

**Minutes of Ufford Parish Council Meeting**  
Held on 15<sup>th</sup> January 2019 ~ 7.00pm  
The Community Hall, The Avenue, Ufford

Present

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

Cllr. Keith Bennett  
Cllr. Guy Foscett

Cllr. Nick Crocker  
Cllr. Nigel Smith

Judi Hallett (Clerk)

One member of the public (*arrived during item 10*)

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

Apologies for absence had been received from Cllr. Tracey Coxall (Family Commitments), Cllr. Jane Hawthorne (Away), Cllr. David Pearce (Family Commitments), Cllr. John Skinner (Away) and 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 present

b) Reports or comment from SCDC and SCC Councillors:

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

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

a) DC/18/5120/FUL – Alteration and extension to existing dwelling - West Cottage, Lower Street, Ufford. Councillors made the following comments:

- Plans were displayed to all Councillors present
- Previous application on this property was permitted but never developed
- The front aspect looks much better than the previous application but not sure about the Stable Door on the front, this is perhaps slightly unbalanced with other windows
- Some features are new to this location but seem to be sensible
- New plans seem to balance the building more sympathetically and the street view will be much improved
- **Conclusion: No objection** - Clerk to send comments straight to SCDC.

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*Chairman's initials.....*

b) DC/18/0829/OUT – Appeal References APP/075/2018 and APP/J3530/W/18/3207054 – Hillside Cottage, High Street, Ufford – To discuss submitting further comments. Councillors made the following comments:

- Appeal made in July but only recently processed
- Letter drafted and sent to all Councillors; based on comments made in the Appellant's Statement
- All Councillors indicated they were happy with draft letter and noted that it reaffirms that the Parish Council still object to the development
- It was thought disappointing that SCC Highways had not objected to original application – only suggested conditions
- **Conclusion: Clerk to send drafted letter to Planning Inspectorate.**

**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 December 2018, which affect properties in Ufford, had been previously circulated (full list available from Clerk). The following additional comments were made on planning matters:

- DC/18/4536/FUL - Application at Hawkeswade (for Solar Panels) had been withdrawn
- Councillors had received communications about the proposed TPO at Crown Nursery from the Friends of Parklands Wood Group and SCDC Arboricultural Manager.

**6. To agree Minutes of meetings dated 18th December 2018:**

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

It was noted that the official October 2018 minutes had somehow been mislaid. A second copy was printed out and these were also signed.

**Action: Clerk**

**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 were now installed and this project was complete.
- b) Sizewell C Consultation – EDF have agreed to attend a public session before the March 2019 meeting – This session was advertised in the February PUNCH and would also be in the March edition with a reminder on PUNCHLine
- c) Dog Bin in Nicholls Close – The Clerk reported that one of the residents adjacent to the lane leading from Nicolls Close had objected to the bin in the proposed position and had suggested it was more prominently placed on the green area, near the Monkey Puzzle Tree. The Clerk was asked to let the residents know of this proposal and then to proceed with the purchase if there were no objections.

**Action: Clerk**

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*Chairman's initials.....*

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

Cllr. Crocker reported that a 'loft' area mentioned by the Football Club was not ideal as it would be awkward to get the materials in and out of a loft hatch. Other storage solutions were discussed and Cllr. Crocker agreed to obtain details of the actual size of storage required.

It was suggested that the Clerk may approach Cllr. Bidwell for funding (*see item 14. e*)

**Action: Clerk and Cllr. Crocker**

**9. Ufford New Cemetery – To receive an update following meeting with SCDC Planning Department:**

The Clerk and Cllr. Jones reported on a meeting they had had with SCDC Planning. Three possible sites had been discussed but it was felt the land around Sogenhoe Chapel was the most favourable due to access, proximity to dwellings and parking. The Officer explained that there were no specific policies on cemeteries but that sustainability, screening/environment and highways issues would all need to be considered.

The Planning Officer had suggested the next step would be to contact the land owner to see if they were willing to release the land. Cllr. Foskett recommended contacting Clarke and Simpson who were thought to be the land agents. It was also noted that there may be a requirement for an archaeological dig before any work could start.

**Action: Clerk**

**10. Vacancy – To receive resignation of Cllr. Mallett and to discuss vacancy:**

Karl Mallett's resignation was officially accepted and the Clerk noted that a 'thank you' to him would be in the February PUNCH.

As the elections were in May it was decided to promote these and not a separate co-option as anyone co-opted would then have to re-apply in March/April. However, if anyone contacted the Clerk and wanted to be co-opted the Council would obviously look closely at their application.

**11. Meeting with Cllr Mary Evans – To discuss the format of this meeting (16<sup>th</sup> April):**

After discussion it was agreed best to incorporate Cllr Evans' visit in to the April Parish Council meeting. It was agreed to start at 6.30pm and to invite Cllr. Evans to speak for approximately 1 hour, giving a short presentation and then taking questions. The Clerk was asked to speak to Cllr. Evans to see if this was an acceptable format to her and to advise questions would be likely on:

- Planning Applications and how they comment on these,
- Day-to-Day operations (road closures at the same time, diversion signage, etc.)
- Pot holes,
- Signs and adverts on roads and
- Speeding

**Action: Clerk**

**12. Highways:**

- a) To receive update on Street Light Electricity and Maintenance Contracts – The clerk reported that she was still awaiting confirmation from SCC that the lights were in order and that they would take on the maintenance contract and provide an estimation of the annual costs – The Clerk agreed to chase this for the February Meeting.
- b) To discuss the proposed closing of the footpath between Ufford and Bromeswell as suggested in the Sizewell C Stage 3 Consultation – Cllr. Foscett raised concern over the proposed closure of the crossing on the footpath between Hawkeswade Bridge and Bromeswell (Path 5A Bromeswell). EDF had put forward 5 possible diversions but, in his opinion, none of these was an acceptable alternative. Councillors agreed completely with these concerns and the Clerk was asked to draft a letter to EDF voicing the Council's views and ask that a reply be given when EDF attend the March Parish Council meeting on 19<sup>th</sup> March. Councillors felt the crossing was on a very straight section of track and that visibility was very good. The member of public present contributed to the discussions and was thanked for his involvement. The Clerk was asked to remind residents of EDF's visit closer to the date. The Clerk also agreed to contact Bromeswell PC to let them know the action UPC planned to take.

The Clerk also reminded Councillors of a joint SCDC/SCC meeting taking place at High Lodge on 22<sup>nd</sup> January and of the availability of support in replying to the Stage 3 consultation from Planning Aid England.

- c) Additional item - Railway Bridges – Cllr. Smith raised concern for the local rail bridges if Sizewell C resulted in much heavier trains using them. Cllr. Foscett indicated that all three local bridges would require strengthening if the 'Rail' option was chosen.
- d) Additional Item - Footpaths Maintenance – The Clerk advised that she planned to meet with David Findley (the Footpaths Warden) to discuss setting up a working party to resolve some of the issues with some of the footpaths in the village. Anyone interested in joining the initial discussions was asked to notify the Clerk.
- e) Additional Item - Litter Pick – The Clerk asked if UPC would like to consider hosting a Village Litter Pick again this year. The date was set at 30<sup>th</sup> March.

**Action: Clerk**

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

- a) To receive an update on the Woods – There was no separate update regarding Parklands Wood
- b) To authorise and sign Community Infrastructure Levy Deed, for payment of £3,000 towards refurbishment of Recreation Ground Car Park – The draft deed had been passed to all Councillors for review. Councillors debated the strict conditions within the deed and the need to ensure these were followed. Signing of the deed was proposed by Cllr. Jones, seconded by Cllr. Bennett and all Councillors were in agreement. Both copies of the document were signed by Cllrs Jones and Smith.

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*Chairman's initials.....*

- c) To receive update on the car park resurfacing and discuss the quotations for parking bay marking – The Clerk reported that she had re-negotiated the quote for the Bay marking with SEH Asphalt to within £15 of the lowest quote received from another company and so she had instructed them to go ahead. This should be completed within 2 weeks. A vote of thanks was given to Cllr. Smith for the regular video updates and to the Clerk for her efficient management of the project.
- d) To receive update on Boules Terrain – The Clerk reported that she had contacted Cllr. Day for a third time to see if she would match the £500 grant provided by Cllr. Bidwell but had not heard back. This request had now been referred to Cllr. Herring as leader of the Council.
- e) Hedge along The Avenue – Cllr. Foskett confirmed he would arrange for the hedge along The Avenue to be cut in the autumn when the equipment would be available.

Action: Clerk

#### 14. Finance Matters:

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

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

- b) To agree the budget for 2019/20:

The agreed budget from the December meeting had been circulated to all Councillors and was printed out for them. It was suggested that a line was added underneath the Income section to acknowledge that any shortfall in income would be covered by funds in General Reserve. The Budget was proposed by Cllr. Edworthy, seconded by Cllr. Crocker and all Councillors were in agreement it be adopted.

- c) To agree the Precept amount for 2019/20:

Following agreement of the budget Cllr. Jones proposed the Precept for 2019/20 was set at £18,421.00. This was seconded by Cllr. Bennett and all Councillors were in agreement. The Clerk was asked to request this amount.

- d) To review the Internal Financial Controls and Efficiency of our Internal Audit:

The Clerk read out a list of the Financial Controls already in place and reasons she believed the Internal Auditor (Mr Trevor Brown) was correctly qualified to carry out an effective audit. Councillors had no concerns and agreed these measures were sufficient for the size of Council.

- e) Availability of funds from Cllrs. Bidwell and Day:

The Clerk advised Council that Cllr. Bidwell had written to her to suggest there could be up to £2,500 still available in his Enabling Communities budget. She had inquired if the funds could be granted towards the replacement of the Parish Council's Laptop but this was not possible. The Clerk was asked to request funding towards the Community Resource Locker.

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Chairman's initials.....

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.	SC Norse (Mole Treatment)	£84.00
iv.	K Jones (Travel and Ink)	£62.40
v.	E-On (Street Light Electricity)	£140.01
vi.	Ufford Parish Council (Transfer from P/Park Acc)	£26,524.51

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

g) To note Payments made since last meeting:

- i. None

h) To note Payments received since last meeting:

- i. None

Action: Clerk

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

- Ufford WI Branch – Cllr. Edworthy gave details of the 100<sup>th</sup> anniversary celebrations of the WI. Each branch was invited to display a Windmill in their village/town. The Ufford WI wished to know if the Parish Council objected to a model windmill being placed next to the seat and notice board outside Ufford Place Gates. This location was sanctioned and Councillors also suggested the garden at 2 Church Lane may also be a good spot, if permission could be obtained by the resident.

**16. 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 19<sup>th</sup> February 2019** at The Community Hall, The Avenue, Ufford.

The date of the Annual Litter Pick was set at 30<sup>th</sup> March, 9.30am at the Recreation Ground. The Clerk agreed to arrange all equipment and advertising for the event

The meeting was closed at 8.50pm

Signed: .....

Date: .....

Chair: Cllr. Kathryn M Jones

*Judi Hallett*  
Clerk to Ufford Parish Council

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