

Minutes of Ufford Parish Council Meeting

Held on 17th December 2019 ~ 7.00pm

The Community Hall, The Avenue, Ufford

Present

Cllr. Kathryn Jones (Chair)

Cllr. Keith Bennett

Cllr. Nick Crocker

Cllr. Pat Edworthy

Cllr. David Findley

Cllr. Guy Foskett

Cllr. Stephen Mayhew

Cllr. John Skinner

Judi Hallett (Clerk)

Two members of the public were present

1. To receive Apologies for absence:

Apologies for absence had been received from Cllr. Jane Hawthorne (Away), Cllr. Ashley O'Malley (Away), Cllr. David Pearce (Unwell) and Cllr. Alexander Nicoll. These were noted.

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

There were no initial declarations of interest or applications for dispensation. However, when item 9. b) was discussed, Cllr. Skinner declared a non-pecuniary interest.

3. Public Session:

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

- A member of the public wished to congratulate the Parish Council on another successful year and wished all Councillors a Happy Christmas

b) Reports or comment from SCDC and SCC Councillors:

- **Dist. Cllr. Carol Poulter** – No report had been received from Cllr. Poulter.
- **Cnty. Cllr. Alexander Nicoll** – Cllr. Nicoll had sent his apologies:

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

a) DC/19/4469/FUL - Enlargement and conversion of part of an existing Garage/Stable outbuilding into one Holiday Let Cottage at Oak Cottage Barn, Ufford Road, Ufford. Councillors made the following comments:

- *The location and site history were explained by the Chair*
- Car Parking seems to be close but not easily seen from the road and the location is remote
- This development will promote tourism in the area, a key aspect of the Local Plan
- Concern that the development may set a precedent and that it would mean all other garages in the village *could* be converted in to holiday lets. After discussion it was agreed that this was the case in several locations already but that use as 'a permanent residence' was not supported by the Local Plan.
- **Conclusion: No objection** - The Clerk was asked to send comments directly to ESC

Action: Clerk

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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 2019, which affect properties in Ufford, had been previously circulated (full list available from Clerk). The following additional items were discussed:

- Caravan Site Complaint – The Clerk reported that she had chased a reply to the letter of complaint (dated 17th October 2019) and had had acknowledgement that Cllr. Poulter was “chasing” in a mail dated 27th November. The Clerk was asked to pursue again and ask for the name of the person to whom letter had been passed; then to write directly giving details of the length of time that had elapsed and quoting the ‘complaints procedure’ that should have been followed.
- Caravan Site - Work Commenced – A member of the public had queried if the work carried out on the site (some not in accordance with the plans) had been sufficient to satisfy requirements of ‘work commenced’ by the set date, as required by the planning conditions. After researching what work qualified as ‘commencement’, the Clerk suggested that requirements probably had been satisfied. It was acknowledged that the location of ‘Entrance A’ did not match the plans and was within the national speed limit section of Old Bredfield Road, but that it would be highly unlikely that any vehicle would be travelling at 60 mph, given the size and quality of the road. This point had been made by Mr Ben Chester of SCC Highways.

Action: Clerk

6. To agree Minutes of meetings dated 19th November 2019:

The minutes of the Full Council meeting dated 19th November 2019 had been circulated. The Clerk queried the name of the path between the Community Centre and Yarmouth Road. It had been referred to as the ‘Jubilee Path’ on a number of occasions during the November meeting but a member of the public thought the correct name was the ‘Millennium Path’. No Councillor present could verify the correct name so it was agreed that the Clerk would liaise with Cllr. Hawthorne after the meeting.

With the caveat that the name of the path may be corrected, the minutes were proposed as a true record by Cllr. Crocker, seconded by Cllr. Mayhew 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) SCC Speed Indicator Device (SID) – The Clerk reported that a resident had offered to examine the SID to determine if it could be repaired. After discussion Cllr. Foskett agreed to view the device and to calculate the safest method of removing it from the post. Cllr. Jones also agreed to check the ownership of the land where the pole stood; being a previous owner of the property behind. It was suggested that the pole could be moved, if only slightly, to a less awkward position. However, it was concluded that the present location was appropriate considering the volume of traffic using that road to access the A12 southbound.
- b) Overgrown Hedges in School Lane – The Clerk reported these had now been cut back.

Chair’s initials.....

- c) Resource Locker – The Clerk reported that the locker had been broken in to but that, at the time, no items had been stored in it so nothing had been taken. The padlock had been found and was still working. It was agreed that a list of what was in the locker should be displayed on the outside, to deter thieves.
- d) SLOW Road Markings – The Clerk reported that she was still waiting for a price for the repainting of the SLOW markings in School Lane. Once SCC had provided these she would also acquire quotes from other approved contractors
- e) Grips/Grups in the Village – The Clerk was asked to write a letter to the head of SCC Highways to advise that all the grips/grups on all roads in Ufford need re-cutting; this had been previously promised by Mary Evans when she was a guest speaker at UPC in April 2019.

Action: Clerk

8. Highways and Footpaths

- a) To discuss placing a Dog Bin on the path at the bottom of Nicholls Close – The Clerk explained that volumes of dog mess had been reported in the area of the lane at the bottom of Nicholls Close. Residents both sides of the path had consented to a dog bin being placed in that area. The purchase of a new (green) dog bin was proposed by Cllr. Jones, this was seconded by Cllr. Bennett and all Councillors were in agreement. The Clerk was asked to contact ES Norse.

Action: Clerk

9. Recreation Ground and Parklands Woods:

- a) To discuss slalom gates at entrance to Parklands Wood – Cllr. Findley gave an explanation of the current situation with the gates being too close together and a proposed amendment to them to allow a wider access. After discussion it was agreed that this suggestion should be tried first as there was no expense. It was acknowledged that the Footpath Finger Post would not require moving.
- b) Review of the annual rents payable by the Ufford Tennis Club, Ufford Football Club and Ufford Community Hall – Cllr. Skinner declared a non-pecuniary interest in this matter. It was suggested that the basic inflation figure covering the past 5 years was around 13%. With this in mind Cllr. Foskett suggested raising the annual ground rents as at 1st April 2020, as follows:

- Football Club to £60.00
- Tennis Club to £300.00
- Community Hall to £800.00

This proposal was seconded by Cllr. Bennett and all Councillors were in agreement (Cllr. Skinner abstained from the vote due to his association with the Community Hall Committee).

- c) Additional Item - Millennium Path – Cllr. Findley reported that he had spoken to Martin Williams (SCC Rights of Way Officer) regarding the status of the Millennium Path. Martin had suggested that registering it as an official path would be time consuming and cumbersome and that it would be much quicker to declare the path a ‘Permissive Path’ and erect appropriate signs to denote this. Cllr. Findley proposed that the path be declared a ‘Permissive Path’. This was seconded by Cllr. Jones and all Councillors were in agreement.
- d) Additional Item – Dangerous Large Oak Tree – Cllr. Foskett reported that the Tree Warden had notified him that the owner of a large Oak Tree at a property in Barrack Lane, which was very close to The Avenue, had been uncooperative when notified that it was dead and would cause enormous damage if and when it fell. After discussion it was agreed that the Clerk would take the following action:
- i. Notify SCC Highways of the tree and report it as an immediate danger
 - ii. Notify the property owner that UPC had received a report of concern regarding the health of the tree and had subsequently reported this to SCC Highways
 - iii. Notify the Tree Warden of steps i and ii above.

Action: Clerk

10. Finance Matters:

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

The Accounts to 30th November had been sent to all and there were no questions. Cllr. Edworthy agreed to examine the Bank Statement.

- b) To discuss and agree Grant Applications from Redwood Trails and St Mary’s Ufford PCC for payment in April 2020:

BMX Application – Councillors were grateful for the report received from the BMX group. After discussion it was suggested that, due to the size of the membership of the club, they should be able to raise the £200 contribution towards the insurance costs each year, as had been agreed when permission was given for establishing the club. It was further agreed that UPC should grant £100 towards the insurance costs in the year 2020/21, with the club contributing the other £100 in April 2020. It was further noted that in subsequent years the Council would expect the whole £200 contribution to come from the club.

St Mary’s PCC Ufford – Councillors questioned a grant to an organisation with enormous resources behind them but also heard that the church itself ran on a very small budget and that a contribution towards the grass cutting would allow the amenity, used by many villagers, to remain in a tidy state. The grant of £900 was agreed.

The above two grants were proposed by Cllr. Jones, seconded by Cllr. Findley and all Councillors were in agreement.

- c) To discuss and agree draft budget for 2020/2021:

The draft budget, as amended by discussions and suggestions over the previous month, was presented to Councillors. There was discussion regarding the merits of moving reserve funds (for the Play Park and Woodlands) to a separate account or simply earmarking them as reserves in the 2020/21 period. After further discussion the budget presented (draft v4) was proposed by Cllr. Jones, seconded by Cllr. Crocker and all were in agreement that it be adopted.

d) To discuss and agree draft proposal for Precept request for 2020/2021:

In line with the agreed budget, Councillors agreed that a 'zero' increase in the precept request was not healthy as it may lead to a large increase in the future. After discussion Cllr. Jones proposed a precept of £20,466 was requested for 2020/21 (approximately a 4% rise on 2019/20). This was seconded by Cllr. Edworthy and all Councillors were in agreement.

e) To authorise the following Invoices for Payment:

i.	J Hallett (Salary + Office & mileage expenses)	£542.07
ii.	SCC Pension Fund (Clerk's pension)	£171.11
iii.	HMRC Cumbernauld (Clerk's PAYE)	£97.80
iv.	STC Solutions (Repairs to CCTV)	£297.00
v.	Staples UK Ltd (Paper and Drawing Pins)	£41.08
vi.	Ufford Parish Council (Transfer of funds to Play Park Account)	£500.00

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

f) To note Payments made since last meeting:

i.	Suffolk Preservation Society (Annual Membership)	£30.00
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g) To note Payments received since last meeting:

i.	Rent for Land Behind 17 Nicholls Close	£112.16
ii.	VAT Refund	£655.46

Action: Clerk

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

- SALC Meeting – Cllr. Findley had previously sent a report on the meeting and was thanked for this. Data Protection and the Planning Application process were highlighted and the Clerk agreed to check the Council was still compliant.

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

- *There were none at the time of the meeting*

The date of the next meeting was confirmed as **Tuesday 21st January 2020** at The Community Hall, The Avenue, Ufford.

Action: Clerk

The meeting was closed at 8.30pm

Signed:

Date:

Chair: Cllr. Kathryn M Jones

Judi Hallett

Clerk to Ufford Parish Council

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