

## Minutes of Ufford Parish Council Meeting

Held on 15<sup>th</sup> October 2019 ~ 7.00pm

The Community Hall, The Avenue, Ufford

### Present

Cllr. Kathryn Jones (Chair)

Cllr. Keith Bennett

Cllr. Nick Crocker

Cllr. David Findley

Cllr. Stephen Mayhew

Cllr. Ashley O'Malley

Cllr. David Pearce

Cllr. John Skinner

Judi Hallett (Clerk)

Cnty Cllr. Alexander Nicoll

One member of the public

### 1. To receive Apologies for absence:

Apologies for absence had been received from Cllr. Jane Hawthorne (Away), Cllr. Guy Foskett (Away with Work), Cllr. Pat Edworthy (Away) and Cllr. Carol Poulter. These were noted.

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

Cllr. O'Malley asked if she should declare a pecuniary interest in item 4. a), as co-owner of the property. The Clerk confirmed that in usual circumstances this would be appropriate but that the application had already been approved by ESC and therefore it would not be discussed.

### 3. Public Session:

#### a) Reports or comment from any member of the public (notes only):

- Caravan Park along Yarmouth Road – a member of the public reported that work had been started (just 2 days before the Planning Application start deadline) but appeared to have stopped already. Some hedging had been taken out and some hard-core flattened but not much else; he would monitor the situation. He also reported that barriers had been placed in to the hedge and Cllr. Nicoll asked for a photograph to be sent to him in case they compromised the Highways' responsibility to keep the highway clear. It was also noted that the entrance was wholly within 'National Speed limit' section of Old Bredfield Road and that it would be interesting to see if the appropriate visibility splays were established and enforced.

#### b) Reports or comment from SCDC and SCC Councillors:

- **Dist. Cllr. Carol Poulter** – Cllr. Poulter had sent her apologies at the last minute.
- **Cnty. Cllr. Alexander Nicoll** – Cllr. Nicoll reported on the following items:
  - Caravan Site in Yarmouth Road – In my opinion responsibility lies with the Local Planning Authority, particularly the original consent, as this is the wrong location for a caravan park.

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*Chair's initials.....*

- Cabinet reshuffle – Details of a recent re-shuffle were given: Richard Smith has left the cabinet and JAG is now chaired by Richard Route, Andrew Reid is now the cabinet member for Highways, but with concern re. Sizewell. Richard Rout takes on responsibility for the council's policy on Sizewell C, in addition and linked to his role as cabinet member for environment and public protection. Mary Evans is now cabinet member for Education and Children's Services. The officers in the various departments remain the same. Cllr. Nicoll confirmed that planning applications would only occasionally come to the attention of the Cabinet Member and that it may be a good idea to invite Andrew Reid to a future meeting. Cllr. Nicoll confirmed that he was still deputy member for Highways and Transport and had made comments on Radio Suffolk that morning about the introduction of car parking charges at some train stations (including Melton) and that this may encourage people to drive further to where there is free parking
- SCC Boundary review – Cllr. Nicoll confirmed that he had no more powers to comment on or influence the outcome and that, in his opinion, this was an 'arithmetical exercise in essence'. Some divisions were presently unbalanced, in terms of electoral population and this would hopefully address that. There would be no consultation on Council size, as following a submission from SCC proposing a reduction from 75 to 70 councillors the Boundary Commission has already stated they are minded to recommend the lower figure.

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

- a) DC/19/3627/AME - Non Material Amendment of DC/18/4893/FUL - Erection of Single storey extension and alterations to existing dwelling. Amendment - To use modern UPVC windows instead of aluminium windows. - Willow Granary, East Lane, Ufford. Councillors made the following comments:
  - The Clerk reported that this application had already been approved by ESC so there was no point in discussing it
  - **Conclusion: No comment made as already approved by ESC but the Clerk was asked to write to the ESC Planning Department to ascertain the timetable for processing the different types of application.**
  
- b) DC/19/3686/VLA - Variation of Legal Agreement Application to discharge legal agreement on DC/15/2374/OUT - Erection of 7x single storey bungalow dwellings at Land At Hill Farm, Yarmouth Road, Ufford. Councillors made the following comments:
  - History given of site and planning history
  - A very scrappy application full of spelling errors
  - The land has been bought by a developer who is now requesting this variation
  - The Appeal decision goes in to great detail about the 'affordable housing' element and on a number of occasions states why the 2 affordable are an important reason why the application was permitted (Para 11 – last com.; Para 13 – first sen. and Para 12 – last sen.)
  - In the Officers report of the 'All Matters' application, policy SP3 is referred to and it comments about the 'target proportions' and a 'good mix of housing' when 2x 2 bed affordable houses included.
  - Without the affordable it does not provide the planning benefit
  - **Conclusion: Objection** - The Clerk was asked to draft a letter for review before sending it ESC and to ensure an extension was granted.

**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 September 2019, which affect properties in Ufford, had been previously circulated (full list available from Clerk).

- a) To agree wording of letter of complaint to Cllr. Poulter with reference to the Caravan Site on Yarmouth Road – The Clerk had drafted a letter and re-drafted after comments had been received. Version 3 of the letter was agreed and the Clerk was asked to send to Cllr. Poulter. It was also agreed that that Clerk should draft a separate letter to Ben Chester (SCC Highways Officer) forwarding a copy of our letter of complaint to ESC and stating how disappointed we were with the way SCC Highways accepted the amended plans. We should also reaffirm the timeline for the application and ask what in the amended plans resulted in him changing his mind with reference to the matters related to highways. In addition we should inform Mr. Chester that Entrance A is wholly within the ‘national speed limit’ section of Old Bredfield Road and to ask if the speed limit boundary was to be relocated. The Clerk was asked to copy in Cllr. Nicoll and Reid.
- b) ENF/2019/0257/DEV – This enforcement matter concerned the possible addition of a further parking space at the Goldsmiths Development. ESC had confirmed that the area in question was always earmarked for ‘paving’ and suggested any concerns regarding the 1.5m drop from the High Street down on to the area should be raised with the developers. In the circumstances, it was suggested the matter was raised with SCC Highways.
- c) Sale of parcel of land in Crown Nursery – A resident had informed the Clerk of a sale of a small section of land within the remaining land at Crown Nursery, for which there is no current planning permission. It was agreed that no action could be taken and that the situation should be closely monitored.

**Action: Clerk**

**6. To agree Minutes of meetings dated 17<sup>th</sup> September 2019:**

The minutes of the Full Council meeting dated 17<sup>th</sup> September 2019 were proposed as a true record by Cllr. Skinner, 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 made the following statements:

- a) Discussions with Father Paul re. Ufford New Cemetery – The Clerk was asked to add this item to the January agenda.
- b) To discuss attendance at the Remembrance Day Service to lay the wreath on behalf of the Parish Council – Cllr. Mayhew volunteered to lay the wreath on behalf of the Parish Council. Clerk to notify Mrs Purcell.
- c) Bus Timetable Boards – The Clerk reported that she had sourced some board fit for purpose and painted them white. Cllr. Pearce had put them in each of the shelters and the timetables had been put up.

**Action: Clerk**

**8. E-Mails – To discuss protocol for dealing with Parish Council related e-mails (to include storage, forwarding and reply/reply to all):**

After discussion it was agreed that, save for e-mails that were asking for comments on a draft text, Councillors sending replies to the Clerk should use 'Reply' and not 'Reply All', except where a councillor judges that it is an important issue that all councillors should immediately be made aware of. It was also suggested that comments on Planning Applications should be made only at the relevant meeting where the application was to be discussed. If a Councillor was unable to attend that meeting, they should be encouraged to submit their comments directly to ESC, using the Portal, as an individual.

**9. To discuss the SCC Divisional Boundaries Review Consultation:**

After discussion the Clerk was asked to suggest Ufford was in a division with other similar rural parishes who share interests, culture, highways issues, medical services, etc. and was not split in to two wards under any circumstances.

**Action: Clerk**

**10. Highways and Footpaths**

a) To receive an update from Cllr. Findley – The VWP had completed more work, especially on the path between Spring Lane to Pettistree. Mr William Notcutt had assisted and had been very helpful. More work had been carried out this week with additional strimming of a path. Pettistree PC had approached the FWP with reference to setting up a similar group and a meeting was scheduled for the end of the month.

b) Any other Highway matter coming forth: The following item was discussed:

- Vehicle Activate Sign in Yarmouth Road outside Jarrah (Solar panel obscured by tree) – After discussion it was agreed to suggest SCC Highways either move the sign, move the solar panel round, away from the tree or install a higher pole.

**Action: Clerk**

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

a) To receive a general update on Parklands Wood – An e-mail regarding the forthcoming tree planting day had been circulated.

b) To receive update on financial support for management of the Woodlands – The Clerk reported that the application to the Lottery was still in draft format as the National Lottery were changing systems and she had not been able to update a previous application before going away. However, the new application would be completed this week.

**Action: Clerk and Cllr. Hawthorne**

**12. Finance Matters:**

a) To receive accounts for September 2019 and inspect the Bank Statements:

The Accounts to 30<sup>th</sup> September had been sent to all and there were no questions. Cllr. Pearce agreed to examine the Bank Statement.

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b) To authorise the following Invoices for Payment:

i.	J Hallett (Salary + Office & mileage expenses)	£542.34
ii.	SCC Pension Fund (Clerk's pension)	£171.11
iii.	St Mary's Church Hall Ufford (Use of Hall)	£90.00
iv.	Thurlow Nunn Standen Ltd (2 Padlocks – 1 to be refunded by Hollesley PC)	£30.38
v.	Suffolk Association of Local Councils (Payroll service for 6 months)	£54.00

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

c) To note Payments made since last meeting:

i.	Christopher Chesterfield (Maintenance)	£142.00
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d) To note Payments received since last meeting:

i.	Wayleave Payment (Woodlands)	£44.07
ii.	Precept (50%)	£9,210.50

Action: Clerk

**13. To receive reports on meetings attended on behalf of the Council and to discuss:**

- SALC Meeting – Cllr. Mayhew – A mini-quiz was asked by Cllr. Mayhew, following some of the common issues raised to SALC. The Clerk agreed to establish an 'Administrators Account' on the Laptop and to ask a Councillor to set the password.

Action: Clerk

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

- Update on Neighbour Plan report from Cllr. Bennett
- Finance matters such as Grants and draft budget for 2020/2021

The date of the next meeting was confirmed as **Tuesday 19<sup>th</sup> November 2019** at The Community Hall, The Avenue, Ufford.

Action: Clerk

The meeting was closed at 8.47pm

Signed: .....

Date: .....

Chair: Cllr. Kathryn M Jones

*Judi Hallett*  
Clerk to Ufford Parish Council

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*Chair's initials.....*