

Minutes of Ufford Parish Council MeetingHeld on 19th January 2016 ~ 7.00pmPresent

Cllr. Guy Foscett (Chair)
Cllr. Jane Hawthorne
Cllr. Nick Crocker
Cllr. Nigel Smith

Cllr. David Pearce
Cllr. Keith Bennett
Cllr. Karl Mallett

Cllr. Kathryn Jones
Cllr. Patricia Edworthy
Cllr. Tracey Ling

Judi Hallett (Clerk)

Cllr. Michael Bond

No members of the public attended

1. To receive Apologies for absence:

Apologies for absence had been received from Cllr. John Skinner (away).

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) Reports or comment from any member of the public:

- There were no questions from the floor

b) Reports or comment from SCDC and SCC Councillors:

- Cnty. Cllr. Bond – Reported on the following items: A long report had just been received from the County Council Network (an association of County Councils) reviewing the relationship between the Government and County Councils. It was a complex document made even more difficult to understand given the inclusion of a great deal of unnecessary jargon but he was currently working his way through it. Cllr Hawthorne raised the question of the possible closure of Martlesham Park and Ride – Cllr Bond thought that writing in to oppose this proposal was worth doing and would certainly do no harm

Cllr Bond left at 7.05pm

- Dist. Cllr. Day – no report had been submitted
- Dist. Cllr. Bidwell – no report had been submitted

c) Report or comment from Safer Neighbourhood Team:

- Report had been circulated to all Councillors

Chairman's initials.....

4. To agree Minutes of Council meeting dated 15th December 2015:

The minutes of the Full Council meeting dated 15th December 2015 were proposed as a true record by Cllr. Jones seconded by Cllr. Bennett and all Councillors were in favour that they were signed.

5. To discuss appointing a Vice-Chairman:

The Chairman asked for any nominations for the position as Vice-Chairman and proposed Cllr. Bennett. This was seconded by Cllr. Ling and all Councillors were in favour. There were no other candidates. Cllr Bennett and Cllr. Foskett signed the Declaration of Acceptance of Office forms.

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

- a) There were no Planning Applications to discuss

7. To discuss the previous months list of Planning decisions:

Details of the Planning decisions made in December were noted by Council

The Clerk reported that no response had been received from either Cllr. Bidwell or Cllr. Day regarding the process followed by SCDC with reference to application DC/15/3541/FUL

Councillors reported that the piers at The Oaks on School Lane have been replaced with a suitable sign.

8. Finance Matters:a. To review and authorise Accounts for December 2015:

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

b. Accounts for Payment:

i. J Hallett (Salary + Office & mileage expenses)	£686.31
ii. E-On (3 months street lighting electricity)	£96.99
iii. Friends of Parklands Wood (transfer of funds)	£200.00
iv. S C Norse (Grass cutting for 2015)	£458.40
v. S C L L/S Mgt Ltd (making safe a tree in Parklands Wood)	£300.00

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

c. To note Payments made since last meeting:

- i. None

d. To note Payments received since last meeting:

- i. None

Action: Clerk

Chairman's initials.....

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

- There had been much discussion about the final amount to be paid to Kompan and our final letter had been sent to them; it was hoped a meeting with their senior manager could be arranged to finalise all outstanding issues.
- The Zip Wire new base should be installed shortly and the grass is growing well.

10. Recreation Ground - To acknowledge report from Cllr. Foskett with respect to the new Community Hall Charity:

- A meeting of the new committee was held last week and the application for Charity status had gone in to the Charity Commissioners; this should ensure a rates reduction
- The committee are looking at their costs and the amount they charge different groups; charges may change for village and 'outside' groups
- The committee had also agreed to the Defibrillator being placed on the wall
- Funds were healthy but it was felt that a substantial reserve had to be held for any repairs required to the fabric of the building

11. Woodlands - To acknowledge report from Cllr. Hawthorne with reference to the management of Parklands Wood:

- Cllr. Hawthorne's report had been circulated to Councillors on 9th January 2016
- Everyone can now see clearly all the work that has been done in the woods over the past months and many favourable comments from villagers had been received. The group is expanding in numbers with work continuing such that by the end of January much of the heavy work should have been completed
- Kevin Ross will be working with the group to a 5 year plan for felling
- 27th Feb 2016 is the Woodlands Study Day (18 people booked on so far) – a programme was available and a press release will be sent out shortly
- Risk Assessment work had been completed and Volunteer Packs had been handed out
- Cllr Day has not been able to assist with the costs of the chain saw course £688.80, Cllr Hawthorne mention the income from the licence for the additional garden rental in Nicholas Close and the wayleaves that are now paid to the Council since purchase of the Woodlands.
- Cllr. Smith asked if the group could look at Sogenhoe Chapel as there were lots of overgrown trees and shrubs. It was felt that work in Parklands Wood may slow down in the spring when the birds were nesting and that perhaps the Woodlands Group may have time to visit the Chapel. Cllr. Hawthorne and Cllr. Smith to liaise with the Tree Warden

Action: Cllr Smith/Hawthorne

12. Highways:

- To receive update on White Line painting on High Street/Yarmouth Road – The Clerk reported that a 'construction order' for this work had been placed with MG Kier in December and that they had 14 weeks in which to complete the work
- To receive an update on the re-painting of the 'SLOW' signs – as above
- To receive an update on the 'Pedestrian crossing' warning signs in The Avenue – as above
- Byng Hall Road – The Clerk had circulated details of the temporary closure of Byng Hall Road via PUNCHLine and to specific residents in the area
- Traffic Survey – Councillors enquired if the Clerk had been notified of the Traffic Survey currently being undertaken in Yarmouth Road and The Avenue; she had not
- Police – police had been very visible over the Christmas period

Action: Clerk

Chairman's initials.....

13. 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 reported that the sewer smell had been very bad recently; it had been reported to him that some of the SC Norse workmen had had to go home due to nausea etc. Neighbours had also been complaining about the stench. The Clerk agreed to contact Ufford Park urgently. Noise levels and pollution from SC Norse had not been so bad.
- b) Hiring/Lending of UPC Equipment to another Parish Council: – The draft hire agreement had been passed to Councillors and suggested amendments had been included in version 2 of the document. The Clerk confirmed that the insurance on the equipment would not be effected by it being hired out. Cllr Bennett suggested that a termination clause should be added. This was agreed and the Clerk was asked to produce the final document for signature by both parties.
- c) To receive an update on the New Defibrillator application to the BHF – The Clerk reported that she had learnt that morning that the BHF funding was now closed for this financial year; she had enquired as to whether there were any options for a late application but this was not possible. Councillors decided to wait until April and apply again.
- d) To receive an update on the new Dog Bin in the Drift – The Clerk reported that a suitable location had been agreed with a neighbour of The Drift and the distance from the highway had been measured at exactly 50 metres (the maximum distance allowed). Cllr. Foskett and Mr Adrian Smith would organise putting in a suitable post. It was suggested that a new bin be purchased as the second hand one in store had no lid. The Clerk reported that a new green bin would be £86.52 + VAT and this expenditure was authorised
- e) Donation from Andy Pritchatt from the sale of his book – The Clerk reported that Mr Pritchatt had indicated that the profit from the sale of his book was likely to be around £700. Councillors were asked to consider a suitable project these funds could be spent on and all suggestions would be put to Mr Pritchatt for his approval. An article would also be in the February PUNCH. An initial idea was that of a bench in the village.
- f) Parklands Parking Area – Cllr. Pearce reported that there was still a car and a caravan permanently parked in Bay one and now also a red car permanently parked in Bay Two at Parklands. Cllr Foskett asked if we should consider putting a sign up? The Clerk was asked to seek advice from both SCDC and the Police.
- g) Map of Parklands Trees – It was agreed that a map of Nichols Close Trees should be held by the Clerk.

Action: Clerk**14. To discuss allocation and possible rebalancing of roles within the Council:**

Councillors discussed the current allocation of roles and a few amendments were made (see appendix)

Action: Clerk

Chairman's initials.....

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

- a) Conservation Area boundary meeting with Robert Scrimgeour (SCDC) – Cllr. Crocket reported that four Councillors had met with Mr Scrimgeour and Rachel Smith regarding increasing the size/scope of the conservation area. Overall it had been a very positive meeting with very good pointers. Mr Scrimgeour had appreciated why we wanted to include the various areas: Carousel, the Water Meadows and the High Street. The next steps would be for the team to meet and finalise our submission to SCDC. He confirmed that he would be happy for us to walk him around the appropriate areas of the village so that he could examine in situ the evidence for our case. He recommended that we waited until the end April/beginning May before submitting our proposal

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

- a) Article in Suffolk Norfolk Life about Ufford – The Clerk had passed round a copy of the Suffolk Norfolk Life which had included an article about Ufford
- b) Smaller Authorities’ Audit Appointments Ltd – the Clerk informed Council that a new body to take over from the Audit Commission has been set up by NALC, SLCC and the Association of Drainage Authorities (ADA). Details were still very basic but it was though the charges may be less than BDO LLB
- c) SCC Park and Ride – the Clerk was asked to draft a letter about the potential closure of the Martlesham Park and Ride and emphasise the effect this would have on the elderly and vulnerable, especially when it came to hospital appointments.

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

The Clerk was asked to include the issue of dangerous parking in Crownfields on the February agenda.

The date of the next meeting was confirmed as **Tuesday 16th February 2016**, at The Pavilion, The Avenue, Ufford.

The meeting was closed at 8.10pm

Signed:
Chairman (G Foskett)

Date:

Judi Hallett
Clerk to Ufford Parish Council

Chairman’s initials.....

Appendix

Allocation of Roles:

Personnel	Kathryn Jones	Guy Foskett			
Finance	Keith Bennett	Pat Edworthy	David Pearce	John Skinner	Guy Foskett
Documentation	Keith Bennett	Kathryn Jones			
Parklands Wood	Nick Crocker	Jane Hawthorne	Pat Edworthy		
Recreation Ground	Guy Foskett	Tracey Ling	John Skinner		
Police Liaison	Karl Mallett				
Special Projects	Nick Crocker	Pat Edworthy	Jane Hawthorne	Keith Bennett	
Planning	Nick Crocker	Kathryn Jones	Nigel Smith		
Environmental	Pat Edworthy	Jane Hawthorne			
Highways	John Skinner	Karl Mallett			
SALC/NALC	Shared				

Chairman's initials.....