

**Minutes of Ufford Parish Council Meeting**

Held on 16<sup>th</sup> July 2024 ~ 7.00pm

The Parish Hall, Church Lane, Ufford

Present

Cllr. Nigel Smith (Chair)

Cllr. Keith Bennett

Cllr. Tim Buxbaum

Cllr. Pat Edworthy

Cllr. Angela Linforth

Cllr. Vincent Smith

Cllr. Tig Thomas

Cnty. Cllr. Alexander Nicoll

2 Representatives from Cadent Gas Ltd

Judi Hallett (Clerk)

Five members of the public were present

*The Chair welcomed everyone to the meeting*

**1. Apologies for absence:**

a) To Receive Apologies:

Apologies for absence had been received from Cllr. Nick Crocker (Away), Cllr. David Findley (Away), Cllr. Jane Hawthorne (Away), and Cllr. Kathryn Jones (Away). District Cllr. Noble had also sent her apologies.

b) To Accept Apologies:

The apologies of absence from Cllrs. Crocker, Findley, Hawthorne and Jones were proposed as accepted by Cllr. V Smith, seconded by Cllr. Bennett and all were in agreement.

**2. To receive any:**

a) Declarations of Pecuniary Interest in Agenda Items

- None

b) Declarations of Non-Pecuniary Interest in Agenda Items

- Cllr. Edworthy - Item 7. a) & b) – Trustee of the Community Hall Charity
- Cllr. V Smith – Item 7. a) & b) – Treasurer of the Community Hall Charity

c) Applications for Dispensation on Agenda Items

- None

d) Declarations of Gifts or Hospitality received over the value of £50.00

- None

e) Notification of Lobbying with reference to any Planning Application to be discussed

- None

---

*Chair's initials.....*

**3. Public Session:**

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

- Presentation from Cadent Gas – Two representatives of Cadent Gas presented a revised plan for the renewal of the Gas Main (copy of presentation available from Clerk). The following questions were asked:
  - *When the gas is switched off for residents in Byng Hall Road will it be long term?* No, perhaps 3 or 4 hours max at a time and there will be plenty of warning. We will also provide electric goods for heating and cooking at this time. A few residents fed directly from the medium pressure pipe at northern end of High Street will also be impacted and supported during switch off period.
  - *The closure of the A12 off Slip road towards Wickham Market at Northern end of Ufford and Byng Hall Road is planned for December. This will have a massive impact on Christmas trade at local pubs and businesses. Is there any chance of moving this?* Yes, we can certainly take this away and have another look; depending on progress of the work we may be able to bring it forward to November or push it back to January
  - *How will buses be affected?* They will not, with 2-way traffic lights and no road closure of the High Street, they can run as normal
  - *Can we have a copy of this presentation?* Yes, it will be sent to the Clerk tomorrow and can be published
  - *How will businesses be told about the separate meeting for them?* Mr Notcutt has provided us with a list and we have used online search engines to find businesses, but we will also ask the Clerk to verify the list and add to it.
  - *Byng Hall Lane is much smaller than Byng Hall Road and is totally unsuitable for regular traffic and large vehicles?* We do appreciate this but there is no alternative
  - [Cllr. Nicoll] *Please can I be kept in the loop with comms as I represent other villages that will be affected by this work and I need to notify other Parish Councils?* Yes, of course

*Cadent Gas representatives and three members of the public left the meeting*

- Revised Gas Works Plan – Member of Public stated that; I just wanted to say a massive ‘thank you’ to the Parish and Suffolk Councils for resolving this issue. The original plan would have had a devastating impact on our business and I am so grateful.

b) Reports or comment from ESC and SCC Councillors (notes only):

- East Suffolk Council - Cllr. Noble had sent her apologies

- Suffolk County Council – Cllr. Nicoll stated he did not wish to take up any further time of the meeting (given that public session had already taken 45 mins) but congratulated the Parish Council on the work they had undertaken to bring about the change to the Gas works plans

Action: Clerk

**4. To sign Minutes of meeting dated 18<sup>th</sup> June 2024:**

The minutes of the Full Council meeting dated 18<sup>th</sup> June 2024 had been circulated and there were no further amendments. The minutes were proposed as a true record by Cllr. V Smith, seconded by Cllr. Bennett and all Councillors, who were in attendance at the meeting, were in agreement that they be signed.

The Clerk agreed to publish the minutes on the website.

Action: Clerk

**5. To appoint persons to the following offices – Deputy Community Partnerships Representative**

Cllr. V Smith agreed to attend the Community Partnerships meeting on 25 July 2024 in Cllr. Findley's absence, but requested this was a 'one off'.

It was agreed that this matter would be placed back on to the September Agenda.

Action: Clerk

**6. Highways:**

- a) To receive an update on the proposed Gas works on High Street and Byng Hall Road and to decide further actions to take – General comments noted were:
- This is much better but I am concerned about the December working; we must ensure that Cadent stick to their commitment not to work during December
  - I can see the only real issues now will be the access restrictions in Byng Hall Road; but perhaps we need to manage these as and when the road is closed.

It was concluded that the following actions should be taken:

- Clerk to provide Contacts and Businesses List to Cadent.
- Clerk to check Plans include 'no December working' and then publish
- Clerk to update local Contacts and send PUNCHLine

Action: Clerk

- b) East Lane to Eyke Footpath – To discuss writing to the landowner with reference to the flooded and uncut path - After explanation of the issue Cllr. Bennett proposed that Mr Fleming was contacted and asked to re-instate the path, with a copy of the letter to SCC PROW Team. This was seconded by Cllr. V Smith and all were in agreement. The Clerk suggested a picture of the issue was also included in the letter.

Action: Clerk

## 7. Community Hall Upgrade:

- a) To receive update on the Lottery Application for monies to refurbish the Community Hall Toilets and to authorise expenditure up to £6,950 from CIL funds – The Clerk confirmed the excellent news that the Council had been awarded £20,000 Lottery money for the Community Hall toilets refurbishment project, and that the funds had been received.

The following resolutions were made:

- £20,000.00 to be placed on Deposit with the CCLA, whilst the funds were not required – Prop: Cllr. Bennett, Sec: Cllr. Edworthy, all in agreement
- If the project were to overspend, this would be split between the Community Hall and the Parish Council - Prop: Cllr. N Smith, Sec: Cllr. Bennett, 5 For, 2 Abstentions
- The Council would spend CIL funds on this project – to a maximum without further agreement of £6,950.00 (CIL pot currently standing at £10,173.94) - Prop: Cllr. Bennett, Sec: Cllr. N Smith, 5 For, 2 Abstentions

Clerk to contact Stowe Builders

- b) Electric Vehicle Charging Point – to discuss signing up to the Cluster Member Agreement, Licence Agreement and Access Agreement with Connected Kerb – The details of this agreement had been circulated and the following comments were noted:

- These charging points are an amenity for residents, albeit that they were not often used when they were switched on
- SCC have agreed this contract and their Legal Department have reviewed it, it lasts until 2040
- The points need to be on the charging ‘Apps’ to get more use
- The new company will take full ownership of the EV points, they will maintain them and will pay for the electricity used. They will also give the Hall/PC £200 per year, for the first seven years
- Do we want to commit for 15 years? Can we just commit for a few years? [No, it is this or nothing]
- This appears to be a ‘no brainer’ to me. Do we want to see the legal advice?

In conclusion, Cllr. N Smith proposed the offer was signed up to, on the understanding that the Hall Committee Treasurer was satisfied the payment/refund of the electricity would be a smooth process. This was seconded by Cllr. Buxbaum; Councillors voted 4 For with 3 Abstentions. Clerk to notify SCC.

Action: Clerk

## 8. Finance Matters:

- a) To receive Accounts as of 30<sup>th</sup> June 2024 – The Accounts had been circulated and there were no questions. Cllr. Bennett had verified the figures in Lloyds Bank.
- b) To discuss request from Clerk for 50% contribution towards her monthly Broadband costs – [The Clerk left the meeting] After discussion Cllr. N Smith proposed the Clerk's Office Allowance was raised to £12 per week, to cover this additional expense. This was seconded by Cllr. V Smith and all were in agreement. The Clerk returned to the meeting and thanked the Council.
- c) To discuss request from Ufford PUNCH Team for contribution towards cost of registering Trademark (total cost £200.00) – The request from the PUNCH team had been circulated to all. A question was asked as to whose name the trademark was currently registered. It was thought it was in the name of one of the PUNCH committee members. Cllr. V Smith proposed the trademark be transferred in to the name of the Parish Council, and that the Council then pay the 10 year trademark renewal fee and establish a free 'licence' with the PUNCH Committee for them to use the trademark. This was seconded by Cllr. Edworthy and all were in agreement. Clerk to speak with the PUNCH Chair.
- d) To discuss Clerk's draft Insurance Pre Renewal Questionnaire – The draft questionnaire had been circulated. Cllr. N Smith suggested the value of the Woodlands/Footpaths machinery be added. The Clerk estimated the value of these items would be in the region of £3,000 and it was agreed to add this. Clerk to adjust questionnaire and forward to Gallagher Insurance.
- e) To authorise the following Invoices for Payment:
- |   |         |
|---|---------|
| i. J Hallett (Salary and Expenses)                                | £943.41 |
| ii. SCC Pension Fund (Clerk's Pension)                            | £245.63 |
| iii. HMRC Cumbernauld (Clerk's PAYE)                              | £336.56 |
| iv. Suffolk County Council (Street Light Upgrade – Final Invoice) | £724.49 |
| v. Kesgrave Aggregates (Stone for Boules Court)                   | £642.00 |
| vi. Thurlow Nunn Standen Ltd (Wheel for wheelbarrow)              | £46.06  |

The above payments were proposed by Cllr. V Smith, seconded by Cllr. Edworthy with Councillors voting all in agreement, that the payments be paid. Cllrs. Edworthy and Bennett agreed to authorise the online payments the following day, and viewed the invoices during the meeting.

f) To note Payments made since last meeting:

- i. None

g) To note Payments received since last meeting:

- i. Lottery Community Fund (for Community Hall Refurbishment) £20,000.00
- ii. Boules Club (Additional contribution to Stone renewal) £40.00
- iii. Alford Storage (Clothes Bank) £21.00

Action: Clerk

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

- a) D/24/2312/TPO - A1 of TPO No. 31 / 1957 1no. Oak (yellow X on plan) - Reduce NNE lowest, longest lateral to point of origin, leaving secondary leader, as shown on submitted photographs - 9 Nicholls Close, Ufford. The following comments were noted:

- The Tree Warden has reviewed the application and is happy the work is required
- This limb is soon going to be too close to the property
- Conclusion: **No objection** – (Prop: Cllr. Edworthy, Sec. Cllr. V Smith, all in agreement)

Action: Clerk

10. **Other Planning Matters:**

- a) To acknowledge previous months list of ESC Planning decisions – The list from ESC had been circulated and there were no further comments. [*Subsequent to the meeting the Clerk confirmed there had been no decisions taken by ESC for Ufford properties during June 2024*]
- b) Planning Enforcement Case ENF/24/0004/DEV (Land at the top of Church Lane) – To discuss response from ESC Planning Enforcement Officer and to discuss any further action Ufford PC may wish to take – Cllr. N Smith recalled the history of this site for the benefit of the new Councillors. The following comments were made:
- The current owner is keeping the land very tidy
  - The issue raised by a resident and passed on to ESC was only regarding the additional shed, which had been recently erected, not any other matter
  - It is not permitted to place a shed in the Conservation Area without permission
  - This land is in the Conservation Area and whether planning permission is required or not, is the responsibility of ESC, and not Ufford PC.

- I suggest we raise with ESC the following points:
  - I. With reference to the new shed only, why has the Conservation Officer (and thus the Planning Enforcement Officer) taken the decision he has regarding the structure in the conservation area and it being likely to have been granted permission, had this been sought. This could have implications for further development in the conservation area
  - II. The shed in question is a temporary structure and we must assume that the view that it would receive consent was on this basis. However, there have been previous temporary structures erected in Ufford, which have subsequently been sold off as separate permanent residential buildings to the land they were originally associated with and are now being used for commercial use [Application DC/13/2789/FUL]. What assurances can ESC give the Parish Council that this situation will not be permitted again here?
  - III. The erection of the shed in the current location obscures the view of the Almshouses as you traverse along Barrack Lane and changes the view down Church Lane. These 'Views' are mentioned in the draft Ufford Plan and this requires pointing out to ESC.

Cllr. V Smith proposed points I. to III. above be presented to both the ESC Enforcement Officer and ESC Head of Planning. This was seconded by Cllr. N Smith and Councillors voted 6 For with 1 Abstention.

**Action: Clerk**

#### **11. Neighbourhood Plan:**

- a) To receive an update on the progress of the Plan – Cllr. N Smith reported that the Consultants had now pulled together all the comments received as part of Regulation 14. The next task would be for the Steering Group to analyse all comments and amend the Plan as and where appropriate. This process had to be very accurately documented and the Consultants would steer the group through.

**Action: Clerk and Steering Group**

#### **12. Projects List:**

- a) Emergency Plan – To receive update from Cllrs. Bennett and Hawthorne – Cllr. Bennett reported that he and the Clerk had attended a Workshop on Emergency Plans and both had concluded the Ufford draft Plan was on track. A WhatsApp group had been established for initial communications within the core group and Rest Centre training will be attended later in the year. It was hoped a draft Plan would be available for review in September or October.

**Action: Cllrs. Bennett, Hawthorne and the Clerk**

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

- a) To receive update on work in the Woods and application for grant towards Woodland Management Plan and Felling Licence – The Clerk reported that the first form had been completed. However, as second, more detailed form, required completing and this would be tackled once Cllr. Hawthorne returned from her holiday.

**Action: Cllr. Hawthorne and the Clerk**

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

- JPTI Meeting – *Cllr. N Smith* – Cllr. N Smith reported that the latest meeting of the JTPI had been constructive. It was still proving difficult to analyse the traffic through Melton to and from Bentwaters Park; and also traffic routes subsequently through Campsea Ashe and Tunstall. It had been suggested a better management plan for large vehicles travelling to and from Bentwaters Park was required. There would be a further meeting in August.
- Sizewell C Community Fund Meeting – *Cllr. Edworthy* – Cllr. Edworthy reported that the fund was mainly for communities that had directly been affected by Sizewell C. However, the fund may be opened up to other communities at a later date.
- SALC AGM – *Cllr. V Smith* – Cllr. V Smith attended the SALC AGM and reported that it was interesting. Councils were again being encouraged to switch to a ‘gov.uk’ email address and website domain. The Clerk reported that her experience of this with Hollesley PC had been a challenge.

**Action: Cllr. N Smith**

**15. To receive agenda items for next meeting and agree date of Next Meeting (20<sup>th</sup> August (if required) and/or 17<sup>th</sup> September 2024):**

- Footpath Report

Clerk advised that it may be necessary to have a planning only meeting, in August, but the date would be dependent upon receipt of the notice of application.

**Action: Clerk**

The meeting was closed at 9.02pm

Signed:.....  
Cllr. David Findley - Chair

Date: .....

Judi Hallett  
Clerk to Ufford Parish Council

---

*Chair’s initials.....*