|----------------------------|--------------------|
| • Ufford PUNCH | £500.00 |
| • Ufford Good Neighbours | £80.00 |
| • St Mary's Church Flowers | £250.00 |
| • Ufford Gardening Club | <i>If required</i> |

It was also agreed to discuss supporting the Ufford Arts Festival 2018, when further details of expenditure were known.

- c. To discuss draft budget and Precept Amount for 2018/19 (sent to Councillors on 26th October 2017):

Due to the unknown cost of providing a Data Protection Officer, it was agreed to defer this item to the December meeting.

- d. To discuss purchase of a security box for the CCTV system (£74.99):

It was agreed to purchase the security box for the CCTV system

- e. To discuss purchase of a third CCTV Camera for the Community Hall:

After discussion the Clerk was asked to obtain a quote for installing a third camera at the Recycling end of the Community Hall and to ask Councillor Nicoll to fund the new camera and the signage for the recreation ground.

- f. Accounts for Payment:

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| i. J Hallett (Salary + Office & mileage expenses) | £630.07 |
| ii. SCC Pension Fund (Clerk's pension) | £204.72 |
| iii. Ufford PUNCH Newsletter (Christmas Greetings) | £10.00 |
| iv. Mr D Gedge (Wreath for Remembrance Day) | £17.00 |
| v. A & J Lighting Solutions (Fix broken S/Light) | £99.90 |

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

g. To note Payments made since last meeting:

i. SALC (DPO Training)	£26.40
ii. H C Slingsby Ltd (Grit Bins)	£1,200.00
iii. Gary Button (Maintenance)	£130.00
iv. Cardiac Science Ltd (Defib Pads)	£154.74
v. Print 4 U (Heritage Trail)	£216.00
vi. Gary Button (Grit Bin installation)	£240.00

h. To note Payments received since last meeting:

i. Anonymous (Defib Pads Grant)	£128.95
ii. S P Alexander (Ground Rent)	£107.81

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:
 - No meetings attended
- b. Parish Review – To receive an update – The Clerk advised that she had started to analyse the data and a draft report should be ready by the end of November.
- c. To agree dates for 2018 meetings – It was agreed to hold the Parish Council meetings on the third Tuesday of each month at 7.00pm; the winter meetings at the Community Hall and the summer meetings at St Mary's Parish Hall.
- d. Invitation to Ufford PUNCH 21st Birthday Celebrations – All Councillors were invited to the celebrations on 23rd January 2018; Clerk to circulate the invitation.
- e. Conifer Trees - Cllr. Pearce asked if Ufford Park Hotel could be contacted about the tall conifer trees that stand close to Parklands to ask if they had been assessed due to their height
- f. Cllr. Day – The Clerk voiced her concern at the lack of support to the Parish Council from Dist. Cllr. Jane Day. She was asked to contact Cllr. Ray Herring again to re-raise these concerns and to ask what further action the Parish Council could take.

13. Documentation:

- a. Financial Regulations (Oct 2017) – adopted – Clerk to print for signing
- b. Sickness and Absence Policy (November 2016) – just reviewed

Action: Clerk to publish

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

- Items deferred from this meeting

The date of the next meeting was confirmed as **Tuesday 19th December 2017** at The Community Centre, The Avenue, Ufford.

The meeting was closed at 20.57

Signed:
Chairman (G Foskett)

Date:

Judi Hallett
Clerk to Ufford Parish Council