

## Minutes of Ufford Parish Council Annual Meeting

Held on 20<sup>th</sup> February 2018 ~ 7.00pm

The Community Hall, The Avenue, Ufford

### Present

Cllr. Guy Foskett (Chair)	Cllr. Keith Bennett	Cllr. Patricia Edworthy
Cllr. Jane Hawthorne	Cllr. Kathryn Jones	Cllr. Tracey Ling
Cllr. Karl Mallett	Cllr. David Pearce	Cllr. John Skinner
Cllr. Nigel Smith		

Judi Hallett (Clerk)

Zero members of the Public

#### 1. To receive Apologies for absence:

Apologies for absence had been received from Cllr. Nick Crocker (work 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 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 – No report had been submitted
- Dist. Cllr. Day – No report had been submitted

#### 4. To agree Minutes of Council meeting dated 16<sup>th</sup> January 2018:

The minutes of the Full Council meeting dated 16<sup>th</sup> January 2018 were proposed as a true record by Cllr. Pearce, seconded by Cllr. Bennett and all Councillors were in agreement that they were signed.

Action: Clerk

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

- DC/18/0540/FUL - Demolition of existing modern conservatory and construction of new single storey garden room, plus alterations to existing house and outbuildings - Walnut Tree Cottage, Lower Street, Ufford. Councillors commented:
  - Not going to affect neighbours
  - An improvement, balances the property up
  - Spoken to one side neighbours who are happy and other side have supported
  - In conclusion the Clerk was asked to submit a comment of **No objection** to SCDC

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*Chairman's initials.....*

- b. DC/17/2512/OUT Crown Nursery, Ufford – The Clerk reported that the application would be going to SCDC Planning Committee on 15<sup>th</sup> March (at present). After discussion Cllr. Jones was asked to speak on behalf of UPC, comments to be based on all objections registered and on the whole application (not just the houses). Main objections were felt to be existing development (i.e. no need for further housing), flooding issues where the commercial units were planned, unsuitability of The Avenue for further traffic and unsuitable location for a Care Home.

The Clerk was asked to ask Cllr. Bidwell if he would also speak and to speak to [NAME WITHHELD] (resident living close to the proposed development) to ask if he would also like to speak. The Clerk was also asked to see if Cllr. Nicoll could speak, especially on Highways matters. An item would be placed on PUNCHLine as soon as the date was confirmed. Cllr. Hawthorne reported that the suspected Dormice population was in fact Bank Voles. It was also felt that the new Melton Neighbourhood Plan may be referred to as they had made provision for Commercial Units in a more suitable location.

- c. Hill Farm appeal – Cllr. Jones reported that this appeal had been dismissed. However, it was disappointing that neither UPC nor Cllr Jones had received any communication of the outcome.

**Action: Clerk**

**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 January 2018, 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 the pillars and steps had been sanctioned by SCDC as “*Drawing PA2.20A ... shows the street elevations and was approved on DC/14/3558/FUL shows pillars on the High Street/Yarmouth Road frontage in excess of 2m high*”. A new planning application was due to be submitted for the advertising boards. The Clerk had also reported that the large traffic sign had been moved by the developers in order to get the advertising boards in.

Cllr. Foskett reported that he had spoken to the new Site Manager and had been assured the tarmac on Clapper Path would be restored before the adjoining bungalow was sold.

Cllr. Smith reported that the issue with visibility from the site was for pedestrians as the drop kerbs were quite a way down the site entrance road and the advertising boards then blocked the view of the High Street and vehicles turning in. The Clerk agreed to take pictures and send this to SCDC Enforcement.

**Action: Clerk**

**7. To discuss Ufford Parish Council's commitment to restoring the Millennium Tapestry should it ever be damaged, destroyed or stolen:**

Cllr. Skinner reported that the Community Hall Committee would no longer include the Millennium Tapestry in their insurance. Councillors discussed the importance and unique nature of the tapestry and confirmed their commitment to repairing it, should it ever be damaged. It was felt insurance was not appropriate as a small amount of damage (e.g. damaged frame or slight water damage) would cost less than the excess to repair and that in the event the tapestry was stolen it would cost potentially thousands to replace, if someone could be found to do the work; its true value cannot be insured as the value is in the love and details that the villagers put into making it, and any replacement wouldn't have the same meaning. In conclusion Councillors confirmed their total commitment to protect the tapestry and the Clerk was asked to advise the Community Hall Committee of this.

Cllr. Smith suggested he could take close up pictures of the work, in order to aid any future repair or replacement.

**Action: Clerk and Cllr Smith**

**8. 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 reported that she had spoken to SALC recently and, although they were still standing by the advice from NALC in that the Clerk could not be the DPO, they did say the ICO's advice was changing all the time and they suggested a 'wait and see' policy at present. This was agreed.
- b. To discuss options for upgrading the Council Laptop to allow for encryption – It was suggested the Council defer this item until the April meeting when further software packages may be available.
- c. To discuss hosting a training session for Councillors on Data Protection Law (cost £250) The Clerk reported that, to date, 20 Councillors, including 10 from other Councils, were booked on to the Data Protection training on May 10th at 6:30pm, in Ufford Community Hall.

**Action: Clerk**

**9. Recreation Ground and Parklands Woods**

- a. To discuss the lease on the Community Hall – The Clerk explained that the Land Registry had refused to register the lease on the Community Hall due to three clauses missing (these had been removed because not applicable on the advice of a solicitor). Councillors felt it was important the lease was registered and asked the Clerk to re-draw the document, with the missing clauses now present, arrange for it to be re-signed and submit it to the Land Registry.
- b. To discuss annual 'Dead, Dying and Diseased' Inspection of Parklands Wood – Cllr. Hawthorne reported that Ipswich Borough Council would be providing a quote in the next week or so and a decision should be made at the March meeting as to which provider should be engaged. Cllr. Hawthorne also reported that Mr Ross would be doing further work in the woodlands.

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*Chairman's initials.....*

The Forest School was due to start on 21<sup>st</sup> February and, as instructed, a 6 week trial would be undertaken.

It had also sadly been reported that a resident was seen stealing wood from the area, possibly with intent to sell it on commercially. After discussion it was agreed to monitor the situation and to try to obtain proof before the police were contacted. The Clerk confirmed a problem with moles on the grass area next to the Parklands parking bays had been reported to SC Norse.

c. Car Park Refurbishment:

- i. *To discuss reassignment of funds from Current Account to Recreation Ground Account for Car Park refurbishment project* – It was resolved to transfer £11,000 from the Current Account to the Play Park Account (now to be re-named the Recreation Ground Account) plus £1,000 that had been granted from Cllr. Day, when this had been received.
- ii. *To receive update on quote for refurbishment of Recreation Ground Car Park* – Cllr. Foskett reported that this was still ongoing but that he hoped to have at least 2 quotes for the March meeting.
- iii. *To receive update from Clerk on SCDC Locality Budget Grants for Car Park* – The Clerk confirmed that Cllr. Day had granted £1,000 from her 2017/18 Locality Budget
- iv. *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* – The Clerk was asked to write to the Charity to advise the Trustees of the forthcoming project and ask if they felt they may be able to assist with a grant.

**10. Finance Matters:**

a. To review and authorise the Accounts as at 31<sup>st</sup> January 2018:

The accounts for the month to 31<sup>st</sup> January 2018 had been circulated to all and were agreed to be accurate. Cllr. Hawthorne agreed to check the bank statements.

b. To conduct a review of our Financial Internal Controls and the efficiency of our Internal Audit:

The Clerk had previously sent to all Councillors details of the financial controls observed by the Council and information of the Internal Auditor (SALC). Councillors agreed these measures were appropriate and no further controls were necessary at this time.

c. To discuss subscribing to Local Council Public Advisory Service (LCPAS) - £100 per year:

After short discussion it was resolved to join LCPAS for advice and support, alongside SALC. This was proposed by Cllr. Jones, seconded by Cllr. Ling and all were in favour; Clerk to draw cheque.

d. To discuss replacing the Street Light in Lower Road

The three designs for a replacement lantern were not thought to be appropriate for the Conservation Area. It was also recalled by Cllr. Smith that local residents had previously asked that the light was switched off. It was resolved not to replace the lantern, unless local residents specifically requested it.

e. Accounts for Payment:

i. J Hallett (Salary + Office & mileage expenses)	£666.63
ii. SCC Pension Fund (Clerk's pension)	£204.72
iii. Local Council Public Advisory Service (DP Training)	£250.00
iv. A&J Lighting Solutions (Repair and Shielding to 2 lights)	£123.90
v. Ufford Community Hall (Room Hire)	£96.00
vi. Friends of Parklands Wood (Transfer)	£200.00

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

f. To note Payments made since last meeting:

- i. None

g. To note Payments received since last meeting:

- i. SCDC (Cllr. J Day for Car Park Refurbishment) £1,000.00

h. To note receipt of the BDO External Audit Report:

The Clerk reported that the BDP External Report for 2016/17 had actually been received in September 2017 but that she had omitted to minute it. This minute acknowledges receipt of the report (a copy of the report was also on the web pages)

Action: Clerk

### 11. To open discussions on a suitable event to commemorate the 100<sup>th</sup> anniversary of the end of World War 1:

The Clerk explained commemoration plans from Mr Bruno Peek and the Royal British Legion. It was decided to defer this item until the April meeting.

### 12. Documentation:

- a. Suffolk Code of Conduct – To review the Code – All Councillors confirmed they had reviewed the Code
- b. Asset Register (Insurance Purposes) February 2018 – To accept and sign – This document was deemed to be an accurate record of the Council's Assets (for Insurance purposes) and was signed by the Chair. Clerk to send to Came and Co.
- c. Asset Register February 2018 – To accept and sign - This document was deemed to be an accurate record of the Council's Assets and was signed by the Chair. Clerk to place on web site.

### 13. 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:
  - Phoebe Keeble's funeral – Cllr. Hawthorne reported that she had represented UPC that morning. The Clerk was asked to make special mention of Mrs Keeble in the April PUNCH article.

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*Chairman's initials.....*

- b. To discuss producing a guide to the roles of each of the Councils (UPC, SCDC and SCC) – After discussion the Clerk was asked to complete the document and place it on the Web Site, with mention in the next PUNCH article. It was suggested the SCDC information came before the SCC information.
- c. Grips – The Clerk was asked to find out from SCC why the road Grips had not been cleared this year as they were blocked and surface water could not escape.
- d. Litter near Byng Hall Road on A12 – The Clerk was asked to report the enormous amount of litter on the A12, near the Byng Hall flyover.
- e. Community Hall Booking Clerk – Councillors were reminded that the Community Hall Committee were looking for a new Booking Clerk and to ask friends and neighbours if they would like to take on the role.
- f. New houses – The Clerk was asked to draft a Welcome Letter for the new residents of Goldsmiths
- g. Junction suggestions – Councillors acknowledged receipt of a recent mail from [NAME WITHHELD]. The Clerk was asked to place this item on the March agenda

Action: Clerk

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

- Highways suggestions from [NAME WITHHELD]

The date of the next meeting was confirmed as **Tuesday 20<sup>th</sup> March 2018** at The Community Hall, The Avenue, Ufford.

The meeting was closed at 8.39pm

Signed: .....  
Chairman (G Foskett)

Date: .....

*Judi Hallett*  
Clerk to Ufford Parish Council

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