

Minutes of Ufford Parish Council Annual Meeting

Held on 17th April 2018 ~ 7.00pm

The Parish Hall, Church Lane, Ufford

Present

Cllr. Guy Foskett (Chair)

Cllr. Keith Bennett

Cllr. Nick Crocker

Cllr. Patricia Edworthy

Cllr. Jane Hawthorne

Cllr. Kathryn Jones

Cllr. David Pearce

Cllr. Nigel Smith

Cllr. John Skinner (after 7.25pm)

Judi Hallett (Clerk)

1. To receive Apologies for absence:

Apologies for absence had been received from Cllr. Tracey Ling (family commitment) and Cllr. Karl Mallett (away)

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

There were none

3. Public Session:

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

- None

b) Reports or comment from SCDC and SCC Councillors:

- **Dist. Cllr. Bidwell** – No report had been submitted
- **Cnty. Cllr. Alexander Nicoll** – No report had been submitted
- **Dist. Cllr. Day** – No report had been submitted

4. To agree Minutes of Council meeting dated 20th March 2018:

The minutes of the Full Council meeting dated 20th March 2018 were proposed as a true record by Cllr. Jones, seconded by Cllr. Edworthy and all Councillors were in agreement that they be signed.

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

There were no planning applications to discuss

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 March 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) DC/17/2512/OUT Crown Nursery, Ufford – The decision notice had now been posted.

Chairman's initials.....

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 reported that an announcement was due any day from the Information Commissioners Office (through the Suffolk Association of Local Councils) regarding the General Data Protection Regulations and appointment of Data Protection Officers for Local Councils. After discussion, it was agreed to appoint the Data Protection officer for the Council at the May meeting.

Action: Clerk

8. Recreation Ground and Parklands Woods

- a. To receive an update on the lease on the Community Hall – Cllr. Skinner reported that the two copies of the lease were now signed and they were handed to the Clerk for distribution and conveyance to the Land Registry.
- b. Car Park Refurbishment – To receive update on grants for refurbishment of Recreation Ground Car Park – The Clerk reported on the status of various grant applications:
- Enabling Communities Grant (Cllr. Bidwell) - £1,500 – Requested
 - Enabling Communities Grant (Cllr. Day) - £1,500 – Requested
 - Enabling Communities Grant (Cllr. Nicoll) - £1,500 – Requested
 - SCDC Exemplar Grant - £6,000 – Application sent in (supported by Cllr. Carol Poulter)
 - Adnams Grant - £1,500 – Application will be sent in tomorrow

It was suggested that the Clerk write to the Community Hall Committee to ask for a donation towards the white line painting.

- c. To discuss an additional dog bin at the entrance to Parklands Wood along the Avenue – After discussion Cllr. Foskett agreed to speak to the man who empties the bins to ask if he would be prepared to stop in The Avenue if a new bin was placed on the footpath, off the brow of the hill; given that they impose a limitation on the distance the operator is required to walk to carry out the collection.
- d. To receive and discuss Tree Survey Report from Ipswich Borough Council (Cllr. Hawthorne) – The Survey and a recent report from Cllr. Hawthorne had previously been sent to Councillors. The following decisions were taken:
- Trees between The Avenue and the Football Pitch and between the Hall and Yarmouth Road beside the gravel path– Need to have ivy removed and then it is suggested they should be cut down to form a hedge. This would need to be completed by a professional as the road may have to be shut temporarily.
 - Trees with issues in the Wood – These would be tackled by the Woodlands Group and Mr Kevin Ross (*meeting with Mr Ross scheduled for the next day*)
 - Dawn Chorus Walk – Will be advertised in the PUNCH; advisable to book early as numbers are limited.

Cllr. Skinner arrived at 7.25pm

Action: Clerk and Cllrs. Foskett and Hawthorne

Chairman's initials.....

9. Finance Matters:a. To review and authorise the Accounts as at 31st March 2018:

The accounts for the month to 31st March 2018 had been circulated to all and were agreed to be accurate. Cllr. Edworthy agreed to check the bank statements.

b. To receive update as to the progress of the Internal Audit of the 2017/18 Accounts –
The Clerk reported that the Internal Audit papers would be taken to SALC at the end of the weekc. To discuss upgrading the Council Laptop to Windows 10 Pro, in order to use Bitlocker Encryption Software – It was decided to delay any decision on this matter until the ICO had released its statement on Data Protection for Local Councilsd. To discuss request for a grant for the Ufford Arts Festival 2018 – After discussion Cllr. Foskett proposed a grant of £250 towards this festival. This was seconded by Cllr. Jones and all Councillors were in favour. The Clerk was asked to draw the cheque outside of the meeting and to remind the group that, in the event that the event was cancelled, the funds should be returned to the Council.e. Accounts for Payment:

i. J Hallett (Salary + Office & mileage expenses)	£603.01
ii. SCC Pension Fund (Clerk's pension)	£163.77
iii. HMRC Cumbernauld (Clerk's PAYE)	£97.20
iv. Ufford PUNCH (Grant 2018/19)	£500.00
v. Ufford Good Neighbours (Grant 2018/19)	£80.00
vi. St Mary's Church (Grant 2018/19)	£250.00
vii. Gary Button (Maintenance)	£73.82
viii. SALC (Payroll + Annual Subscription)	£397.63
ix. Suffolkbiz (Web Site Hosting)	£100.00
x. Information Commissioner (ICO Registration)	£35.00
xi. E-On (Electricity for Street Lights)	£120.51
xii. Jane Hawthorne (Fee and Mileage for Tree Warden's Day)	£22.10

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

f. To note Payments made since last meeting:

i. J Hallett (Salary and Office/Mileage Expenses)	£519.42
ii. SCC Pension Fund (Clerk's Pension)	£163.77

g. To note Payments received since last meeting:

i. [Name Withheld] (Donation towards Defibrillator Maintenance)	£219.00
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Action: Clerk

Chairman's initials.....

10. To discuss a suitable event to mark the 100th anniversary of the end of World War I:

Councillors discussed a number of ideas including the ringing of the church bells and a possible event in conjunction with the church, possibly after the church service on 11th November. As the event is well into the future, the Clerk was asked to speak to Cllr. Mallett to see if he had any ideas on the matter, given that he had attended Remembrance Day Services at St Mary's on a number of occasions on behalf of the PC.

Action: Clerk

11. 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:
 - Cllr. Skinner – Community Hall Meeting – Cllr. Skinner reported on aspects of the Community Hall Committee Meeting
 - Cllr. Hawthorne – Tree Wardens Meeting – Cllr. Hawthorne reported on a recent Tree Warden's Meeting she had attended and her work with the Eyke Tree Warden as co-ordinators of the re-formed East Suffolk Tree Wardens Group.
- b. To discuss the Annual Parish Meeting – The Clerk confirmed that John McNamara (Sizewell C Community Relations Manager) would be the guest speaker at the APM. Cllr. Hawthorne advised that the Forest School also hoped to attend. The Clerk was asked to personally invite all regular attendees and remind residents on PUNCHLine
- c. To receive notification of events linked to the Arts Festival – The Clerk informed Council that it is proposed that both the Stocks and Book Exchange would be decorated as part of the Arts Festival.
- d. Boules Area – The Clerk advised that she was currently waiting for a quote from a local Gardening Services company and would then visit The Turks Head (where the Landlord built their 'terrain'). It was agreed it would be nice to have the 'terrain' built by the summer holidays. Cllr. Foskett suggested someone like Garrow Shand may be able to assist with the construction, once it is established what materials the 'terrain should be made of.
- e. Disturbance at the Alms-houses Monday morning – The Clerk reported there had been a disturbance at the Alms-houses very early on Monday morning (around 4.00am). No other Councillor was aware of the incident and the Clerk was asked to alert other residents to it via the PUNCHLine.
- f. Forest School – It was agreed that the Forest School must not light any fires in Parklands Wood; this will be reiterated once the current trial has concluded. Cllr Hawthorne to contact Blake Grifford
- g. Gardening Club Summer Show – It was agreed to have a Parish Council stand at the Garden Club Summer Show (7th July) to promote the work of the Parish Council.

Action: Clerk and Cllr. Hawthorne

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

- None at the time of the meeting

The date of the next meeting was confirmed as **Tuesday 15th May 2018** at The Parish Hall, Church Lane, Ufford.

The meeting was closed at 8.10

Signed:

Chair (G Foskett)

Date:

Judi Hallett

Clerk to Ufford Parish Council

Chairman's initials.....