

Minutes of Ufford Parish Council Meeting
Held on 17th December 2024 ~ 6.00pm
The Community Hall, The Avenue, Ufford

Present

Cllr. David Findley (Chair)

Cllr. Keith Bennett

Cllr. Tim Buxbaum

Cllr. Jane Hawthorne

Cllr. Kathryn Jones

Cllr. Angela Linforth

Cllr. Nigel Smith

Cllr. Vincent Smith

Cllr. Tig Thomas

County Councillor Alexander Nicoll

Judi Hallett (Clerk)

Two members of the public were present

The Chair welcomed everyone to the meeting

1. Apologies for absence:

- a) To Receive Apologies: Apologies from UPC Councillors had been received from Cllr. Nick Crocker (Unwell) and Cllr. Pat Edworthy (Away). District Councillor Sally Noble had also sent her apologies.
- b) To Accept Apologies: The apologies of Cllr. Crocker and Edworthy were proposed as accepted by Cllr. V Smith, seconded by Cllr. Thomas and all were in agreement.

2. To receive any:

- a) Declarations of Pecuniary Interest in Agenda Items
 - Cllr. Linforth – Item 6. b) – Resident of the property in question
- b) Declarations of Non-Pecuniary Interest in Agenda Items
 - Cllr. V Smith - Item 9. 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

3. Public Session:

- a) Reports or comment from any member of the public (notes only):
 - Village Stocks – Please can I ask who owns and maintains the Stocks outside the Church? [The Clerk notified the resident that the Stocks were owned and maintained by the Parish Council]

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- Ufford Neighbourhood Plan – Please can I ask what land is being referred to on page 115 of the draft Neighbourhood Plan, as I believed that any reference to this land had been removed from the Plan? [The resident was informed that all comments on the Plan must now go to ESC, as the Parish Council were unable to make any amendments whilst it was in the Regulation 16 Consultation stage. The resident informed Council that this had been done]. *After the meeting the Clerk discovered an error on the Plan, where a sentence had been left in by mistake. The Consultants advised this could be removed after Examination.*
- b) Reports or comment from ESC and SCC Councillors (notes only):
 - East Suffolk Council - Cllr. Noble's report had been circulated.
 - Suffolk County Council – Cllr. Nicoll reported on the following items:
 - Sizewell C – Southern Transport Forum was very useful and informative; Traffic monitoring was in place but work had already started on some elements of the highways projects. Unfortunately the two village bypass would not be in place until after HGV and other Sizewell traffic numbers had increased significantly.
 - Active Travel Woodbridge – Consultation now underway and all comments welcome
 - Melton Parish Council – I am now a member of Melton PC
 - Devolution – This may change the elections in May, we should know more by February
 - Q. *Did I hear the Friston Substation is now not going to be as big?* It appears one of the Energy projects is not now being channelled through Friston, but the station will still be the size of a small supermarket
 - Q. *Do we know if the recent announcement by the Government will mean many more houses in East Suffolk?* I believe there will be 150% more houses needed in East Suffolk; but first we need the services and infrastructure.

Action: Clerk

4. To sign Minutes of meeting dated 19th November 2024:

The minutes of the Full Council meeting dated 19th November 2024 had been circulated and there were no further amendments. The minutes were proposed as a true record by Cllr. Jones, seconded by Cllr. Hawthorne 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. Finance Matters:

- a) To receive Accounts as of 30th November 2024 – The Accounts had been circulated and there were no questions. Cllr. Edworthy had been asked to verify the figures shown on the Lloyds Bank account and the Clerk agreed to chase this.

Chair's initials.....

- b) To agree the Budget for 2025/26 – The Clerk had re-circulated the draft Budget and confirmed there had been no further suggested amendments. Cllr. Jones queried why a Parish Council was not permitted to use the ‘Small Business’ exemption which would mean they did not pay Employers National Insurance. Cllr. V Smith agreed to speak to SALC and gain clarification.

After further explanation of the figures, Cllr. Findley proposed the Budget be adopted. This was seconded by Cllr. Bennett and all were in agreement. The Clerk was asked to finalise the spreadsheet and circulate.

- c) To agree the Precept request for 2025/26 – In line with the budget agreed in 5 b) Cllr. Jones proposed the Council request a Precept of £26,106.00. This was seconded by Cllr. Bennett and all were in agreement.

The Clerk was asked complete the necessary form and return to ESC.

- d) To authorise the following Invoices for Payment:

i.	J Hallett (Salary and Expenses)	£1,001.59
ii.	SCC Pension Fund (Clerk’s Pension)	£277.32 ¹
iii.	Thurlow Nunn Standen Ltd (Consumables for Woodlands and Tool)	£176.55
iv.	Stowe Building Contractors Ltd (Community Hall Toilets)	£2,000.00 ²

1. *This figure was confirmed after the meeting*
2. *See comments at item 9. a) which was discussed before item 5*

The above payments were proposed by Cllr. Findley, seconded by Cllr. Hawthorne with Councillors voting all in agreement that the payments be paid, with the exception of Cllr. V Smith who abstained. Cllrs. Findley and Hawthorne agreed to authorise the online payments the following day.

- f) To note Payments made since last meeting:

- i. None

- g) To note Payments received since last meeting:

- i. ESC (Grant for Projector and Woodlands Tool) £436.62

Action: Clerk

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

- a) DC/24/4030/FUL - Alterations, Extension and Cartlodge - Cambrai House, High Street, Ufford. The following comments were noted:

- This is a scaled back plan but I think it looks better
- I have no objection
- Conclusion: **No Objection** – (Prop: Cllr. Bennett, Sec. Cllr. Hawthorne, all agreed)

- b) DC/24/4084/FUL - Proposed extensions and internal alterations including conversion of garage at Ash Greys, Church Lane, Ufford. The following comments were noted:
- [Cllr. Linforth left the meeting]
 - These are similar to the previous plans, but drawn up by a different architect.
 - There are details about protection of the trees and I have no objection
 - Conclusion: **No Objection** – (Prop: Cllr. V Smith, Sec. Cllr. Thomas, all in agreement)
 - [Cllr. Linforth re-entered the meeting]
- c) DC/24/4217/CLP - Certificate of Lawful use (Proposed) - Use of the land for Class BC - temporary recreational campsites up to 50 pitches over 60 days per calendar year where the Applicant notifies the Council before the commencement in each calendar year, providing a site plan with toilet and waste disposal facilities and dates of use. - Land Parcel At Melton Lodge Farm, East Of Lower Ufford Road, Pettistree. The following comments were noted:
- This proposal is half in Ufford and half in Pettistree, with the entrance probably in Pettistree
 - I am concerned at the possible traffic on Loudham Lane/Lower Ufford Road
 - The entrance to the site will be shared with farm traffic, not ideal
 - Where will the waste go?
 - A PROW crosses the access track, how will this be affected? We really need to know more information to be able to comment
 - The site is large, 80m x 300m but it may spoil the view of the countryside in this location
 - Conclusion: **Objection to CLP application being permitted and request that a FUL application is submitted in order that the full extent of the proposal can be assessed** – (Prop: Cllr. Jones, Sec. Cllr. Hawthorne, all agreed)

Action: Clerk

7. 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.
- b) Additional Item – Foxglove, The Avenue, Ufford – It was commented that permission at Foxglove in The Avenue had been refused on the grounds that the replacement rear decking would overlook the neighbouring property and the existing decking had never received planning consent.
- c) Additional Item – Solar Farm at Pettistree – It was reported that no further communication had been received. Cllr. Findley advised that he had been encouraged to write to the applicant by Mr Woolnough of ESC.

Action: Cllr. Findley

8. Neighbourhood Plan:

- a) To receive an update on the Ufford Neighbourhood Plan – Cllr. N Smith reported that the Plan was now in Regulation 16 Consultation and this would conclude on 10th January 2025. The Clerk advised that an Examiner had been approached and ESC were waiting to hear if he was still available. Cllr. Findley reported that there had been good dialogue between members of the Steering Group and East Suffolk Council Housing Department about housing numbers and priorities.

9. Community Hall Upgrade:

- a) To receive update on the refurbishment of the Community Hall Toilets – [Item discussed before item 5] Cllr. V Smith reported that the project was almost complete, there were just a couple of snagging issues with the accessible toilet and some pipe lagging. It was proposed that £2,000 of the final invoice was paid now, with the remainder (£354.95) paid when all snags were completed.
- b) To receive update on the Electric Vehicle Charging Point – Cllr. V. Smith reported that the documentation should be ready to sign shortly. Although one parish had responded to the Clerk's request to pool the available legal grant available from SCC, it was felt this would still not be enough funds for a lawyer to review the documentation. It was agreed that Cllr. V Smith to ask SCC for clarification that all work on the documentation had been carried out by the SCC legal department and that Ufford PC had no liability.

Action: V Smith

10. Projects List:

- a) Emergency Plan – To receive update from Cllrs. Bennett and Hawthorne – The Clerk reported that the Plan was now ready to adopt. Cllr. Findley proposed the adoption of the Plan. This was seconded by Cllr. Thomas and all were in agreement. It was suggested that a 'desk top' exercise should be carried out to test the Plan's robustness. Cllr. Bennett gave details of an Emergency Preparedness Guide that was in the form of a Fridge Magnet. The cost was around £1 per item and Cllr. Findley agreed to speak to Cllr. Noble about funding a supply to enable us to distribute the guide to every household. Cllrs Bennett, and Hawthorne, and the Clerk were thanked for their work on the project.

Action: Cllr. Findley and the Clerk

11. Documentation – To acknowledge review and adoption of:

- a) To discuss adding text to the Standing Orders to give details of the Council's responsibility to appoint Trustees to other bodies, such as the Town Estate and Community Hall Charities – It was agreed that additional wording was required and the Clerk was asked to draft and circulate for review.

Action: Clerk

12. Council Administration:

- a) To set dates of Full Council Meetings in 2025 – Suggested 21st Jan, 18th Feb, 18th Mar, 15th Apr, 20th May, 17th Jun, 15th Jul, 19th Aug (if required), 16th Sep, 21st Oct, 18th Nov, and 16th Dec – Cllr. Findley proposed these dates were set for the 2025 meetings. This was seconded by Cllr. Thomas and all were in agreement. It was agreed to set the date of the Annual Parish Meeting when the date of the Referendum for the Neighbourhood Plan was known.
- b) To re-consider moving to a ‘gov.uk’ domain for the website and Council e-mail address – It was agreed to move this item to the January Agenda

Action: Clerk

13. Quarterly Health and Safety Review – To receive notification of any H&S matters and to add to Action List – The following item was discussed:

- Sewer Leak at Recreation Ground – A major sewage leak at the Recreation Ground had been reported to Anglian Water in early December. They had been out on numerous occasions and had hopefully now fixed the issue. However, there were still covers lifted and pipes insecure on the old Crown Nursery land and this was still to be resolved

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

- SZC Community Fund Forum – Cllr. Findley – Cllr. Findley Had circulated a written report but confirmed that villages such as Ufford should now be able to apply for a grant through the SZC Community Fund.

15. To receive agenda items for next meeting and agree date of Next Meeting (7th January 2025):

It was agreed to include the following items on the agenda:

- To discuss writing to Anglian Water re. Sewer Pipes that cross the Recreation Ground
- Amendment to Standing Orders
- Update on Woods

Action: Clerk

Under the Public Bodies (Admission to Meetings) Act 1960, the public were excluded from the meeting due to the confidential nature of the business to be discussed

16. Neighbourhood Plan:

- a) To discuss Policy UFF16 in the Draft Ufford Neighbourhood Plan – Cllrs. discuss this Policy in the Draft NP – *full details of discussions to remain confidential*

Cllr. Findley proposed that Standing order 3. X) was suspended to allow the meeting to conclude. This was seconded by Cllr. V Smith and all were in agreement

- b) Additional Item – Request for feedback on possible development on High Street – The Clerk reported that this had been presented to her the previous day. It was agreed to hold an additional meeting in early January 2025, to discuss the matter.

The meeting was closed at 8.24pm

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

Date:

Judi Hallett
Clerk to Ufford Parish Council

Chair's initials.....