

Minutes of Ufford Parish Council Annual Meeting

Held on 19th December 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	Cllr. John Skinner
Cllr. Karl Mallett		

Judi Hallett (Clerk)

No Members of the Public

1. To receive Apologies for absence:

Apologies for absence had been received from Cllr. Tracey Ling (family commitments).

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

None were declared.

3. 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 –The Clerk reported that Cllr. Nicoll had granted UPC the sum of £294.68, for the purchase of a third CCTV Camera for the Community Hall, from his Locality Budget and she was asked to write and thank him.
- Dist. Cllr. Bidwell – Cllr. Bidwell’s report had been circulated. Comments were made on Car Parking fees and the proposed introduction of Brown Bin charges next year.
- Dist. Cllr. Day – No report had been submitted

Action: Clerk

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

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

Action: Clerk

Chairman’s initials.....

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

- a. DC/17/5189/TCA - To crown thin Ash in rear garden by 25% - 2 Melton Hamlet, Lower Street, Ufford – Councillors commented:
- A report had been submitted from the Tree Warden indicating that this work was proportionate and necessary
 - Conclusion: the Council have 'No objection' to this application
- b. DC/17/5213/FUL | Proposed cart lodge – Farthings, School Lane, Ufford – Councillors commented:
- The garage is an a right angle to the house and cart lodge is towards the road, almost to the road edge from the scale on the diagram
 - It will be totally boarded & seen on two sides from the road– this is a street scene issue,
 - It is way forward of all other buildings and is therefore outside the perceived building line and the roof is pitched
 - The proposals would result in an over development of the site
 - Conclusion: The Parish Council object to this proposed development on the grounds of over development, proximity to road and street scene aesthetics

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

- a) New Pillars and Steps at Goldsmiths (Crown Nursery Development) – After discussion the Clerk was asked to bring this matter to the attention of SCDC citing the Parish Councils concern re:
- Very steep steps that will not be accessible for all
 - Very high & thin pillars are not suitable for a heavy gate, and they are not shown on any plans submitted
 - Gate will either open towards the development representing a hazard to anyone walking up the steps or out towards the highway where it will be a hazard to anyone on the path
 - The pillars are totally out of character with the area and will be detrimental to the overall the street scene
 - A second set of steps seem to be being built which are not shown on any plans
 - The pillars will be obstructing the view of oncoming traffic to pedestrians using them.

Action: Clerk**7. Woodland/Recreation Ground:**

- a. To receive a report from Councillor Hawthorne – Cllr. Hawthorne reported on the Community Payback team coming in the New Year to clear a path, a number of Charter Trees have been awarded to the group, an assessment of the woods for insurance purposes (Cllr. Hawthorne, Clerk and a Tree Surgeon working on this aspect) and Forest Schools.

Cllr. Foskett suggest Otley College may be able to assist with a Tree Survey.

Action: Clerk

Chairman's initials.....

8. Highways:

- a. To discuss the poor state of the footpath along High Street/Yarmouth Road – Cllr. Discussed many points along the High Street and Yarmouth Road (as far as Melton) where the pavement was being encroached upon by vegetation. The Clerk was asked to include an item in the next PUNCH article. Should this not have any affect letters to individual landowners will be considered. The Clerk was also asked to report the matter to SCC Highways.

Action: Clerk

9. Finance Matters:

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

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

- b. To discuss draft budget and Precept Amount for 2018/19:

After discussion it was agreed by all to request a Precept of £17,789.34, which will be a zero percentage change to all Council Tax Payers

- c. To discuss quotation for a third CCTV Camera for the Community Hall:

As Cllr. Nicoll had agreed to fund this, the Clerk had already confirmed the purchase with a supplier

- d. To discuss grant request from the Ufford Arts Festival Group:

Concern was expressed at the size of the grant requested, particularly the proposed cost of the band - some £300, as well as the cost of refreshments. However, it was suggested that a sum of around £250 may be appropriate to assist with costs for publicity, stationary, hire of venues, etc. It was agreed to consider a grant once actual costs were known, as currently the figures are only estimates.

- e. Accounts for Payment:

i. J Hallett (Salary + Office & mileage expenses)	£594.41
ii. SCC Pension Fund (Clerk's pension)	£163.77
iii. Local Council Public Advisory Service (DPA Training)	£40.00
iv. SALC (DPA Training and Payroll)	£66.40
v. Signs For You Ltd (Recreation Ground Signs)	£102.81
vi. SC Norse (Litter Bin at Parklands)	£258.00
vii. HMRC Cumbernauld (Clerk's PAYE)	£97.20
viii. Ipswich Borough Council (Play Park Inspections)	£483.72

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

Chairman's initials.....

f. To note Payments made since last meeting:

i. None

g. To note Payments received since last meeting:

i. HMRC (VAT Refund)

£634.57

Action: Clerk

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:

- The Clerk - Data Protection Training at LCPAS – The Clerk ran through details of the Data Protection training at LCPAS. Much was identical to the message from SALC, with exception to the Data Protection Officer’s role. LCPAS were adamant that there was no reason why the Clerk could not fulfil the role, with the right support from LCPAS, SALC, ICO, etc. The Clerk suggested that no decision need be made at this point but that she would continue to work with both training providers and the insurance company on the subject. Cllr. Foskett suggested a short presentation to Councillors may be appropriate later in the year.

b. Parish Review – To receive an update – The Clerk advised that the draft report had been circulated to everyone. A review of the report would take place with Cllr. Hawthorne and Cllr. Bennett on 4th January and anyone who would like to contribute was welcome to do so. Cllr. Pearce reported that his PUNCH was often delivered in the middle of the month, too late for some events. The Clerk agreed to raise this with the distribution team

c. New fence around Sogenhoe chapel: Cllr. Foskett reported this had now been replaced and that the hedge will be cut shortly

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

- Transfer of funds to the Recreation Ground Account for Car Park Refurbishment - on Feb agenda

The date of the next meeting was confirmed as **Tuesday 16th January 2018** at The Community Centre, The Avenue, Ufford.

The meeting was closed at 8.10pm

Signed:
Chairman (G Foskett)

Date:

Judi Hallett
Clerk to Ufford Parish Council

Chairman’s initials.....