

**Minutes of Ufford Parish Council Meeting**  
**Held on 16<sup>th</sup> October 2018 ~ 7.00pm**  
**The Community Hall, The Avenue, Ufford**

Present

Cllr. Kathryn Jones (*Chair*)  
 Cllr. Guy Foskett

Cllr. Tracey Coxall  
 Cllr. Karl Mallett

Cllr. Nick Crocker  
 Cllr. David Pearce

Judi Hallett (Clerk)  
 Zero members of the public

Dist. Cllr. James Bidwell

Dist. Cllr. Alexander Nicoll

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

Apologies for absence had been received from Cllr. Keith Bennett (away), Cllr. Jane Hawthorne (away), Cllr. John Skinner (away) and Cllr. Nigel Smith (away). These were noted.

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

Cllr. Crocker declared a pecuniary interest in item 4. a)

**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 spoke about the following items: A new East Suffolk Council Emblem; Green Bin Rollout has begun (with RFID Tags included) – 35,000 households have now signed up; Offshore Windfarm Consultations – ongoing until 29<sup>th</sup> Oct via the SCDC web site; Beach Huts at Felixstowe – a further 17 have been made available for sale; SCDC Awarded an award for Planning Excellence – Young Planner of the Year was Ben Woolnough; Business Festival starting on 29<sup>th</sup> Oct; Screen Suffolk beginning a series of Art Events; Leiston Leisure Centre refurbishment continues; Royal British Legion Honour Run will be on 21<sup>st</sup> Oct in Rendlesham Forest (5k and 10K options); Social Housing – Melton Hill developer has applied to reduce the number of ‘social’ houses and this will come to Planning Committee in November.
- **Cnty. Cllr. Alexander Nicoll** – Cllr. Nicoll spoke about the following items: The Local Development Plan was explained, especially the need for a land supply to be kept up to date and he stated that Melton Crossroads was at capacity; Ufford Arts Festival contribution; Highways Cabinet member, Mary Evans, is making great strides in to sorting out Highways issues, including inefficiencies, perhaps ask Mary Evans to attend a future meeting; AN has a New role in connection with Railways; Sizewell C Third Consultation is starting in January but there are issues with statistics for traffic flows and still questions over transportation methods, Joint Local Authority Group meets next week, participation in the consultation must be encouraged; Bus Companies and Community Transport issues.

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- **Dist. Cllr. Day** – No report had been submitted

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

- a) DC/18/4102/FUL – Permission for installation of a small swimming pool at The Red House, High Street, Ufford. Councillors made the following comments:
- *Cllr. Crocker left the meeting*
  - This application is identical to the LBC one and no objections were raised
  - **Conclusion: No objection** – Clerk to send comments straight to SCDC.
  - *Cllr. Crocker returned to the meeting*

Action: Clerk

**5. To acknowledge previous months list of SCDC Planning decisions and to discuss any other planning matters or reports:**

The details of the Planning decisions made during September 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/18/3496/ARM - All matters: Access, Appearance, Landscaping, Layout, Scale - Land At Hill Farm Yarmouth Road Ufford – Application Withdrawn – Cllr. Jones explained that both this and the Outline application for 8 houses on this site (DC/18/3495/OUT) had been withdrawn by the applicant. Cllr. Jones gave details of comments made by SCC Highways and the Case Officer.

**6. To agree Minutes of meetings dated 18<sup>th</sup> September 2018:**

The minutes of the Full Council meeting dated 18<sup>th</sup> September 2018 were proposed as a true record by Cllr. Coxall, seconded by Cllr. Pearce and all Councillors were in agreement that they be signed.

Action: Clerk

**7. Clerk's Update on Previous Minutes and Actions:** The Clerk declared the following statements:

- a) Grit Bin Process – discussion with SCC – The Clerk had previously sent around details of a discussion with SCC regarding the new process for applying for the siting of a new grit bin only. It has been agreed that all UPC's existing black bins did not have to be changed to the standard yellow ones but three were missing from the SCC definitive list and these needed to be registered.
- b) BMX Contribution – After discussion it was agreed to permit the BMX Club to pay the annual insurance contributions in two instalments of £100, if that assisted them. The Clerk was asked to contact the Chair of the BMX Club.

Action: Clerk

**8. To discuss Clerk's attendance at LCPAS Training Session for Cemetery Management (£40.00):**

Cllr. Jones clarified the position on the possible development of a New Cemetery in Ufford and that, due to the Clerk's holiday this had not been progressed much further. It was agreed that the Clerk should attend the LCPAS training, as this had a specific section on new cemeteries. The Clerk also suggested she contact the Institute of Cemetery and Cremation Management to ask if they had any guidance.

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*Chairman's initials.....*

It was also suggested that Lodge Road may be a suitable location of a Cemetery. However this was discounted due to the sloping nature of the land. It was further acknowledged that if a Parish Council owns land that is suitable, then this has to be investigated before any compulsory purchase is made.

Action: Clerk

**9. To discuss creating a Community Resource Locker for village events (signage, cones, high visibility jackets, etc.):**

The Clerk and Cllr. Crocker explained that the Ufford Arts Festival Team had found it difficult to borrow traffic management items such as signs, cones and high Vis jackets for the festival; and that some items had had to be purchased. It was generally felt to be a very good idea to hold a store of items that could be used for any event and that possibly could be shared with other villages. The following actions were agreed:

- Clerk to investigate space under the new kitchen at St Mary's Church Hall for a secure box to be stored
- Cllr. Crocker to draw up a list of items that should be held.

Action: Clerk and Cllr. Crocker

**10. To discuss Suffolk Coastal - Polling District & Polling Places Review 2018**

After a short discussion it was felt that no changes to the polling arrangements in the village were required.

**11. Recreation Ground and Parklands Woods:**

- a) To receive an update on the Woods – No report had been submitted. It had been reported that hornets were nesting in the woodlands but it was felt these should be left alone.
- b) Car Park Refurbishment - To receive update on grants for refurbishment of Recreation Ground Car Park – The Clerk advised Councillors that a third quote had not been received from Cllr Skinner's contact as yet but she would chase Cllr. Skinner on his return from holiday. A Health and Safety Policy had also been drafted and, once signed off, this should satisfy the requirements for the Exemplar Grant.
- c) To receive update on Boules Terrain – The Clerk reported that £500 had been granted from Cllr. Bidwell towards this project. A third quote from Cllr. Skinner's contact was awaited.

Action: Clerk

**12. Finance Matters:**

- a) To review and authorise Accounts as at 30<sup>th</sup> September 2018:

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

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b) To discuss renewing membership of the Suffolk Preservation Society (£30):

It was agreed that the membership of the SPS should be renewed, especially as they were now running some very useful courses for members. The Clerk agreed to draw the cheque.

c) To discuss service options for CCTV now at the end of warranty:

After consideration it was agreed not to take up a maintenance option for the CCTV.

d) To authorise the following Invoices for Payment:

i. J Hallett (Salary + Office & mileage expenses)	£571.13
ii. SCC Pension Fund (Clerk's pension)	£167.03
iii. E-On (Street Light Electricity)	£140.01
iv. Local Council Public Advisory Service (Planning Training K Mallett)	£40.00

The above payments were proposed by Cllr. Coxall, seconded by Cllr. Foskett and all Councillors were in agreement that they be paid. The Clerk agreed to take them to the cheque signatories outside of the meeting, as none were present.

e) To note Payments made since last meeting:

- i. None

f) To note Payments received since last meeting:

- i. SCDC (Half Precept) £8,894.67

**Action: Clerk**

**13. Documentation – To agree and adopt the following documentation:**

- a) Health and Safety Policy ~ October 2018 (*Sent to Councillors on 27<sup>th</sup> September*)

The document was slightly corrected, from the draft, to correct an issue with the wording of the section dealing with responsibilities of members of the public. Adoption was proposed by Cllr. Jones, seconded by Cllr. Coxall and all Councillors were in favour. The Clerk agreed to publish on the web site.

**Action: Clerk**

**14. To discuss ideas of how we can encourage more people to subscribe to PUNCHLine:**

It was generally felt that 250 subscribers was a good number for the size of village Ufford is (a total approx. 450 households). It was acknowledged that new residents were encouraged to sign up in the Welcome Letter and that UPC had promoted the PUNCHLine at the Annual Garden Shows two years in a row.

It was agreed to place an additional notice on the notice boards and highlight an article in the December PUNCH to encourage more registrations. It was suggested the article should reiterate the guidelines for what goes in to a PUNCHLine commentary.

**Action: Clerk**

**15. To receive reports on meetings attended on behalf of the Council:**

- Cllr. Pearce – Parking in Parklands – Cllr. Pearce reported that he had had a meeting with disgruntled residents of Parklands who were concerned and annoyed at the lack of parking spaces in the area and the inconsiderate way some residents parked. A notice had been sent from Flagship, but this only went to Flagship residents, causing animosity as the issue was caused by private owners as well. It was suggested that an area of green space between Parklands and Lime Close could perhaps be converted in to additional parking. Cllr. Pearce confirmed that Flagship had indicated that they did not own this land and the Clerk was asked to try to find out who did. It was acknowledged that ‘designated spaces’ had been tried in the past but did not work.
- Cllr. Mallett – Planning Training from LCPAS – 30 participants were present and this meant the session was often rushed due to lots of discussion. Unit 2 was about the future and significant changes to planning laws, reduction in red tape, compulsory purchasing and the importance of Neighbourhood Plans. These would ultimately become the back-bone of any application and it was felt that if a parish did not have a NP then they may be open to widespread development. Councillors commented that SCDC now have proven a 5 year land supply and that, because of this, appeals are being dismissed. The latest Draft Local Plan states Ufford should have no more development but concern was raised that if SCDC didn’t hit their building targets then they would be penalised and this is when further development may be pushed through. Councillors discussed the importance of small building firms being able to compete with the large firms. It was acknowledged that UPC had agreed to re-visit the subject of a NP once a year.

**Action: Clerk**

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

- Budget for 2019/20
- Grants
- Sizewell C – UPC need the views of residents – Clerk to investigate dates for the consultation

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

The meeting was closed at 9.00pm

Signed: .....

Date: .....

Chair: Cllr. Kathryn M Jones

*Judi Hallett*

Clerk to Ufford Parish Council

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*Chairman’s initials.....*