

## Minutes of Ufford Parish Council Meeting

Held on 16<sup>th</sup> February 2016 ~ 7.00pm

### Present

Cllr. Guy Foskett (Chair)	Cllr. David Pearce	Cllr. Kathryn Jones
Cllr. Jane Hawthorne	Cllr. Keith Bennett	Cllr. Nick Crocker
Cllr. Karl Mallett	Cllr. Tracey Ling	Cllr. Nigel Smith

Judi Hallett (Clerk)                      Cllr. James Bidwell

11 members of the public attended: Mr and Mrs Peter Ernst, Paul Vyse, David Mallett, Roger Searle, Nigel Wix, J Haslegrave, Richard Dean, Kevin Mitchell, David Moore and one unknown

### 1. To receive Apologies for absence:

Apologies for absence had been received from Cllr. John Skinner (away) and Cllr. Patricia Edworthy (family commitment).

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

There were no declarations of interest and no applications for dispensation.

### 3. Public Session:

- a) Presentation from David Moore with reference to planning application DC/16/0196/FUL:  
Mr Moore explained his company's plans to install an 18 Hole Adventure Golf Course within the grounds of Ufford Park Hotel. He looked for up market golf clubs and hoped to introduce young people to golf. Adventure golf courses were already set up in the larger courses. Questions arose regarding the theme of the park, hedging, visibility, number of participants (70 cars throughout the day on busiest days in Norwich), number of vehicles through the village, low level ambient lighting, residents of the hotel using the site and the location at Norwich. Ufford Park have no plans for further developments of this kind. He felt this was a great facility for the "Ipswich area". Mr Moore was thanked for his presentation.
- b) Reports or comment from any member of the public (all regarding Lodge Rd development):
- Mr Mallett – No difference between this application and the last rejected one, there is a very inappropriate footpath, no concerns seem to have been alleviated
  - Mr Dean - Only part of the road is private, we have been trying to establish the land registry rights, there is no drainage, the landscaping next to # 1 was never done; we would challenge where the gas main goes as it is different, why are their 2 roads seemingly leading to nowhere?
  - Mr Vyse – It was evident about a week ago that the field is acting as a sponge and if concreted over the water would go further down in to the village.
  - Ms Haslegrave - the pictures are deceptive and it is difficult to see how they have been taken without the use of a drone style device.
  - Mr Ernst – There are issues with drainage and much of this comes down to the by-way, clearing is done by residents and soil is often washed down

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*Chairman's initials.....*

c) Reports or comment from SCDC and SCC Councillors:

- Cnty. Cllr. Bond – no report had been submitted
- Dist. Cllr. Day – no report had been submitted
- Dist. Cllr. Bidwell – Reported on the following items: **SCDC existing location** – preferred bidder now found, plans for 70 new houses on the site with 33% affordable, the new building will be financially neutral with running cost savings each year; **Felixstowe** – Public health unit now leading in the country, with benefits from in house software; **Eat out and Eat Well** – the Council are looking for ways to promote healthy eating; **Council Tax** – frozen for the last 6 years but will rise by 2% this year, the central grant has been cut by 40% and this has put enormous stress on the operation; **Affordable Housing** – SCDC are going to use the S106 pot to purchase land and build affordable housing for the area; **National Living Wage** – this is now being paid to SCDC employees; **Merger** – Speculation in the press about SCDC merging with Waveney but this is still in discussion; **Parking in Woodbridge** – This is a police or SCC matter but it is hoped this matter will be taken over by SCDC in the near future

*Cllr. Bidwell left the meeting at 7.22pm*

4. **To agree Minutes of Council meeting dated 19<sup>th</sup> January 2016:**

The minutes of the Full Council meeting dated 19<sup>th</sup> January 2016 were proposed as a true record by Cllr. Pearce, seconded by Cllr. Bennett and all Councillors were in favour that they were signed.

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

- a) DC/16/0337/TCA – Crown reduce two trees at 1 Church Lane, Ufford – Councillors made the following comments: **No objection**
- b) DC/16/0240/FUL - Erection of 9 dwellings (3 affordable, car parking, landscaping, open space and extended access road) - Land At Lodge Road, Ufford – Councillors made the following comments:
  - Lots of history about this site but the last application was refused (Cllr. Foskett read the reasons for refusal); Questions were raised about the 5 year housing supply
  - The only difference from the 2015 application is a landscape appraisal which looks like an effort to counter the reasons for rejection last time, the appraisal is incorrect and states ‘there is no cumulative effect’
  - The landscape appraisal is not appropriate and a site visit is essential. The bungalow behind a house is inappropriate and the photographs do not show the correct perspective
  - There are material defects in the application: Byng Brook’s location is not described correctly, Ufford is not a ‘key service centre’, the application quotes lots of different planning policies, some of which they are using for and some against, they’re drowning us in paperwork!
  - The planning statement at beginning states 9 dwellings and then at the end states 8. Despite not being able to demonstrate a 5 year housing supply there is still no case for this proposal
  - **Conclusion: Strong objection to this application.** The Clerk was asked to draft a response along the same lines as before and send to Councillors for approval before sending off
  - Residents were encouraged to send in comments and to state clearly that they either ‘object’ or ‘support’ the application and to write with lots of detail.

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*Chairman’s initials.....*

c) DC/16/0196/FUL – Construction of an 18 hole Adventure Golf Course at Ufford Park Hotel –  
Councillors made the following comments:

- I object to a theme park in this area as it is not in-keeping, we suffer a lot of noise presently and we don't want to see this increase, there is also currently lots of light pollution,
- There is concern about it being used for adult parties which may generate further noise
- We need to ensure any trees that are covered by the TPO are looked after
- In conclusion we are concerned about light pollution, noise pollution and further traffic
- I am for the idea as a family facility, it is good for young children to be encouraged, I can see the issue with the traffic but this is a business and it will look to improve its income, the 10.00pm opening may be too late and there will be noise pollution but in principle I am on board
- I have a concern about the lighting and I'm not sure if the hedge will hide the view to passing motorists and the sight of dinosaurs might distract motorists and pedestrians using this very busy road
- There are many drainage and sewage issues from Ufford Park and this may add to it.

A vote was taken and two Councillors were supportive of the application with five objecting. The Clerk was asked to draft a letter and to send it round for review.

**Action: Clerk**

*All members of the public left at 7.46pm*

**6. To discuss the previous months list of Planning decisions and the appeal on DC/15/2374/OUT - Land at Hill Farm, Yarmouth Road, Ufford:**

There were no Planning decisions made during January 2016 that affect properties in Ufford.

With reference to the appeal of application DC/15/2374/OUT the Clerk read details of the application and Councillors discussed the process.

**7. To review the Code of Conduct**

Councillors acknowledged that the Clerk had sent round for review the Code of Conduct. The only amendment was to update the Chairman's name at the foot. The Clerk agreed to publish on the web pages.

**Action: Clerk**

**8. To discuss pension provision for the Clerk**

Councillors acknowledged a change in the law and that they must set up provision of a pension service, even if the Clerk did not wish to contribute. After discussion the following actions were agreed:

- Clerk to speak to SALC for guidance
- Cllr. Foskett to investigate if NFU would take on another account
- Clerk to discuss with Hollesley and Tunstall PC's to ascertain if cost savings could be put in place by working together
- Clerk to ask other larger Town Councils who they use to provide pension services

**Action: Clerk and Cllr. Foskett**

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*Chairman's initials.....*

**9. Finance Matters:**a. To review and authorise Accounts for January 2016:

The accounts for January had previously been sent to Councillors and Cllr. Hawthorne agreed to review the bank statements.

b. To consider renewing membership of CPRE (£36.00 p/a):

After discussion it was agreed not to renew membership of CPRE. It was pointed out that much helpful advice is available on many free to access web sites.

c. To hold a review of our Internal Financial Controls and efficiency of Internal Audit:

An account of the internal financial controls undertaken and the Clerk's opinion of the appointed Internal Auditor (Mr Trevor Brown) had been sent to all Councillors on 2<sup>nd</sup> February. Councillors acknowledged this review and suggested no amendments were required.

d. Accounts for Payment:

i. J Hallett (Salary + Office & mileage expenses)	£556.61
ii. M O'Connor (Land rent for Church Lane)	£25.00
iii. A Slattery (Maintenance)	£146.74
iv. A&J Lighting Solutions (bent column at Parklands)	£147.60
v. Ufford PUNCH Subs	£17.50
vi. Action Play and Leisure (Zip Wire Platform) – <i>from PP Acc</i>	£547.20
vii. Glasdon UK Ltd (Dog Bin)	£103.82
viii. Staples (Ink and paper for Councillors)	£199.75

The above payments were proposed by Cllr. Ling seconded by Cllr. Jones and all Councillors were in favour that they be paid. The cheques were signed by Cllrs Smith and Hawthorne.

The Clerk advised that the invoice for the work completed by the Green Light Trust had been received but that this was being held until the payment from the Rural Payments Agency had been received. It was agreed to pay this invoice next month, even if the funds from the RPA had not yet been received.

An invoice from the URS&SC for hall hire had been received at the meeting and would be paid in the following days.

e. To note Payments made since last meeting:

i. None

f. To note Payments received since last meeting:

i. None

**Action: Clerk**

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*Chairman's initials.....*

**10. Play Park Project - To acknowledge report from Cllrs. Foskett and Hawthorne with respect to Play Park project:**

- Cllr. Foskett reported that finally correspondence had been received from Kompan. They were not prepared to pay compensation but some reductions had been agreed. It was suggested that we go back to them one more time to suggest we pay only a quarter of top soil costs and request £1,000 for compensation. The Clerk to draft reply and send to all for comments
- The Zip wire is being used and good comments have been received

**Action: Clerk**

**11. Recreation Ground - To acknowledge report from Cllr. Hawthorne with respect to the new Community Hall Charity:**

- The Chair thanked Cllr. Hawthorne and Cllr. Bennett for the work they had completed on information required by the Charity Commission.

**12. Woodlands:**

a) To acknowledge report from Cllr. Hawthorne with reference to the management of Parklands Wood:

- Cllr. Hawthorne's report had been circulated to Councillors
- AGM will be on 27<sup>th</sup> Feb at the end of The Woodlands Day and it is hoped that Councillors will be able to come along
- An annual report has already been circulated
- The Woodsman has already been in and done lots of work.
- We have a felling licence and no work is done on older trees covered by the TPO
- Ipswich Building Society have asked if they can do some volunteering work and the probation service are also interested in coming back
- The path to Yarmouth Road was edged and shingled, most of this is now overgrown but this could be a project the probation service could work on
- Plastic Bags money – Tesco are now in to their second phase of grants but application might be difficult due to a requirement that the area must prove it is disadvantaged which is difficult in Ufford.
- Projects for the future: We might ask Flagship for a removable post to allow some vehicular access from Lime Close and we may organise information boards and kids making dens.

b) To discuss Wayleave and ground rent payments being paid directly to Friends of Parklands Wood Group:

- Councillors had no objection to the Wayleave and land rent monies being transferred over to the Friends of Parklands Wood Group, once they had been received each year.

**Action: Clerk**

**13. Highways:**

- To receive update on White Line painting on High Street/Yarmouth Road, re-painting of the 'SLOW' signs and 'Pedestrian crossing' warning signs in The Avenue – No further updates but the Clerk had made a note to chase this in April, when the quoted 14 week elapses.
- To discuss dangerous parking in Crownfields, close to the junction of High Street – The registration number of a car parking dangerously at the entrance to Crownfields was passed to the Clerk and she agreed to contact the SNT for advice

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*Chairman's initials.....*

- c) Gullies – Cllr. Foskett reported that these had not been cleared in the past year. The Clerk agreed to chase SCC Highways.
- d) Ufford Park Hotel – The Clerk was asked to approach the hotel to ask if they could arrange for the hedge along Lower Road, between Park Side and Thatched Cottage, to be cut
- e) High Street – The Clerk was asked to chase SCC Highways as to when the hedge along Yarmouth Road (between the Ufford Park Hotel entrance and opposite the St Audrey's driveway) would be cut and the path cleared back.

**Action: Clerk**

**14. To receive Clerk's report and items arising from last minutes not covered elsewhere, to include:**

- a) Update on sewage smell, noise levels and pollution in Parklands – Cllr. Pearce and Cllr. Jones reported the sewage smell was bad again. Cllr. Pearce also reported that the lorries at the SC Norse depot were being left to idle in the morning, causing pollution issues. The Clerk was asked to report the sewage smell to Anglian Water and contact SC Norse to see the idling vehicles could be moved to another location
- b) To discuss an event to celebrate The Queen's 90<sup>th</sup> Birthday – Cllrs Mallett and Ling indicated they were happy to get involved with the organising of an event. The Clerk suggested she spoke to the PUNCH team and placed a request for volunteers in the March PUNCH. The idea of a Bar-B-Q and Sports Day was put forward.
- c) To receive an update on the new Dog Bin in the Drift – This bin was now in place and SCDC/SC Norse had been informed so that collection can be added to the round
- d) Cars and Caravan in Parklands Parking Bays – The Clerk reported that the long term cars and caravan parked in the Parklands Parking Bay 1 had finally gone, thanks to the efforts of an officer at SCDC who had been thanked for her work
- e) Annual Parish Meeting – The Clerk asked for ideas for a public speaker at this year's Annual Parish Meeting (24<sup>th</sup> May). Councillors were asked to give this thought and for it to be placed on the agenda for March.

**Action: Clerk**

**15. To acknowledge Reports on meetings attended on behalf of the Parish Council:**

- a) None

**16. To acknowledge correspondence received by the Clerk and respond as appropriate**

- a) SCDC Annual Report – The Clerk circulated this report throughout the meeting
- b) The Local Councillor – This publication had also been circulated and Councillors were informed that they may want to take a look at page 25
- c) Bromeswell Conservation Area – Cllr. Foskett advised that Bromeswell were trying to set up a conservation area and that there was a display in their Village Hall.
- d) Parish Council First – Cllr. Bennett advised that an 'App' had been developed by a Parish Council showing events, information, photos, etc. and that this may be a way of involving younger people in Parish Council life. The Clerk agreed to find out costs.
- e) Village Calendar – The Clerk agreed to raise the idea of a central Village Calendar, to try to avoid clashes of events, with PUNCH team
- f) Clapper Path – It was reported that this footpath was in a bad state but it was felt it would improve once the Leylandii had been removed (once the building work started at the Crown Nursery).

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*Chairman's initials.....*

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

There were no additional agenda items at this stage

The date of the next meeting was confirmed as **Tuesday 15<sup>th</sup> March 2016**, at The Pavilion, The Avenue, Ufford.

The meeting was closed at 8.54pm

Signed: .....  
Chairman (G Foskett)

Date: .....

*Judi Hallett*  
Clerk to Ufford Parish Council

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