

**Minutes of Ufford Parish Council Meeting**  
**Held on 18<sup>th</sup> December 2018 ~ 7.00pm**  
**The Community Hall, The Avenue, Ufford**

Present

Cllr. Kathryn Jones (*Chair*)  
 Cllr. Pat Edworthy  
 Cllr. Nigel Smith

Cllr. Keith Bennett  
 Cllr. Jane Hawthorne

Cllr. Nick Crocker  
 Cllr. John Skinner

Judi Hallett (Clerk)

Dist. Cllr. Alexander Nicoll

One member of the public

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

Apologies for absence had been received from Cllr. David Pearce (family commitments), Cllr. Guy Foskett (work commitments), Cllr. Tracey Coxall (family commitments) and Cllr. James Bidwell. These were noted. Apologies were sent but not received until after the meeting from Cllr Karl Mallett.

**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 comments from members of the public

b) Reports or comment from SCDC and SCC Councillors:

- **Cnty. Cllr. Alexander Nicoll** – Cllr. Nicoll reported on the following items:
  - Sizewell C: I am working on the Sizewell Project for the County Council, Stage 3 Consultation starts in January, EDF Roadshows in many locations, JLAG Group are a statutory consultee, I attended the Theberton Action Group meeting, it is important that the village engages with the consultation, you may like to review the Stage 2 consultation comments as well, this is the last chance to comment before the planning process starts, I am speaking to EDF about rail and sea use;
  - Railways: I am on the Task Force for seeking improvements on the Norwich to London train line and all branch lines, new trains are coming from Switzerland. Q. *Freight Rail are also causing issues on the local lines.* I am now Chair of Eastern Section of the East/West Rail Project with a view to improve services generally and we will look in to this issue.
- **Dist. Cllr. Bidwell** – No report had been submitted
- **Dist. Cllr. Day** – No report had been submitted

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*Chairman's initials.....*

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

a) DC/18/5042/ARM – All matters: Access, appearance, landscaping, layout and scale at Land at Hill Farm, Yarmouth Road, Ufford. Councillors made the following comments:

- Cllr. Jones recapped the application details for this location
- The new plans have changed the design, black rendering has gone, red brick mixed with weather boarding now in place, window frame colours changed to light grey and metallic roof now changed to pantiles
- There is a change in layout of the houses and a change in the number of bedrooms
- Parking is increased but overall floor space is decreased
- This looks better, it is an improvement and much more in-keeping with the rural setting
- Two/three trees will be removed but this was a known factor
- Details now show the relocation of the gas main
- We need to ask developers to take care of the trees, these are not covered by a TPO but perhaps we can request one?
- Write separately regarding the all the trees on the site including the row of beech trees that run parallel to the site boundary by the road providing vital screening; can we have a condition on the application to protect the trees
- **Conclusion: 'No objections' and welcome the amendments to the plans. However there is concern for the welfare of the trees on site and a TPO will be requested** - Clerk to send comments straight to SCDC.
- **Clerk to write separately to Nicholas Newton to request a TPO on all trees on the site.**

Action: Clerk

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

The details of the Planning decisions made during November 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) APP/J3530/W/18/3213216 (DC/17/2512/OUT) Appeal at Crown Nursery – Cllr. Jones detailed all steps taken since the last meeting: A letter had been sent to PINS in response to the Appellant's Statement, Contact had been made with Steven Bainbridge who advised on a number of additions to the letter, the Statement of Case from SCDC had been sent out to everyone, other personal statements have been submitted and UPC has officially withdrawn from the Rule 6 status. The date for the inquiry has been set for 16<sup>th</sup> July 2019 (for 4 days, venue tbc). UPC has also offered to help SCDC and potentially be a witness for them. The inspector has now been named and site clearance has begun by Landex.

It was suggested a public meeting could be held in April to inform residents about the Inquiry process, and how anyone can seek to speak as an interested party.

**6. To agree Minutes of meetings dated 20<sup>th</sup> November and 10<sup>th</sup> December 2018:**

The minutes of the Full Council meetings dated 20th November and 10th December 2018 were proposed as a true record by Cllr. Smith, seconded by Cllr. Hawthorne and all Councillors were in agreement that they be signed.

Action: Clerk

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*Chairman's initials.....*

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

- a) Grit Bins – the Clerk reported that the two larger (400L) bins would be installed on Saturday.
- b) Update on inviting Cllr. Mary Evans to APM in 20019 – The Clerk advised that Mrs Evans was unable to attend the 2019 APM due to two other meetings that evening but had accepted an invitation to attend the Council meeting on 16<sup>th</sup> April 2019. It was agreed to discuss the format of this session in January or February.
- c) Update on the date of the 2019 APM – This had now been set to Tuesday 14<sup>th</sup> May 2019
- d) Progress report on Ufford New Cemetery – A document showing two possible sites for the new Cemetery has been produced and sent to SCDC Planning. This would be used as a basis for advice from them in early 2019.
- e) Update on Hearing Loop in St Mary's Parish Hall – The Clerk reported that St Mary's PCC were in the process of having the present system checked and would come back to the Parish Council if they decided to replace the system.

Action: Clerk

**8. Neighbourhood Plan – To receive an update on session attended by Cllrs Jones and Smith on Neighbourhood Plans:**

Cllrs. Jones and Smith gave the following update on the Neighbourhood Planning Training they had attended:

- Slides from the event had been sent around to all Councillors and these were a good reference.
- As expected, the idea of producing a NP was strongly promoted but there is still not compelling justification for all the work and expense
- A NP is a formalised document that becomes part of the SCDC Local Plan. Many villages and towns have now produced them and we could look to the Rendlesham plan for inspiration (however having a plan has not stopped a public inquiry for development that they did not have in their plan)
- A plan would take at least 18 months and cost quite a bit of money (approx. £9k minimum). We would need to suggest sites for development.
- A Plan should involve members of the village, not just the PC and can cover a small area, the parish boundary or two or three parishes together.
- One of the advantages is that more CIL money would be available and a plan can highlight specific areas of concern
- It was decided to review the subject of developing a NP annually – Clerk to set reminder

Action: Clerk

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

The Clerk reported that she had spoken to the Football Club earlier in the day and they were going to check if the whole of their container was in use and report back.

Action: Clerk

**10. Highways:**

- a) Sizewell C Stage 3 Consultation – To receive details and to discuss presentation to Ufford residents – The Clerk advised that details of the Stage 3 Consultation would be in the January PUNCH. The closest public exhibitions were at Wickham Market Village Hall and Woodbridge Community Centre. Councillors discussed inviting the EDF Team to either the February or March Parish Council meetings, in order for residents to put specific questions to them. It was suggested this section of the meeting would be outside of the Parish Council meeting and start at 6.30pm (for 30 minutes). Clerk to contact EDF
- b) To receive details of increase in Street Light Electricity unit prices – The clerk advised that E-On would be putting the unit costs for the electricity for the street lights up from 17.90p per kWh to 22.10p per kWh from 21<sup>st</sup> January 2019. She had also made enquiries of Suffolk CC as to whether they would take on the contract for supply of electricity and maintenance; they would be prepared to from 1<sup>st</sup> April 2019. Subsequently A&J Lighting had confirmed that our contract with them could be terminated as at 31<sup>st</sup> Dec 2018 without penalty. It was decided to terminate the contract with A&J Lighting and to ask SCC for an estimate of the total costs.

Action: Clerk

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

- a) To receive an update on the Woods – Cllr. Hawthorne reported that a number of trees had been felled during the recent closure of the Avenue and that over 120 saplings had been planted to create a new hedge, along with another 240 to be planted in the spring. It was also noted that Debbie Wargate (Environmental and Sustainability Officer at SCDC) had recently left but would be replaced in the spring.

Cllr. Skinner reported an issue with moles around the Youth Shelter; it was agreed to spend £70 for SC Norse to remove them.

- b) To receive update on refurbishment of Recreation Ground Car Park and to discuss line marking – The Clerk reported that the upgrade would occur between 7<sup>th</sup> and 16<sup>th</sup> January 2018. All clubs and societies had been advised and many would move temporarily to Ufford Park Hotel who had kindly offered a room at a very competitive rate.

The Councillors discussed the additional cost of line painting. SC Norse did not provide this service and the quote from SEH was £995 + VAT. The Clerk was asked to obtain at least one more quote and was granted permission to permit SEH to carry out the work if the second quote was within 10% of theirs.

- c) To receive update on Boules Terrain – The Clerk reported that she had again contacted Cllr. Day to see if she would match the £500 grant provided by Cllr. Bidwell but had not heard back as yet. In addition the £3,000 from the CIL Fund had not yet been received so it was agreed to wait until these funds were in hand before proceeding with the Terrain. It was suggested the development should not be constructed until the spring.

Action: Clerk

**12. Finance Matters:**a) To review and authorise Accounts as at 30<sup>th</sup> November 2018:

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

b) To discuss and agree the proposed draft budget:

The Clerk apologised that she was unable to display the draft budget for 2019/20 on the screen. Each element was analysed and a few adjustments were made. It was agreed that the Clerk should send out the 'final' version and that this could then be agreed at the January meeting.

c) To discuss and agree the Precept amount:

The Council agreed to set the Precept at the amount suggested by SCDC to show a zero change on the Council Tax bills plus the CPI figure for October 2018 which was 2.4%. This gave a figure of £18,421.00.

As projection of the budget had not been possible it was agreed to formally agree this figure at the January meeting.

d) To discuss purchase of a Dog Bin for Nicholls Close:

The Clerk advised that there was a dog bin on the corner of Parklands and the concrete road through Parklands Wood, very close to Nicholls Close. However, after discussion it was proposed by Cllr. Hawthorne that a further bin was placed at the bottom of Nicholls Close. This was seconded by Cllr. Smith and all Councillors were in favour – Clerk to speak to SC Norse to arrange.

e) NJC Pay Scales – To acknowledge and authorise re-alignment of Clerk's Salary rate:

All Councillors were in agreement that the NJC Pay Scales applicable from 1<sup>st</sup> April 2019 should be applied to the Clerk's salary. The Clerk was asked to confirm this to SALC.

f) To authorise the following Invoices for Payment:

i.	J Hallett (Salary + Office & mileage expenses)	£558.93
ii.	SCC Pension Fund (Clerk's pension)	£167.03
iii.	Local Council Public Advisory Service (Planning 2)	£40.00
iv.	SC Norse Ltd (Grass Cutting for 2018)	£458.40

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

g) To note Payments made since last meeting:

- i. None

h) To note Payments received since last meeting:

- i. None

**Action: Clerk**

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*Chairman's initials.....*

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

- a) Formal Complaints Procedure ~ Nov 2018 (Sent to Councillors on 22<sup>nd</sup> November)
- b) Asset Register ~ Dec 2018 (Sent to Councillors on 28<sup>th</sup> November)

Adoption of items a) and b) 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.

Councillors discussed an e-mail received from a journalist of the EADT earlier in the day and the Clerk was authorised to reply with a number of factual answers to his questions.

**Action: Clerk**

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

- Planning Training – The Clerk reported that she had attended part II of the LCPAS Planning training (part one had been cancelled). A full report would be given once part I was attended.

**15. 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 15<sup>th</sup> January 2019** at The Community Hall, The Avenue, Ufford.

The meeting was closed at 8.45pm

Signed: .....

Chair: Cllr. Kathryn M Jones

Date: .....

*Judi Hallett*

Clerk to Ufford Parish Council