

**Minutes of Ufford Parish Council Meeting**  
 Held on 20<sup>th</sup> November 2018 ~ 7.00pm  
 The Community Hall, The Avenue, Ufford

Present

Cllr. Kathryn Jones ( <i>Chair</i> )	Cllr. Keith Bennett	Cllr. Tracey Coxall ( <i>until 9.00pm</i> )
Cllr. Nick Crocker ( <i>from 7.45pm</i> )	Cllr. Pat Edworthy	Cllr. Jane Hawthorne
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. David Pearce (family commitments), Cllr. Guy Foskett (injured), Cllr. Karl Mallett (work commitments), Dist. Cllr. James Bidwell and Cnty. Cllr. Alexander Nicoll. These were noted.

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

No declarations of interest 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:

- **Dist. Cllr. Bidwell** – Cllr. Bidwell's report had been circulated and was read aloud by the Clerk
- **Cnty. Cllr. Alexander Nicoll** – No report had been submitted
- **Dist. Cllr. Day** – No report had been submitted

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

a) DC/18/4385/FUL – Two storey extension at Oak Cottage, Ufford Road, Bredfield (*but technically in Ufford*). Councillors made the following comments:

- Very well hidden, would not be seen from the road, would be only just about noticeable from the footpath
- makes the house a better shape
- Plans show new pool and gazebo for the future
- Main cottage is thatched – the extension has a slate roof but that is not an issue
- **Conclusion: No objection** – Clerk to send comments straight to SCDC.

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*Chairman's initials.....*

- b) DC/18/4619/TPO - Two cedars located in the front garden one multi stem; proposed removal of one stem and to deadwood and remove unsightly unbalanced branches and 20% reductions at Kendor, Ufford Place, Ufford. Councillors made the following comments:
- A report from the Tree Warden was read out
  - Wrong tree in the wrong place perhaps, very close to a small bungalow
  - Why does the tree widening cause a problem? It would look wrong if the top was taken out
  - Huge similar tree on the way to St Audrys, now badly distorted due to weathering.
  - Perhaps we need to follow Tree Warden's guidance
  - Suggest not reduced in height but that it is carefully pruned back in general. The one stem would be suitable for reduction.
  - **Conclusion: Objection to the current plan but support applicant in reducing the width and removing one stem. Suggest a modifications to the plans** – Clerk to send comments straight to SCDC.
- c) APP/J3530/W/18/3213216 (DC/17/2512/OUT) Appeal at Crown Nursery – to discuss UPC plan of action. Councillors made the following comments and statements:
- Application and subsequent appeal details described by Cllr. Jones
  - Appeal was lodged on the last possible date it could be and Landex have acquired the land.
  - Appeal to be heard by Public Inquiry due to the high level of local interest
  - More people would have the opportunity to speak but there will be barristers and counsel which will make the whole experience like a court hearing and include the cross examination of witnesses.
  - Date will not be before mid-July 2019; however, there is a need for us to make a decision as to what line we are going to take beforehand.
  - Planning Councillors and the Clerk had been doing footwork and research; the initial plan was to inform residents and this has been actioned via a PUNCHLine message and an item in the December PUNCH.
  - Cllrs. Jones and Smith (and the Clerk) met with Rachel Smith (SCDC Planning Officer) to discuss logistics and gather further information
  - Free advice from a planning consultant (Steven Bainbridge) has been very useful and he has suggested different options the Parish Council can look at.
  - Q. Do we have an agreement that we are going to fight it? A. Yes
  - Details of the plans were discussed, especially in relation to highways matters
  - Items already established:
    - All we are permitted to fight on are the reasons for refusal (these do not include any highways matters as SCC Highways did not object following amendments to the plans),
    - An interested party may speak about highways issues but the inspector will not refuse the application on these grounds.
    - The new Draft SCDC Local Plan can be referred to but it will not be in place by the time the case is heard
  - 'Rule 6 status' was explained by Cllr. Jones – using this could result in great expense as a barrister would almost certainly be required. A Statement of Case would be required by 28th November and fees may be apportioned to us if we caused unnecessary expense to other parties. The Consultant has suggested we work with SCDC but we would be limited as to what we can cover and discuss. If we do not choose to request a 'Rule 6 Status' we can still respond to the Appellants case.

- There are three main elements to the Appellants Statement that can be disputed: The Physical Limits Boundary, whether the site is Brownfield or Greenfield and the DC's 5 Year Land Supply. It was noted that the site had previously been used for horticultural reasons.
- A planning consultant will work for SCDC to put their case, along with a Barrister
- We can register that we wish to be an 'Interested Party' and we can also be a 'Witness for SCDC' – if they wish.

*Cllr. Crocker joined the meeting*

- We also need to fight on the Sustainability issue
- The appointed Inspector will see all the original letters of objection and any new comments would be made in challenge to the Appellants Statement.
- Perhaps we could produce more up to date data - including our own traffic analysis?
- Q. Is it worth mentioning the halting of the free school buses from the village? A. Yes, definitely as this is a 'change' that has occurred recently
- An 'Action Group' could be set up and it was thought that a public meeting would be beneficial nearer the date
- **Conclusion: The following steps were agreed:**
  - i. UPC agree to fight the appeal
  - ii. A reply to the Appellant's Statement is drafted and circulated to all for comment (needs to be in by 6<sup>th</sup> December)
  - iii. Steven Bainbridge will be asked to review our letter before it goes to the Inspector (it was agreed a budget of up to £500 could be spent on advice - his charge out rate is £98 per hour)
  - iv. We do not request Rule 6 Status – application to be withdrawn by the Clerk

**Action: Clerk and all Councillors**

**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 October 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/18/3188/OUT - Briarwood, School Lane – application refused.

**6. To agree Minutes of meetings dated 16<sup>th</sup> October 2018:**

The minutes of the Full Council meeting dated 16<sup>th</sup> October 2018 were proposed as a true record by Cllr. Hawthorne, seconded by Cllr. Crocker 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 – the Clerk reported that the three new smaller (200L) bins had been installed earlier that day and that the two larger (400L) bins were on back order; expected any time.

**Action: Clerk**

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*Chairman's initials.....*

**8. Ufford New Cemetery – To discuss the paper from the Clerk (sent to councillors on 8th Nov):**

Items in the discussion paper were highlighted and debated. It was agreed to take no further action until the Pre-Application advice from SCDC Planning had been received – Clerk to chase if this is not forthcoming

Action: Clerk

**9. Community Resource Locker – To receive an update from the Clerk and Cllr. Crocker:**

The Clerk reported that the space under the Parish Hall kitchen was not available for a locker. Councillors discussed using a parcel of land at the Recreation Ground for a small but high quality shed. The Clerk was asked to speak to the Football Club to check if the whole of their container was in use. If it was to then obtain quotes for suitably sized quality sheds.

Action: Clerk

**10. Highways:**

- a) To discuss inviting Cllr. Mary Evans (SCC) to a meeting and the format that meeting should take – After discussion it was decided to invite Cllr. Evans to speak at the Ufford APM as our guest speaker.
- b) To discuss parking issues at Parklands, land ownership and possible additional parking – Cllr. Pearce had previously provided an update on this issue and Flagship had confirmed that they owned the grass area between Parklands and Lime Close but that they would not consider changing this to a parking area; however, they would write to their tenants to ask that parking was carried out considerately and encourage residents to use the parking bays. It was agreed that UPC would contact SCDC (now that they have a duty for parking enforcement) if the situation did not improve.

Action: Clerk

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

- a) To receive an update on the Woods – Cllr. Hawthorne reported that 140 saplings would be delivered and planted next week. The Friends of Parklands Wood Group were also congratulated on making the shortlist for the 'Quality of Place' awards but sadly not winning.
- b) Car Park Refurbishment - To receive update on grants for refurbishment of Recreation Ground Car Park and to agree how to proceed – The Clerk and Cllr. Skinner reported that they had held site visits with three contractors who had all submitted quotes and that they were confident each of the quotes was based on exactly the same specification. The three quotations were discussed and in conclusion Cllr. Jones proposed that the quote from SEH Asphalt Ltd was accepted. This was seconded by Cllr. Coxall and all Councillors were in favour. The Clerk was asked to liaise with Mrs Christine Cage (Community Hall bookings) regarding the best dates in December/January for the work to be carried out and to also contact SC Norse to request a quote for the line marking (a figure of circa £1,000 had previously been indicated by another provider).

The Clerk reported that a further grant of £3,000 had been awarded to UPC from the CIL fund at SCDC. It was agreed that a 'Business Case' that she had drafted was appropriate and should be submitted.

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*Chairman's initials.....*

- c) To receive update on Boules Terrain – After discussion it was agreed that a third quote for the work was required and Cllr. Skinner agreed to obtain this from EFM Surfacing. The Clerk was also asked to contact Cllr. Day to see if she would match the £500 grant provided by Cllr. Bidwell.

Action: Clerk

## 12. Finance Matters:

- a) To review and authorise Accounts as at 31<sup>st</sup> October 2018:

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

- b) To discuss applications for Grants received and to agree amounts to be awarded in April 2019:

Cllr. Jones reported that the Ufford Good Neighbours group had been wound up due to lack of call for its services; this meant their application for a grant had been withdrawn.

The Clerk circulated a copy of the grant requests spreadsheet. Each application was discussed and a number of conditions and suggestions were made regarding many of the applications. In conclusion, Cllr. Jones proposed UPC grant the amounts as requested (with the conditions/suggestions made known to the applicants). This was seconded by Cllr. Coxall and all Councillors were in agreement. The Clerk was asked to notify the applicants.

It was agreed not to provide a grant to the Suffolk Accident Rescue Service as they did not meet the Council's Policy on grants and to write to Mr Gordon Dunmore regarding his request for funding for the replacement of the Parish Hall hearing loop, stating that we would liaise directly with the St Mary's PCC.

- c) To discuss the proposed draft budget produced by the Clerk and Finance Councillors:

The draft budget had been circulated to all Councillors and each item was discussed. There was concern that the predicted expenditure was more than the predicted income. Councillors were asked to review the draft carefully with a view to suggesting amendments at the December meeting. The Clerk was asked to include an approximation of VAT that would be reclaimed on any known expenditure.

The Clerk reported that the 'Precept' letter had been received from SCDC. This showed that a small increase in the precept (from £17,789.34 to £17,989.10) would show as a 0% increase on the Council Tax documentation. Councillors felt that this was not sufficient to cover the expenditure and that perhaps a further rise would be necessary. The Clerk was asked to provide a paper setting out all options to aid discussion at the December meeting.

d) To authorise the following Invoices for Payment:

i.	J Hallett (Salary + Office & mileage expenses)	£677.51
ii.	SCC Pension Fund (Clerk's pension)	£208.79
iii.	SALC (Payroll Provision)	£57.60
iv.	Mr D Gedge (Poppy Wreath)	£17.00
v.	Local Council Public Advisory Service (Cemetery Training)	£40.00
vi.	H C Slingsby Plc (3 Grit Bins)	£450.00

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

e) To note Payments made since last meeting:

i.	Suffolk Preservation Society	£30.00
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f) To note Payments received since last meeting:

i.	SCDC (Grants towards Car Park Refurbishment)	£7,500.00
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Action: Clerk

*Cllr. Coxall left the meeting*

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

- Formal Complaints Procedure ~ Nov 2018 (Sent to Councillors on 27th Oct)
- Sickness and Absence Policy ~ Nov 2018 (Sent to Councillors on 27th Oct)
- Formal Grants Awards Policy ~ Nov 2018 (Sent to Councillors on 27th Oct)

Adoption of items b) and c) was proposed by Cllr. Smith, seconded by Cllr. Crocker and all Councillors were in favour. The Clerk agreed to publish them on the web site.

Item a) was deferred to the December meeting as suggested amendments from Cllr. Bennet had not been taken in to account.

Action: Clerk

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

- Clerk – Clerk's Networking Event at SALC – Details of this meeting had been circulated to all Councillors. The item regarding the cost of employing a locum Clerk for any period of absence was discussed in detail.

**15. To receive and discuss proposed dates for 2019 meetings:**

The dates for the Parish Council meetings suggested by the Clerk were agreed.

The Clerk advised that the purdah period for the District Council elections would start on 7<sup>th</sup> March 2019 and finish on 2<sup>nd</sup> May 2019 (Election Day). SALC had advised that it may be an idea to hold the Annual Parish Meeting outside of this period, to allow the District Councillors the opportunity to speak without contravening the purdah rules. It was therefore suggested that the 2019 APM should be held on 14<sup>th</sup> May. The Clerk was asked to check this with the Hall Booking Secretary and publish the dates.

Action: Clerk

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

- Sizewell C – Stage three consultation

The date of the next meeting was confirmed as **Tuesday 18<sup>th</sup> December 2018** at The Community Hall, The Avenue, Ufford.

The meeting was closed at 9.20pm

Signed: .....

Chair: Cllr. Kathryn M Jones

Date: .....

*Judi Hallett*

Clerk to Ufford Parish Council

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