

Minutes of Ufford Parish Council Meeting

Held on 19th June 2018 ~ 7.00pm

The Parish Hall, Church Lane, Ufford

Present

Cllr. Kathryn Jones (*Chair*)

Cllr. Keith Bennett

Cllr. Nick Crocker

Cllr. Patricia Edworthy

Cllr. Guy Foskett

Cllr. Jane Hawthorne

Cllr. David Pearce

Cllr. John Skinner

Cllr. Nigel Smith

Judi Hallett (Clerk)

Dist. Cllr. James Bidwell

Zero members of the public

1. To receive Apologies for absence:

Apologies for absence had been received from Cllr. Tracey Ling (family commitment), Cllr. Karl Mallett (work commitments) and Cnty. Cllr. Alexander Nicoll. These were accepted.

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):

- There were no members of the public present

b) Reports or comment from SCDC and SCC Councillors:

- **Dist. Cllr. Bidwell** – Cllr. Bidwell reported on the following items: Merger of SCDC and WDC approved by the House of Lords with effect from 1st April 2019; Garden waste: 26,993 households signed up so far (46% of households in the district) making over £1m in income; SCDC New Chairman is Nicky Yeo; Deben Leisure Centre will be open from 20th June; Leiston Leisure Centre refurbishment about to begin (costing £3.5m). Questions – *Will there be a spectator's area at the Leiston Centre?* – This is still open to debate. *Why have we been penalised for paying early for our Brown Bins?* It was not thought that this was the case. New larger bins have been supplied to those people who had already paid to have two bins but these bigger bins are difficult for some residents to move, particularly the elderly.
- **Cnty. Cllr. Alexander Nicoll** – A report had been submitted
- **Dist. Cllr. Day** – No report had been submitted

4. To agree Minutes of Council meeting dated 15th May 2018:

The minutes of the Full Council meeting dated 15th May 2018 were proposed as a true record by Cllr. Hawthorne, seconded by Cllr. Crocker and all Councillors were in agreement that they be signed.

Chairman's initials.....

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

- a) DC/18/2105/TPO – Work on two trees at Little Oaks, 17 Nicholls Close, Ufford. Councillors made the following comments:
- Not specimen trees and re-balancing looks as though it needs doing
 - Conclusion: The Clerk was asked to indicate that UPC had **no objection** this application
- b) DC/18/2090/VOC – Amendments to layout at Crown Nursery, High Street. Councillors made the following comments:
- Several changes have been made already
 - Initial application showed trees all around the outside with a safe play space in the centre. Now plans indicate further parking is needed and trees seem to be in the centre of the green.
 - This change may have been as a result of feedback from potential purchasers
 - Looks like they will be tarmac or block paving
 - Perhaps a good idea as we wouldn't want parking on the High Street
 - We need to mention the effect of all this extra hard standing on drainage
 - Conclusion: The Clerk was asked to indicate that UPC had **No objection as long as sufficient drainage was installed.**

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 May 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) Planning Appeal Notification for APP/026/2018 (Land to the rear of Woodcroft, Yarmouth Road) – Application for 3 bungalows with several objections. The appeal statement talks about: Lack of a 5 Year Land Supply, Downsizing needs of 'older' residents, Sustainable location (quoting proximity to Wickham Market), the appeal for 7 bungalows opposite and the 'character' and 'appearance' of the location. Some arguments need to be countered and this would need to be via a written submission. Cllr Jones agreed to draft a reply for the Clerk to send to all for comment.
- b) Planning Appeal Decision for APP/J3530/D/18/3197422 at Farthings, School Lane, Ufford – The Clerk notified Council that this appeal had been allowed and permission for the Cart Lodge was granted. The applicant's argument was largely based on the precedent set by other nearby buildings.

Action: Clerk and Cllr. Jones

7. Councillors:

- a) To discuss Councillor's areas of interest and to revisit appointments to advisory groups – Cllr Jones ran through all present appointments and slight amendments were made. The Clerk agreed to re-issue the definitive list and amend the Web Site.

Cllr. Pearce reported a major issue with parking in Parklands. It was agreed that any incidents should be reported directly to SCC Highways (through the Clerk if required).

Chairman's initials.....

It was also agreed that it would be a good idea if more Councillors had a greater knowledge of the Planning System. Councillors were encouraged to attend SALC, LCPAS and/or SCDC Training Sessions whenever they were advertised.

b) To appoint a representative for Police Liaison – The Clerk agreed to approach Cllr. Mallett to ask if he was still prepared to carry out this roll.

Action: Clerk

8. Recreation Ground and Parklands Woods

- a. To receive an update on the lease on the Community Hall and Parklands Wood Update – The Clerk reported that she had still had no reply from the Land Registry with reference to registering the lease.

With reference to the vandalism of the CCTV cameras there was no sign of a car in the car park directly before the camera stopped working. The Clerk agreed to contact STC Solutions for an update as to the replacement of the camera and investigate painting the column with ‘anti-climb’ paint.

Cllr. Hawthorne reminded Council of the Woodlands Group AGM on 26th June. The guest speaker would be Anne Westover and Tree Wardens from the area would also be present. The meeting would be followed by a walk in the woods at around 7.30pm. The new benches (see item 10 b)) would also hopefully be installed by the AGM

Cllr. Skinner reported lots of people were using the ground for picnics in the evenings but that one of the benches was currently situated within the Climbing Frame Tower. Cllr. Foskett agreed to ask a team of his workforce to move it back in to the open.

- 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) - £1,000 – Received
- Enabling Communities Grant (Cllr. Nicoll) - £1,000 – Confirmed
- Enabling Communities Grant (Cllr. Day) - £1,500 – Requested but nothing yet
- SCDC Exemplar Grant - £6,000 – Application sent in (supported by Cllr. Carol Poulter)
- Adnams Grant - £1,500 – Application sent in and will be decided in July
- Ufford Community Hall Charity – Donation requested

It was agreed that any outstanding requests should be chased where appropriate.

Action: Clerk and Cllr. Foskett

9. Data Protection Law:

- a) To receive an update on the General Data Protection Regulations – The Clerk reported that the web site and e-mail signatures had been updated to comply with GDPR and the Data Protection Act 2018. The documents would be loaded on to the web site as soon as they were agreed.

The Clerk also gave information about the cost of having UPC E-Mail accounts (xxxxx.xxxx@UffordPC.co.uk for example). The cost would be in the region of £275 per year and this was felt too expensive. It was agreed that the 'G-mail option' be further explored as this had no costs and addresses were easily set up. The Clerk agreed to set up all addresses in the same format and to notify each Councillor of their new address and password.

- b) Signing of the Data Protection Awareness Checklist for Councillors – The Clerk handed out one of these to each Councillor present (who had not already completed one) and asked for them to be handed back at the next meeting, if Councillors were happy to complete them.
- c) To acknowledge and adopt the following documents:
- i. Data Protection Impact Assessment (June 2018)
 - ii. Data Protection Risk Assessment (June 2018)
 - iii. Information Protection Policy (June 2018)
 - iv. Information Security Incident Policy (June 2018)
 - v. CCTV Policy (June 2018)
 - vi. Retention of Documents and Records Policy (June 2018)

Each of the above documents had been sent to all Councillors following a thorough review by Cllrs Bennett and Jones and the Clerk. Cllr. Skinner proposed they were adopted. This was seconded by Cllr. Hawthorne and all Councillors were in favour.

Action: Clerk

10. Finance Matters:

- a) To review and authorise Accounts as at 31st May 2018:

The monthly accounts had been sent to all Councillors. Cllr. Hawthorne agreed to check the bank statements.

- b) To confirm purchase of three benches for Parklands Wood:

The cost of these benches had been met by a donation from Mr Andy Pritchatt from the profit of his book on Ufford. Their purchase was proposed by Cllr. Edworthy, seconded by Cllr. Jones and all Councillors were in favour.

- c) Fireproof Box:

After discussion, Cllr. Jones proposed the Clerk 'shop around', both locally and online, and purchase a suitable box, to a maximum spend of £100. All Councillors agreed with this proposal.

- d) To discuss establishing an allowance for Councillors for Paper and Ink:

It was felt that fewer and fewer documents and papers were now printed and that many Councillors printed virtually nothing. After discussion it was agreed that the Council should adopt a policy that Councillors could '*Claim what they used*'. It was agreed that purchases should be made by individual Councillors and then a claim made to the Clerk for reimbursement.

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e) To authorise the following Invoices for Payment:

i. J Hallett (Salary + Office & mileage expenses)	£690.91
ii. SCC Pension Fund (Clerk's pension)	£208.79
iii. HMRC Cumbernauld (Clerk's PAYE)	£68.20
iv. Ufford Community Hall (Hall Hire)	£32.00
v. A&J Lighting (Repairs to broken Street Light)	£200.40

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

h) To note Payments made since last meeting:

- i. None

i) To note Payments received since last meeting:

i. Reimbursement for Data Protection Training (Boyton PC)	£20.00
ii. Reimbursement for Data Protection Training (Pettistree PC)	£30.00
iii. Reimbursement for Data Protection Training (Alderton PC)	£20.00
iv. Friends of Parklands Wood (Money for 3 benches)	£816.50
v. Reimbursement for Data Protection Training (W/Market PC)	£20.00

Action: Clerk

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

After discussion it was agreed that in view of the large number of national and local events that have been/would be organised, nothing specific should be planned for Ufford. There will be of course the usual Church Service.

12. To discuss the lease on land at the top of Church Lane:

The Clerk presented the Lease extension for the land at the top of Church Lane to the Council and reported that sadly the owner of the land, Mr O'Connor, had now passed away. It was agreed that it was too soon to approach the representatives of the estate and that the matter should be reviewed later in the year. It was suggested that part of the land leased was actually owned by the Davies family but this was to be confirmed.

Action: Clerk

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:

- Cllr. Skinner – Grass Cutting at Parklands – Cllr. Skinner reported that a resident of Parklands had cut the grass by the parking areas for many years. Due to the requirement for all 'contractors' to the Parish Council to have Public Liability Insurance, it was agreed to ask SC Norse to quote for this work. Cllr. Skinner agreed to speak to SC Norse (suggested 10 cuts per year).

Chairman's initials.....

- b. To consider nominating any locations for the Quality of Place Awards – The Clerk read a letter from SCDC regarding these awards. It was agreed to nominate Parklands Wood, Clerk to complete an application form alongside Cllr. Hawthorne.
- c. Boules Area – Cllr. Foskett agreed to again chase Mr Shand on this item.
- d. Ufford Churchyard – The Clerk read a letter from Revd’ Paul Hambling regarding the lack of space in the open graveyard at the Church - at the rear of St Mary’s Parish Hall (the space around the Church already being closed). After discussion it was agreed that an article should appear in the August PUNCH (with the approval of the PCC) to advise residents of the situation and inviting them to the September PC meeting to discuss the matter. A number of possible sites were discussed and the Clerk agreed to speak to SALC/LCPAS/SCDC about the PC’s obligations.
- e. Road Traffic Accident at Yarmouth Road/The Avenue Triangle – After discussion it was decided there was no further action the Parish Council should take, save from recording the incident.
- f. Invitation to CAB Annual General Meeting – Details of the CAB AGM were passed to Councillors.
- g. Clapper Path – The Clerk was asked to report the poor state of Path 21A (Clapper Path) to SCC Rights of Way and to remind Landex of their obligation to reinstate a tarmacadam path. The hard surface would also work to prevent the buildup of weeds

Action: Clerk

14. 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 17th July 2018** at The Parish Hall, Church Lane, Ufford.

The meeting was closed at 9.10

Signed:

Chair: Cllr. Kathryn M Jones

Date:

Judi Hallett

Clerk to Ufford Parish Council

Chairman’s initials.....