

Minutes of Ufford Parish Council Meeting Held on 21st June 2016 ~ 7.00pm

Present

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

Judi Hallett (Clerk)

No members of the public attended

1. To receive Apologies for absence:

Apologies for absence had been received from Cllr. James Bidwell (holiday), Cllr. David Pearce (work commitments) and Cllr. Patricia Edworthy (holiday).

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

There were no declarations of interest or applications for dispensation.

3. Public Session:

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

- No members of the public were in attendance

b) 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 – no report had been submitted.

4. To agree Minutes of Council meeting dated 17th May 2016:

The minutes of the Full Council meeting dated 17th May 2016 were proposed as a true record by Cllr. Crocker, seconded by Cllr. Jones and all Councillors were in agreement that they were signed.

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

- a. DC/16/2230/FUL – Single story extension at Hawkeswade, Loudham Lane, Ufford – Councillors made the following comments:
 - This is In keeping with what is there already and won't be seen from the road
 - Just a note, all the windows in the plan are different from the actual building but this is probably an architectural error and has no consequence
 - The house has been added to over the years and features many different architectural styles
 - **Conclusion: No objection**

Chairman's initials.....

- b. DC/16/2252/TPO – To have leaning Oak in garden felled at 3 Nicholls Close, Ufford – Councillors made the following comments:
- This follows from a previous application
 - In fact there are two oak trees sited side by side the right thing to do is to take the leaning one down as this might save the other
 - It is essential the other tree is to remain
 - **Conclusion: No objection** – to be stated that we do not expect anything to happen to the other tree

Action: Clerk

Appeal for Hill Farm, High Street (DC/15/2374/OUT) – Cllr. Jones reported that this development has now been permitted after appeal; this was very disappointing for the Council.

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

The details of the Planning decisions made during May 2016, which affect properties in Ufford, had been previously circulated and were clarified by the Chair.

Councillors expressed concern about the number of trees being felled in the village and that this needs to be carefully monitored.

7. Woodland/Recreation Ground:

- a. To acknowledge report from Cllr. Hawthorne with reference to management of Parklands Wood – Cllr. Hawthorne's report had previously been circulated to all and she gave a quick summary.
- b. Report from Cllr. Skinner on the new Recreation Ground Charity: Cllr. Skinner reported he had attended the Sports and Social Club AGM. Progress was the same as reported before and it was again suggested UPC should become the legal owner of the Pavilion. US&SC are going to contact Green King to double check they have no interest in the building. The Clerk confirmed there are no registered owners on the Land Registry system.
- c. To discuss improvements to the Recycling Area – Cllr. Foskett reported not much progress as yet due to other events but the plan was to fence in on three sides and leave the blue bin to the side. It was suggested this would be a big improvement. Cllr. Foskett to obtain quotes for the work.
- d. To receive an update on the Grass Cutting – Cllr. Skinner reported the grass bank on the Avenue roadside has not been done as in previous years and neither had the paths in Parklands Wood; Clerk to chase SC Norse.
- e. To discuss a weekly/monthly rota for Play Park inspections: After discussion it was agreed that Councillors Skinner, Mallett, Hawthorne, Ling and Edworthy would inspect the park on a monthly rota. Clerk to draw up rota and provide check lists to everyone.
- f. Handyman – Cllr. Foskett reported that he had spoken to Justin Flower who would be willing to take on some maintenance work for UPC if required. His charge was £15 per hour when he used his own equipment but may be negotiable for some jobs. It was felt some maintenance jobs had taken a long time to complete and many were still outstanding. Cllr. Skinner agreed to speak to Tony Slattery about possibly sharing the work load. Cllr. Foskett to provide Cllr. Skinner with Mr Flower's telephone number.

Chairman's initials.....

- g. Posts behind Pavilion – Cllr. Foskett reported that new posts were required behind the Pavilion to prevent unauthorised access. He will source and install 2 posts with a chain.

Action: Clerk and Cllrs. Foskett ad Skinner

8. Finance Matters:

- a. To review and authorise Accounts as at 31st May 2016:

The accounts to 31st May 2016 had been circulated to the Councillors and Cllr. Hawthorne checked the Bank Statements. Cllr. Bennett asked if a slight amendment could be made to the budget sheet to show actual and predicted spend/income on a month-by-month basis. The Clerk agreed to attempt this.

- b. To agree purchase of 2 external notice boards for Footpaths Maps (cost of £21.50 each): The purchase of two boards was authorised, subject to confirmation that one was required for the Crown Inn.

- c. Accounts for Payment:

i. J Hallett (Salary + Office & mileage expenses)	£752.75*
ii. Ufford Punch Newsletter (Prize for PUNCHLINE promotion)	£22.00
iii. J Hawthorn (Queen's 90 th Birthday Celebrations)	£72.70
iv. Macmillan Cancer Support (Queen's 90 th Birthday Celebrations)	£25.00
v. G Foskett (Queen's 90 th Birthday Celebrations)	£82.12
vi. K Mallett (Queen's 90 th Birthday Celebrations)	£133.98

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

* The Clerk explained that the SALC Finance Manager was presently off work and so her salary had been calculated on basic gross pay without deducting any PAYE. Any adjustment would be taken in to account in the July salary.

- d. To note Payments made since last meeting:

- i. None

- e. To note Payments received since last meeting:

- i. VAT Refund £195.67

- f. New Loppers for Friends of Parklands Wood:

It was agreed that the Parish Council would purchase 2 pairs of Loppers for the Woodland Group in order that the VAT could be reclaimed. Cllr. Hawthorne agreed to purchase and reclaim from the Clerk.

Action: Clerk

9. Highways:

- a. To receive update on Highways issues :
- Pot Hole on the junction of Barrack Lane and The Avenue – SCC have 20 weeks from 8th April – Clerk to make note of expected completion date
 - New Pot Holes to report – The Clerk was asked to report holes in the Avenue (3 or 4 houses up from village sign), a gully in the road in Barrack Lane (drain leaking) and holes in Old Bredfield Road
 - Ufford Place – Tarmac has been completed but the signs have been left and some road drain gullies are marked to be raised; Clerk to ensure signs are collected and gullies are scheduled.
 - Yarmouth Road white lines – No further progress
 - Outside Ufford House – Looks like it was 'SLOW' – Clerk to report needs repainting
 - Yarmouth Road junction – The July Punch will include an article asking for reports of accidents.
- b. To receive an update on the designation of Lower Road as a 'Quiet Lane' – The Clerk reported that Melton Parish Council would be discussing this subject at their next meeting on 22nd June and she would report back.

Action: Clerk**10. To receive Clerk's report and items arising from last minutes not covered elsewhere, to include:**

- a. To receive a report on the event to celebrate The Queen's 90th Birthday – It went very well, a very good day, lots of volunteers, very well attended (around 175 attendees), a very good event. It was a shame it rained but that couldn't be helped. Lots of people walked through the woods to attend the event and commented positively on the woods, a good mix of the village, the village pulled together. Thanks to Cllr. Mallett £285 was raised for Help the Heroes. There will be a write up in PUNCH with photographs.
- b. Ufford Charity – Item required on the next agenda with possibly David Levett in attendance to explain the commitment. Cllr. Skinner outlined the Trustees configuration and reported that we need to appoint 2 trustees as soon as possible.
- c. SALC Employment Seminar: The Clerk asked if anyone would like to attend an Employment seminar jointly organised by SALC and NALC (Norfolk Association of Local Councils). Permission was given for the Clerk to attend if she wanted to.
- d. Neighbourhood Watch Meeting: The Clerk asked if anyone was able to attend a forthcoming Neighbourhood Watch meeting in Martlesham. Any possible attendees were asked to let the Clerk know.
- e. E-On Rates increase – The Clerk informed Council that E-On would be putting their rates up for the Street Lights from 1st July (12.40p per KWh to 14.40p per KWh). The clerk was asked to investigate whether there were any cheaper fixed period contract possibilities with E-On.
- f. Citizen Advice Bureau AGM – The Clerk informed Council that the local CAB AGM would take place on 14th July at 6.30pm; Councillors to contact her if they wished to attend.
- g. Hawkeswade Bridge – Cllr. Foskett confirmed that SCC Highways had scheduled in repairs to Hawkeswade Bridge but that no date had been set.

Action: Clerk

11. Documentation – To approve the following documents:

- a) Asset Register (June 2016) – after discussion it was agreed to adopt this document
- b) Asset Register for Insurance Purposes (June 2016) - after discussion it was agreed to adopt this document.

Both documents were signed by Cllr. Foskett.

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

- a. Sports and Social Club AGM – Cllr. Skinner – Report given in 7. B) above

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

- a. There were no additional items of correspondence to discuss.

14. Clerk:

- a. To discuss and approve the new hourly rates suggested by NALC/SLCC – The Clerk reported that the rate for SCP22 had increased by 10p to £10.63 per hour. Cllr. Jones explained the situation and this increase was acknowledged by the Council.
- b. To receive an update on the pension provision for the Clerk – The Clerk reported that she had not heard from SCC with reference to her registration but that she would continue to chase this.

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

- Verges – It was reported that the cutting of verges should start next Monday and all small lanes in the village would need to be monitored to ensure they were cut.
- August meeting – it was agreed that a meeting in August would only be held to discuss any Planning Matters, if required
- Crown Nursery – discussion took place on amendments to plans and highways matters

The date of the next meeting was confirmed as **Tuesday 19th July 2016**, at St Mary’s Church Hall, Church Lane, Ufford.

The meeting was closed at 8.25pm

Signed:
Chairman (G Foskett)

Date:

Judi Hallett
Clerk to Ufford Parish Council