

Minutes of Ufford Parish Council Annual Meeting

Held on 16th January 2018 ~ 7.00pm

The Community Hall, The Avenue, Ufford

Present

Cllr. Guy Foskett (Chair)
Cllr. David Pearce

Cllr. Nigel Smith
Cllr. Keith Bennett

Cllr. Nick Crocker
Cllr. Tracey Ling

Judi Hallett (Clerk)

Zero members of the Public

1. To receive Apologies for absence:

Apologies for absence had been received from Cllr. Patricia Edworthy (unwell), Cllr. Jane Hawthorne (holiday), Cllr. Kathryn Jones (holiday), Cllr. John Skinner (holiday), Cllr. Karl Mallett (work commitments) and Dist. Cllr. James Bidwell.

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 members of the public in attendance

b) Reports or comment from SCDC and SCC Councillors:

- Cnty. Cllr. Alexander Nicoll - No report had been submitted
- Dist. Cllr. Bidwell – Cllr. Bidwell's report had been circulated. The Clerk was asked to request an explanation of point 3 of the report: Local Tax Reduction Scheme
- Dist. Cllr. Day – No report had been submitted

Action: Clerk

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

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

Action: Clerk

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

- a. None

Chairman's initials.....

6. To acknowledge the previous month's list of SCDC Planning decisions and to discuss any other planning matters:

The details of the Planning decisions made during December 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, Steps and advertising boards at Goldsmiths (Crown Nursery Development) –The Clerk reported that all three items had been reported to SCDC Planning Enforcement and that they were still under investigation.

Action: Clerk

7. Data Protection Law:

- a. To receive an update from the Clerk as to the latest position with regard to the appointment of a Data Protection Officer – The Clerk had passed various pieces of information regarding the new DP legislation around to Councillors during the past month; some of which was contradictory. It was suggested that the Council continue to monitor the situation and make an informed decision on the appointment of a DPO, once the Data Protection Bill had advanced further through Parliament and any late amendments had been taken into account.
- b. To discuss options for upgrading the Council Laptop to allow for encryption – The Clerk advised that in order to have an 'encryption' capability on the Council laptop, the Operating System would need to be upgraded to Windows 10 Professional (at a cost of £119.00 from Microsoft or £14.99 from Amazon). Councillors debated the fact that the laptop was now 4 ½ years old and would likely need replacing in the next year or so. Consequently it was decided to discuss this matter at the February meeting when it was hoped Cllr. Mallett may be able to provide input as to the viability of the Amazon £14.99 upgrade option.
- c. To discuss hosting a training session for Councillors on Data Protection Law (cost £250) Councillors concluded that a training session was essential but not until April, when any outstanding issues relating to the new DPA were likely to have been resolved. The Clerk was asked to book a date with Jane Cole and invite all UPC Councillors and Councillors from other neighbouring parishes to attend, on a first come first served basis (with a maximum of 30) at a cost of £10 each.

Action: Clerk

8. Finance Matters:

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

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

Chairman's initials.....

b. Recreation Ground Car Park Refurbishment:

- i. To discuss asking Cllr's Day and Bidwell for a donation towards this project – After discussion the Clerk was asked to request £1,000 from each SCDC Councillor for the Car Park Refurbishment project.
- ii. To discuss writing to the Ufford Charities Trust to inquire as to whether the Trust Instructions would permit a donation towards the cost of the project - Cllr. Foskett agreed to obtain another quotation for the work. Once received the matter would again be placed on the agenda.

c. Accounts for Payment:

i. J Hallett (Salary + Office & mileage expenses)	£532.86
ii. SCC Pension Fund (Clerk's pension)	£163.77
iii. M O'Connor (Rent for land in Church Lane)	£25.00
iv. A&J Lighting (6 month's street light maintenance)	£132.00
v. E-On (Electricity for Street Lights)	£123.19
vi. STC Solutions (Third CCTV Camera)	£250.80

The above payments were proposed by Cllr. Ling, seconded by Cllr. Pearce and all Councillors were in agreement that they be paid. The cheques were signed by Cllr. Smith and the Clerk reported that Cllr. Edworthy had agreed to countersign.

d. To note Payments made since last meeting:

- i. None

e. To note Payments received since last meeting:

- i. None

Action: Clerk and Cllr. Foskett

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 – The following meetings had been attended:
 - None
- b. Parish Review – To agree format of Final Report and Action Plan– The second draft of the final report had been circulated to all Councillors and a couple of minor spelling errors had been corrected. It was resolved to publish the report on the Web Site and to promote the Question and Answer Section on PUNCHLine. The Clerk demonstrated a plastic leaflet holder (for the Footpaths and Heritage Trail leaflets). It was decided to purchase five additional holders (either internal or external) for the halls, pubs and church.

As comments received from some residents had indicated a lack of understanding as to the responsibilities of the different levels of local government, Cllr. Crocker suggested that the production of a leaflet summarising the responsibilities of SCDC, SCC and UPC would be an idea. The Clerk agreed to draft one and circulate.

- c. Footpath - Clappers Lane – After a comment from a resident, Cllr. Foskett had inspected the path. He suggested that the fence being erected would make a good edge to the path and any hedge would only reduce its width, making it difficult for those pushing buggies to use. It was agreed that the Clerk contact Landex and SCDC Planning to ask that the hedge was not replaced, as per the planting schedule.
- d. Path along Yarmouth Road – Cllr. Pearce reported that the section of path along Yarmouth Road, past Ufford Park Hotel (towards Woodbridge) was very narrow in places and as it was a very busy road was therefore quite dangerous. The Clerk was asked to notify Melton PC.
- e. Gullies – The Clerk was asked to chase up why the Gullies in the village had not been cleared this year.

Action: Clerk

10. 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

The date of the next meeting was confirmed as **Tuesday 20th February 2018** at The Community Hall, The Avenue, Ufford.

The meeting was closed at 7.40pm

Signed:
Chairman (G Foskett)

Date:

Judi Hallett
Clerk to Ufford Parish Council

Chairman's initials.....